

Parent/Guardian & Student Handbook

Big Lake Online
Powered by Imagine Learning
2022-2023



August 2022



Welcome to Big Lake Online!

Dear Parents/Guardians and Students,

Thank you for your interest in enrolling in Big Lake Online School. We are so pleased to be able to offer this learning option and opportunity for students in grades K-12. Big Lake Online provides flexible course options as an alternative to the traditional in-person K-12 classroom environment.

High School students have the opportunity to participate in our nationally-acclaimed college and career readiness program, Relevant Experience through Apprenticeship Learning (REAL). Our apprenticeship program prepares students for life after high school by connecting learning in the classroom with real-world applications in the workplace.

Our highly qualified teachers provide individualized student support aimed to create passionate, engaged K-12 students who are ready to take on real world experiences. Students will receive personalized coaching to support self-paced learning, social emotional learning (SEL) support from social workers and counselors, and technology support for district-issued devices.

We are looking forward to working with you and your student in a more personalized learning environment. Please feel free to contact me with any questions about the Big Lake Online at (763) 262-5143.

Sincerely,

Teresa Smock-Potter
Big Lake Online Administrator

CONTACT INFORMATION

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[MISSION STATEMENT](#)

[BELIEF STATEMENTS](#)

[HORNET WAY](#)

[STUDENT ADMISSION](#)

[ORIENTATION PLAN](#)

[ONLINE ACCOUNT AND SET UP INFORMATION](#)

[STUDENT SUPPORT PLAN](#)

[STUDENT ENGAGEMENT & RESPONSIBILITIES](#)

[LEARNING COACH/PARENT RESPONSIBILITIES](#)

[TEACHER RESPONSIBILITIES](#)

[CONFIDENTIALITY](#)

[STATE AND DISTRICT TESTING REQUIREMENTS](#)

[ACADEMIC INTEGRITY](#)

[ATTENDANCE](#)

[ELEMENTARY ATTENDANCE INTERVENTION STEPS](#)

[MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE INTERVENTION STEPS](#)

[REPORTING EXCUSED ABSENCES](#)

[EXCUSED ABSENCES](#)

[REPORT CARDS](#)

[ELIGIBILITY FOR ACTIVITIES](#)

[STUDENT DRESS CODE](#)

[SPECIAL EDUCATION AND 504 PLANS](#)

[ENGLISH LANGUAGE LEARNERS](#)

[PARENT/GUARDIAN - TEACHER COMMUNICATION](#)

[DATA PRIVACY](#)

[BEHAVIOR POLICIES](#)

[DISCIPLINARY ACTION](#)

[ANNUAL NOTICES & INFORMATION](#)

[YEARBOOK POLICY](#)

[STUDENT PORTRAITS](#)

[BEHAVIOR & SCHOOL RULES](#)

MATERIALS AND TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE

Students enrolled in Big Lake Online are expected to follow all expectations in this handbook. Students scheduled for any in-person instruction will be expected to follow the K-12 student handbook during those times. This handbook may be modified at any time throughout the year. The most updated version will always be available on our district website at biglakeschools.org.

MISSION STATEMENT

Our mission is to challenge, educate and inspire all students to reach their highest level of achievement in academics, athletics, and the arts.

BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the 5 core values of the Hornet Way

HORNET WAY

It is the philosophy of Big Lake Schools that staff, students, parents/guardians and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on 5 core values:

- Respect - be considerate of self, other people and other people's beliefs and property
- Honesty - be truthful
- Kindness - be caring, friendly and helpful
- Responsibility - be dependable and accountable
- Fairness - be committed to the just treatment of others

STUDENT ADMISSION

- Students/parents must complete an [agreement](#) for virtual learning.
- Students who are new to the district must also complete student enrollment materials.
- Once the application for virtual learning has been approved, students and parents/guardians may meet with school personnel to develop an individualized plan.
- Enrollment in Big Lake Online may only occur prior to every trimester. Students must register at least two weeks prior to the start of the next term.
- Students will be recommended or approved for Big Lake Online based on the following criteria by school administration and counselors in collaboration with Big Lake Online administration:

High Recommendation	Recommended with Caution	Low/No Recommendation
<ul style="list-style-type: none"> - Positive attendance - Adequate grade history - Credit recovery - Initiative/Motivation - Time management skills - Technology skills - Self Advocacy skills - Accelerated curriculum - Home school students 	<ul style="list-style-type: none"> - Attendance concerns - Some failing grades - Partial possession of skills (initiative, technology, advocacy, etc) - Some remediation or academic support needed - Other individually defined criteria 	<ul style="list-style-type: none"> - Habitual truant - High level of academic support/remediation needed - Lack of support available at home - Other individually defined criteria

ORIENTATION PLAN

All students enrolled in Big Lake Online can receive an orientation on the following topics:

- Logging into Imagine Learning
- Navigating Imagine Learning
- Student Expectations
 - Attendance
 - Digital Citizenship
 - Supports Available
- Submitting Assignments

All enrolled students will be informed of the orientation date, time and location (location may be in person or virtually via Zoom or Google Meets). Additionally, at the elementary level, all parents/guardians/learning coaches will also be expected to attend an orientation to better understand and support their child in the program.

ONLINE ACCOUNT AND SET UP INFORMATION

Once a student is approved for enrollment, the parent/guardian and the student will receive the information necessary to log into Imagine Learning. The email will contain all necessary information to complete the account setup.

STUDENT SUPPORT PLAN

Students who are not experiencing academic success while enrolled in Big Lake Online for a variety of reasons may be directed to a Student Support Plan. This will be an individualized plan to support student needs and may include, but not limited to, any of the following:

- Consultation with school counselor or social worker
- Consultation with school administrator(s)
- Mandatory Zoom meetings with course instructor(s) to provide additional support
- Mandatory in-person meetings with teacher(s) to provide additional instruction
- All day attendance in-person (but continue with online program)
- Referral to county for attendance/truancy concerns

Students not demonstrating improvement with a support plan may be referred to other educational programming.

STUDENT ENGAGEMENT & RESPONSIBILITIES

Student success in Big Lake Online requires specific student skills and attitudes toward school and learning. To ensure success, students should demonstrate ability in the following:

- Identify and designate a learning space in the home.
- Initiate tasks with little or no prompting. At the elementary level, students will require support from their parent/guardian or a learning coach.
- Work through technical difficulties and difficult course content with persistence.
- Manage time - although the program is flexible, students must be able to budget and schedule school time each day.
- Self-advocate - it is crucial that students/learning coaches reach out to their instructors for support when needed.
- Reading skills- you will receive a lot of emails from teachers and it is necessary that you read all communications; you will also do a large amount of reading through the coursework.

LEARNING COACH/PARENT/GUARDIAN RESPONSIBILITIES

The Big Lake Online program allows for flexibility in scheduling and learning time, but it also requires support from parents or other family members to ensure success for the student. The Learning Coach/Parent/Guardian is responsible for the following:

- Assist the student with identifying a designated learning space in your home.
- Ensure adequate Internet access is available in the home.
- Monitor, assist and motivate the student daily to ensure academic progress and adherence to school policies and procedures.
- Ensure the student logs into Imagine Learning to meet school attendance requirements.
- Ensure the student attends all required class connections (Zoom or in person).
- Log-in to Imagine Learning to become aware of student progress and assignment completion.

Parents/Guardians/Learning coaches should not interfere, disrupt or directly participate in virtual learning unless requested by the teacher.

Parents/Guardians/Learning coaches are not permitted to log into, attend virtual classes or complete assignments in place of the student.

TEACHER RESPONSIBILITIES

- Guide and direct the student through Imagine Learning and other online platforms.
- Provide instruction and support to meet Minnesota state standards.
- Facilitate academic conferences.
- Review and grade student submitted work throughout each trimester.
- Maintain designated class hours for the subject area taught.
- Respond within 24 hours (school days) to all school emails and telephone calls.
- Administer required state and district assessments.
- Complete trimester grading at the end of each term.
- Communicate any school related concerns to parents/guardians and students in a timely manner.

CONFIDENTIALITY

There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, parents/guardians and learners are acknowledging their

understanding that anything they say, write, or do while on video or audio may be viewed or heard by others.

- Parents/guardians/coaches must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g. academic performance, medical conditions, disabilities, behavior, etc.) while supervising learners' virtual or online instruction or school related activities.
- Learners, parents/guardians/coaches and any other individual who may be in or around a learner's work area are not permitted to photograph, video or audio record, or screen shot any virtual learning instruction or other online or telephonic school activities without written permission from Big Lake Schools.
- Big Lake Online may record virtual classes or other group learning activities for use by other learners who may benefit from accessing the instruction at a later time. No counseling or special education services to individuals will be recorded.

STATE AND DISTRICT TESTING REQUIREMENTS

Big Lake Online students are required to participate in the Minnesota Comprehensive Assessment (MCA) and district assessments. Some of these assessments must be administered in an in-person setting and some may be done virtually. Specific information regarding assessments will be provided to parents and students as appropriate prior to testing dates.

ACADEMIC INTEGRITY

Academic integrity is being honest when completing assessments or assignments at school or online. This is violated when a student plagiarizes, forges a document or parent/guardian note, falsely records data from an assignment, cheats or helps a classmate cheat, submits work that he/she did not do, or submits work that has already been turned in for a grade in another class. Plagiarism is using another person's words or ideas without properly citing your source. It can be either intentional or unintentional.

Consequences for academic dishonesty for middle school and high school students will be:

- **1st Offense (in any course)**- The student will be expected to redo the assignment and will receive a 25% reduction in grade. The parent/guardian will be informed.

- 2nd Offense (**in any course**)- The student will redo the assignment for 50% credit. The parent/guardian will be informed. The student may receive additional assignments related to plagiarism and/or academic dishonesty.
- 3rd Offense (**in any course**)- The student will receive no credit for the assignment. A meeting **will be held** with administration, the teacher, parent/guardian and student. **The student's courses may be locked until a meeting is held.**
- 4th and Additional Offenses - Administration will determine the consequences and will meet with the student and parent/guardian. **This may include a recommendation to return to in-person learning.**

ATTENDANCE

Attendance is defined as active engagement and continuous progress in all courses at any given time. Several data points may be used to determine sufficient attendance in Big Lake Online including:

- At least five (5) hours per week per course.
- At least 40 assignments/assessments per week completed and submitted (submitted work that violates academic integrity will not earn credit and will not count toward attendance).
- A status of “On track” on the status report for each course.
- Revision of work recommended by the instructor.
- Regular communication with instructor(s).
 - Respond to email and phone calls from school staff within 24 hours.
 - Update the school office with any changes in phone numbers, email addresses or mailing addresses.
 - Contact the Big Lake Online Program Secretary if you are unable to log in for more than 24 hours due to illness, vacation, or other reasons.
 - Attending any mandatory class meetings or individual meetings
- Imagine Learning tracks attendance through session logs (system activity as well as inactivity), work submission and status reports (progress).

Any student not meeting the minimum attendance requirements will be subject to attendance intervention including possible county truancy steps.

See [School Board Policy 503](#) for more information.

ELEMENTARY ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

8 excused absences or 2 unexcused absences

Sherburne County Referral

3 unexcused absences

Referred to County Attendance Review Board

For students 12 years of age or older

5 or more unexcused absences

Child Protection Report for Educational Neglect

For students under 12 years of age

7 or more unexcused absences

MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

The school will send home an attendance letter if the student has 3 or more unexcused absences or excessive tardies. If you receive an attendance letter, please call the Big Lake Online Program Secretary to clear up any unexcused absences.

Truancy Process: Sherburne County has three steps in their truancy process. The first two steps are intervention efforts to prevent a student from being required to appear in court. The steps are:

1. Sherburne County Referral & Mandatory Meeting

- Child and parent/guardian attend mandatory meeting with Sherburne County Attorney's Office; \$15 class fee charged by county
- 3 or more unexcused absences

2. Referred to County Attendance Review Board

- Child and parent referred to Sherburne County Attendance Review Board to address attendance issues. Then student may meet weekly with county truancy social worker at school.
- 5 or more unexcused absences

3. Petition to Court

- Child and parent/guardian will have to appear in court for truancy on date assigned
- 7 or more unexcused absences

REPORTING EXCUSED ABSENCES

Due to the flexible nature of the online school, excused absences should only be reported if the student will be absent more than two days. Excused absences need to be reported to the attendance email.

blonline@biglakeschools.org

EXCUSED ABSENCES

1. Student's physical or mental health is preventing attendance at school due to:
 - Student's illness, medical, dental, orthodontic, or counseling appointments
 - Family emergencies
 - The death or serious illness or funeral of an immediate family member
2. Active duty in any military branch of the United States
3. The student has a condition that requires ongoing treatment for a mental health diagnosis
4. Student has already completed state and district standards required for graduation from high school
5. Parent/guardian wishes for the child to attend up to three hours per week a school for religious instruction
6. Other district-specific exemptions at the principal's discretion may include: impassable roads, required court appearances, or pre-approved trips of short duration with family

REPORT CARDS

Students and parents/guardians will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents can also contact the school to request a printed report card. Elementary students will receive a standards-based report card that provides detailed information on how they are progressing on academic standards. Middle school and high school students will receive a traditional letter grade report card.

ELIGIBILITY FOR ACTIVITIES

Students in grades 7-12 who are involved in extracurricular activities will be required to be academically eligible for participation. Eligibility will be determined by having an "On track" status, actual grades of 60% or more, and current attendance in all courses at all times while enrolled in Big Lake Online.

STUDENT DRESS CODE

Big Lake Online students must be dressed appropriately for school when attending a class virtually or in person.

The purpose of the school dress code is to offer students the opportunity to attend a safe, welcoming, and successful school environment. We want students to dress for success, make positive choices with their attire, and recognize what is appropriate dress for specific occasions. Student dress does influence their learning and success, and it affects school climate and school safety.

Clothing must appropriately cover the chest, stomach, and shoulders at all times during the student academic day.

Shorts, skirts, and dresses must be long enough to be appropriate when students are standing, seated, and during classes including Physical Education. Appropriateness is determined by building staff and or administration.

Pants or shorts with excessive holes that overly expose skin are not to be worn. Any clothing with holes must be appropriate for school as determined by building staff and administration.

Inappropriate and/or obscene messages (i.e. referencing or implying any illegal drug/substance, alcoholic beverage, gang-related, clothing displaying any sexual content, violent images or anything that has the potential to create a hostile or intimidating environment based on any protected class) communicated by word(s) or image should not be worn.

Outerwear such as caps, hats, coats, backpacks, purses, cinch bags, sunglasses, blankets, and backpacks are to remain in lockers during the academic school day (in person). Hoods are to remain down at all times. Any headwear other than listed above must be worn as intended by the manufacturer. Exceptions for school-related events may be made at the discretion of building administration.

See [School Board Policy 504](#) for more information.

SPECIAL EDUCATION AND 504 PLANS

Students receiving special education services through an Individualized Education Plan (IEP) may have a meeting with the case manager and IEP team to determine appropriate support and services while enrolled in Big Lake Online. Students receiving accommodations through a 504 plan may have a meeting with a building administrator and team to determine needed accommodations and appropriate educational programming. Services and accommodations will be provided based on individual student plans.

ENGLISH LANGUAGE LEARNERS

Big Lake Online provides support to students identified as English Learners (EL) and who qualify for services that support English language acquisition. Individualized levels of support will be determined by the EL teacher assigned to Big Lake Online.

PARENT/GUARDIAN - TEACHER COMMUNICATION

Parent/Guardian will receive frequent communication via email and phone calls from Big Lake Online teachers and administration regarding student progress and important school topics. Parent/Guardian will need to check their email accounts regularly to ensure they have up to date information. Parent/Guardian will be provided with teacher contact information as well.

DATA PRIVACY

Big Lake Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. If you would like to opt-out of the release and use of directory information, Big Lake Schools must receive an opt-out form by the end of the first month of a new school year. An [opt-out form](#) is available on the District's website or in the main office of each school.

NOTICE OF STUDENT EDUCATION RECORD PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.

- The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Big Lake Schools to comply with the requirements of FERPA.

TENNESSEN WARNING

An individual asked to supply private or confidential data concerning his/her self shall be informed of: (a) the purpose and intended use of the requested data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data to a law enforcement officer.

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows Big Lake Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Big Lake Schools to include information from your child’s education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media’s request of information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s/guardian’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In

addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

Big Lake Schools has designated the following information as directory information:

- Student’s name
- Student’s address
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in official school activities
- Weight and height of athletic team members
- Degrees, honors and awards received
- Any photograph, video or recording of a student’s likeness

BEHAVIOR POLICIES

The following are examples of unacceptable behavior on school grounds subject to disciplinary action. These examples are not intended to be an exhaustive list. For definitions of each unacceptable behavior and a more complete list, please see the full [discipline policy](#) on our website.

1. Academic dishonesty
2. Actions causing harm to another person
3. Attire (see dress code regulation)
4. Careless or reckless driving
5. Disrespectful language/verbal confrontations
6. Disruptive acts such as insubordination
7. Excessive public displays of affection
8. False 911 calls
9. Gambling
10. Gang or cult activity
11. Incendiary/ignition device use
12. Possession of nuisance devices/objects
13. Terroristic acts
14. Unauthorized use or tampering of fire extinguisher, fire alarms or AED alarms

15. Violation of school bus and student parking regulations
16. Violations against persons such as assault or fighting
17. Violations against property
18. Willful conduct that disrupts the educational process, endangers others or violates any policies, procedures, regulations or rules

DRUGS, TOBACCO, NICOTINE, ALCOHOL USE & VIOLATIONS

Use, behavior conducive to use, possession, selling, distributing, or exchanging of illegal drugs, tobacco, nicotine and/or alcohol are prohibited on school grounds, at school-sponsored events and in district-supplied vehicles. This includes any look-a-likes, paraphernalia and e-cigarettes. Also see the District's policy on the use of medication during school hours.

HAZING

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group. See School Board Policy [526](#).

BULLYING & INTIMIDATION

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive, repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website. See School Board Policy [514](#).

WEAPONS

Any individual entering school grounds shall not possess, use or distribute a weapon except as provided in the weapons policy. A weapon means any object, device or instrument designed as a weapon, looks like a weapon, or is capable of producing bodily harm.

RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE

Any form or infliction of religious, racial, sexual harassment, violence, or anything that has the potential to create a hostile or intimidating environment based on any protected class is not allowed. A student who believes he or she has been a victim of

religious, racial or sexual harassment or violence should report it immediately to the school principal. The student may make this report verbally or in writing by using the harassment [report form](#) available on the district website. Please refer to School Board Policy [522](#) for sexual harassment definitions and guidelines to file a report. Regarding Title IX, a report of sexual harassment should be made to the Title IX Coordinator for the district: Sue Schmidt, Human Resource Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org.

DISCIPLINARY ACTION

It is the general policy of Big Lake Schools to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action is at the discretion of school administration, and may include, but is not limited to:

- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- In-school suspension/monitoring at modified learning center
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes, driving privilege
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year

- Other disciplinary action as deemed appropriate by an authorized school representative or as recommended by the PERT, Policy Enforcement Review Team.

ANNUAL NOTICES & INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

PLEDGE OF ALLEGIANCE

Please see [District Policy 531](#).

SURVEILLANCE

In an effort to maintain the health, welfare and safety of students, staff and visitors, Big Lake Schools uses video surveillance to monitor activity (in person).

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent (in person). Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

USE OF MOVIE CLIPS

From time to time, teachers may use video clips to support their instruction. Any video clips are required to align with both the content standard and the learning target for the daily lesson. Permission forms are needed for PG movie clips for students in K-5. Permission forms are needed for PG-13 movie clips for students in grade 9. PG-13 movie clips are not shown in grades K-8. Permission forms are needed for clips from R-rated movies for students in grades 10-12. No clips from R-rated movies can be used in grades K-9. If a student does not receive permission to view a movie clip being shown, an alternative assignment would be provided.

The following procedure has been developed for parents who object to the content of instructional material:

1. Meet with the teacher regarding the objection, and if issues are not resolved at this level:
2. Take your concern to the school principal, then,

3. A meeting may be held with the teacher, the school principal, and the assistant superintendent of teaching & learning to discuss the topic at hand with the goal of resolution.
4. If no resolution is made, an alternative instructional contract will be developed that adheres to state and district academic standards and graduation requirements.

INDOOR AIR QUALITY MANAGEMENT

Big Lake Schools adopted an Indoor Air Quality (IAQ) management plan that will be used by the district to identify any air quality issues and implement a plan for improvement. The plan contains maintenance procedures, building surveys, policies and procedures for handling indoor air quality concerns. If you have any questions or concerns about indoor air quality in any of our district buildings, please contact the building and grounds manager.

PESTICIDE USAGE

The Parents Right to Know Act of 2000 requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that the public is told that the long-term health effects on children from the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood. If you would like to be notified prior to unscheduled pesticide applications (excluding emergency applications), please contact the buildings and grounds manager.

EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

MN STUDENT SURVEY

The MN Department of Education in partnership with the MN Department of Health, Safety and Human Services administers the MN Student Survey to students in grades 5, 8, 9, and 11 every three years. This survey is about various youth behaviors related to personal health, school safety, drug use and violence in the school. As part of Protection of Pupil Rights Amendments, all parents and students are provided notification of the survey distribution. Parents are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below; it was updated in May 2018. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

PARENTS/GUARDIANS RIGHT TO REQUEST

Parents have the right to request information about whether their student's teacher(s) meet State licensing approval for the grade and subject being taught, is teaching with a waiver, has certification for the field being taught, and/or the qualifications of any educational assistant providing instruction.

YEARBOOK POLICY

All photos, written text, and artwork must conform to school policies and are subject to approval by the yearbook advisor and/or administration. Photos and artwork that violate school policy, display firearms, weapons, drugs, alcohol, inappropriate gestures or poses, and revealing or obscene clothing may be edited or excluded without permission or notification. Exception given to our school-sponsored activities with administrative approval. (Example: our trapshooting team which will be allowed to have team pictures in the yearbook, team poster displayed in the school, and any approved photos taken by yearbook staff. These photos would include their firearms.)

STUDENT PORTRAITS

All Big Lake Online students can be photographed on school picture day, to purchase portraits and be included in the yearbook. Students and parents/guardians will be informed of scheduled picture days in each of the four buildings.

For inclusion in the yearbook, 12th grade students are responsible for submitting a digital copy of their senior portrait (must be a headshot) by the given deadline of their graduating year. Students who fail to submit materials before the deadline may be

excluded from the yearbook. Students who have previously been published in the senior portrait section will not be included in subsequent publications. Portraits may be provided to local media for graduation coverage. In addition, Big Lake High School displays senior portraits outside of the Counseling Office. Any senior who wishes for their picture to be displayed, must submit a printed copy of their photo to the Counseling Office. These photos are subject to approval and are not returned. The school photographer will photograph all underclassmen students for their picture in the yearbook during two school days.

BEHAVIOR & SCHOOL RULES

School Dances/Activity Nights (in person)

- Outside food and/or beverages are not allowed.
- If a student is suspended the day of the event, he/ she is not allowed to attend.
- Once a student leaves, he/she will not be allowed back into the event.
- Students should be prepared to present their student ID for admission.
- Prom is open to all 11th and 12th graders.
- A Big Lake High School student can bring a date 13 years old (must be in at least 10th grade for prom) or under 21 years old as long as he/she has an approved guest agreement, has paid the fee and is in good standing with his/her home district.

Media Centers

- Students need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

MATERIALS AND TECHNOLOGY

All Big Lake Online students will be offered a school-owned Chromebook and if issued, will be expected to use that device for online learning. Technology support related to Chromebooks can be provided through the district technology department at takeout@biglakeschools.org.

The parents/guardians of students using school-owned devices must sign an Agreement for Use of Devices via Infinite Campus and agree to pay per incident fees for damages or loss of the device. If students choose to use their own device, no Use of Devices Agreement needs to be signed, but they are still under the guidance of the Technology Acceptable Use Policy. At the end of the school year or upon withdrawal of the program, instructions will be provided for returning materials. Parents/Guardians

are also responsible for providing adequate Internet access in order for the student to participate in the online program.

Students should contact one of their teachers for support related to the following issues in Imagine Learning:

- Login help
- Assistance with resetting a quiz or assessment
- Additional support topics

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools believes the use of technology while learning is a vital part of the learning process for today's students. With teacher permission, students may use personal technology devices such as tablets and cell phones while learning. Teachers also have students use Internet-based technologies owned by the district. With the use of personal and district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using personal and district technologies to reflect the Hornet Way. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents/Guardians and students are required to sign a technology use agreement upon enrollment and again when entering grades six and nine.

For additional information on this topic, please see the [technology acceptable use policy](#) on our website.

Parents/ Guardians of Big Lake Online students must read, agree to and submit the Intake Form and Agreement linked below.

[Intake Form and Agreement](#)