

Independent School District #309

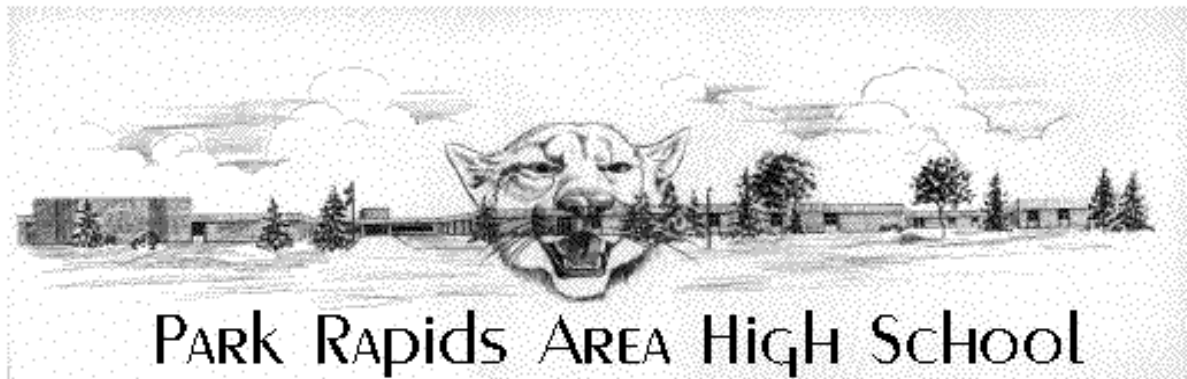
401 Huntsinger Avenue

Park Rapids, MN 56470

www.parkrapids.k12.mn.us

Phone: 218-237-6400

Fax: 218-237-6401



Park Rapids Area High School Panther Guide 2024-2025



Mission Statement

The Mission of Park Rapids Area High School (a partnership of communities) is to work together to prepare today's learners for tomorrow's challenges through: sharing of ideas and acceptance of diversity, efficient use of resources--including staff, finances, curriculum, physical plant, technology and area wide support services--thereby providing

HIGH SCHOOL FACULTY

M. Baumgartner Math
C. Brand Math/ALC
J. Cook Math
D. Etter Math
S. Aldrich Social
K. Murphy Social
R. Peterson Social
H. Vosbeek Social
J. Hutchens Language Arts
M. Miller Language Arts
T. Miller Language Arts
V. Schroeder Language Arts
S. Graham Science
JT. Luther Science
S. Thorson Science
B. Vandal Science
M. Brandt Special Education
K. Cederstrom Special Education
P. Deegan Special Education
P. Hoyum Special Education
G. Kuehn Special Education
A. Morris Special Education
M. Clark Health/Phy Ed
T. Fritze Swimming/Phy Ed
B. Gartner Phy Ed
J. Dravis Industrial Tech
T. Coborn Industrial Tech
S. Funk CTE
A. Siebert CTE
K. Murphy Business Ed
M. Hartung Art
J. Cook Instrumental Music
S. Kaufenberg Vocal Music
J. Simon-Linkowitz Spanish
T. Kocka Nurse
K Johnson ELL
K. Johnson 4C/Business Ed
L. Coborn Alternate Learning Center
T. Griffin Alternate Learning Center
T. Schroeder Alternate Learning Center
N. Brandt Counselor
S. Walsh CES
K. Johnson School Social Worker

ADMINISTRATION

Lance Bagstad Superintendent
Jeff Johnson Principal
Shelli Walsh Education Services
Jeremy Nordick Activities Director

BOARD OF EDUCATION

Sherry Safratowich Chairperson
Dana Kocka Clerk
Andrea Morgan Director
Clayton Hoyt Vice Chair
Jay Pike Treasurer
Colter Diekmann Clerk

HIGH SCHOOL SUPPORT STAFF

A. Larson Administrative Assistant
D. Seifert Student Services
Secretary/Activities Secretary
E. Pohl Special Education Director
Open Sped. Associate Director
K. Branstrom ALC Paraprofessional
K. Hanisch Paraprofessional
A. Hensel Paraprofessional
A. Sorensen Paraprofessional
B. Fossen Paraprofessional
J. Jensen Paraprofessional
L. Hjermstad Paraprofessional
R. Henderson Paraprofessional
D. Erickson Paraprofessional
R. Borger Paraprofessional
C. Wagner Media Secretary
T. Kumpula Technology Technician
D. Larson Indian Education
M. Villarreal IE Co. Coordinator
S. Miller Testing/Technology
Police Liaison PR Police Dept.
Open CTSS Mental Health

District SUPPORT STAFF

T. Boyd Comm. Ed. Sec'y
J. Dickinson Community Ed. Director
JT. Clark Food Service
M. Skoblik District Office/HR
K. Fritze Business Manager
T. Jensen Accounts Payable
M. Arvig Transportation Director
RJ McCarthy Payroll
K. Splett Supt. Secretary/Food Service

PARK RAPIDS AREA HIGH SCHOOL

INDEPENDENT SCHOOL DISTRICT #309

401 Huntsinger Avenue

Park Rapids, MN 56470

FAX: 218-237-6401

Telephone: 218-237-6400



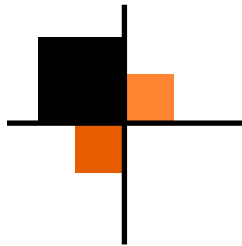
Member of:

- Northwest ECSU
- PAWN Special Education Cooperative
- North Country Vocational Cooperative
- Mid-State Athletic Conference
- Minnesota State High School League (MSHSL) Region 8A



Accredited by:
Minnesota
Department of
Education

Nickname: Panthers
School Colors: Orange &
Black
School Song: Caisson Song



Visit our Web Page

www.parkrapids.k12.mn.us

Ask us about

ParentVue

See your child's grades, attendance and more on the Inter

School Board
Meeting
6:00 p.m.
1st and 3rd
Monday of every
month.

Serving Part of Hubbard and
Becker Counties

Preparing Today's Learners for Tomorrow's Challenges

A CLOSER LOOK AT PRAHS

Park Rapids Area High School is located in west central Minnesota serving an area of approximately 600 square miles in the southwestern part of Hubbard and eastern part of Becker County. The Park Rapids School District is one of the larger school districts in Minnesota and is somewhat smaller than the State of Rhode Island. Our bus drivers drive approximately 3000 miles every day. Their safety record is excellent.

The economic stability and growth of the school district is dependent primarily upon agriculture, tourism, manufacturing and logging within the boundary lines of the school district. The area around the school district is one of inherent beauty, being situated in a part of Minnesota blessed with a scenic countryside, many beautiful lakes (300 within a 50-mile radius of Park Rapids), and agricultural land which is being continually developed by improving farming methods and increased productivity. We are proud of Park Rapids, the Headwaters of the Mississippi River.

The curriculum of our four-year comprehensive high school is designed to meet the needs of approximately 460 students. The program of studies is outstanding in preparing students to make the transition into the world of work, military, or post-secondary education. The personal support of the school by the community is evident by the excellent education programs and student involvement in the co-curricular activities.

"Teachers open the door...you enter by yourself." This ancient Chinese proverb expresses that learning must contain the two active ingredients of a learner and a teacher. A teacher can open the door to an exciting and interesting experience. It is up to you, the learner, to make the most of that experience.

This Panther Tracks Catalog will acquaint you with the courses, graduation requirements and registration procedures at Park Rapids Area High School. You are urged to read this booklet carefully and seek advice from your parents, your counselors and other members of the school's staff. After carefully assessing your abilities, aptitudes, and interests, select courses consistent with your educational and career goals. If you select courses below your ability level, you are cheating yourself out of an education you deserve and are limiting yourself for future study and employment. In the long run it is not the grades you receive that are important, but the knowledge and skills you take with you that will enable you to lead a productive.

PHILOSOPHY

Park Rapids Area High School is committed to offering students a variety of experiences to prepare them for meeting the challenges of an ever-changing complex society. Comprehensive offerings in the academic core areas range from traditional secondary classes to advanced level courses in all subject areas. These programs are further supplemented and enhanced by a broad base of electives from which to choose. Graduates of Park Rapids are well prepared to continue studies at the college level; pursue post secondary vocational training; or enter into many entry level positions of the world of work.

We believe the primary purpose of the Park Rapids Area High School is to provide educational experiences which will enable people to acquire and apply knowledge. By the acquisitions and application of this knowledge it is hoped that each individual will be able to meet his or her greatest potential mentally, physically, emotionally, socially, and morally. Park Rapids Area Schools are dedicated to offering quality education to students. It is imperative that school personnel, students, parents and other residents work together to refine and maintain the high standard of educational programs in the district.

MESSAGE TO PARENTS

Parent involvement in the educational process is recognized by the Park Rapids Area High School staff as a major facet in the maintenance of a quality educational program. Every effort is made to involve parents in the educational process. There are several ways in which this may occur.

- Parent-teacher conferences are scheduled during the school year. You are encouraged to confer with teachers of your students in order to discuss mutual concerns about your child's education.

- Midterm reports are given to all students so that parents and students can be made aware of the students progress for the trimester.

- Counseling personnel are available to help students with career information, college or technical college information and financial aid, graduation requirements, individual student counseling, registration, referrals to other agencies, and schedule changes. You are encouraged to contact a guidance counselor when concerned about your student's education.

SCHOOL ORGANIZATION

Our school year is divided into three trimesters (fall, winter, spring).

Correspondingly, marking periods are at twelve-week intervals. Courses will be offered on the trimester plan, each carrying one (1) credit per trimester. Park Rapids Area High School is on a seven period day schedule.

Of necessity some courses require a pre-requisite and some sequence but many of the courses are independent and non-sequential. A student, through a pre-registration program, indicates the courses s/he wishes to carry for the upcoming school year. Students must plan a minimum of 18 credits for the year and list alternates. This is equivalent to 6 classes every day for each trimester during the year.

The trimester plan, combined with a seven-period day, provides students with more variety and flexibility in subject choice. At the same time, it requires more thought and care on the part of the student in making appropriate subject choices.

Students are urged to discuss their choice of subjects with their parents, their teachers, and school counselor. In selecting subjects, students should give thought to their overall high school program and to their post high school educational-vocational plans.

Panther Guide

Welcome students and parents,

Welcome to the Park Rapids Area High School. On behalf of the faculty and school board, we would like to welcome you to the 2024-2025 school year. We hope that you will have a great year.

We are looking forward to assisting you in fulfilling your educational goals. PRAHS has a history of fine academic classes and a well-rounded extracurricular list of activities. We expect you to meet the educational goals that you have set to carry on this tradition of excellence. You can benefit from everything that PRAHS has to offer by becoming involved in both the classroom and the stage or playing field.

Students and parents should feel free to contact the principal, CES, school counselor or any teacher if you have questions or encounter difficulties. We are here to make your years in high school as successful, yet educationally challenging as possible.

It is the policy of the Park Rapids district to provide an equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

This student handbook has been prepared for your convenience in understanding the procedures and regulations of your/our school. This handbook is subject to change without notice at the discretion of the Board of Education. The school board adopted this handbook on July 2023. The Policy Manual of District 309 can be reviewed at the district and principal's offices and on the district website.

The main high school phone number is 218-237-6400 (student services).

Principal's office is 218-237-6440

School Web Site: www.parkrapids.k12.mn.us

Looking forward to a great school year,

Jeff Johnson

Principal

“Preparing Today's Learners for Tomorrow's Challenges

Mr. Jeffrey Johnson
High School Principal

Mrs. Shelli Walsh
Coordinator of Educational Services (CES)

401 Huntsinger Ave Park Rapids, MN 56470		School Website www.parkrapids.k12.mn.us	
High School Office	237-6400	District Office	237-6500
High School Principal	237-6440	Superintendent	237-6501
CES	237-6412	Transportation Director	237-6570
High School Fax Number	237-6401	Food Service Office	237-6560
High School Nurse	237-6441	Community Education	237-6600
		Activities Director	237-6550

Panther Pride: We are Respectful and Responsible in our Relationships

	Be RESPECTFUL	Be RESPONSIBLE	Be RELATIONAL
In the CLASSROOM	Listen and Follow Directions Speak when appropriate Raise your hand Respect yourself, others and the classroom	Be on time and prepared Turn your work in on time Participate in class Do your own work	Treat others the way you want to be treated Be kind and support others Give 100%
In the School	Respect others property and space Shut locker doors quietly Use appropriate language and volume	Keep your locker clean and organized Keep your combination to yourself Walk to class Go to class prepared	Stick up for others Help others if they need it
In the HALLWAYS	Use kind words and behavior Keep the hallways clean Respect others property and space by keeping your hands and feet to yourself	Walk to class Keep electronics off Keep to the right side of the hallways Use appropriate language, volume and actions	Use kind words and actions to others Help others Report bullying
In the RESTROOMS	Keep the area clean Wash your hands	Use as intended Don't waste time	Respect the privacy of others
In the CAFETORIUM	Wait your turn in line Respect others food and space Keep your food on your tray Say please and thank you	Pick up trash-even if it is not yours. Don't leave a mess Use appropriate table manners Use appropriate language, volume, and actions	Invite others to sit with you Make healthy food choices

BEHAVIOR EXPECTATIONS

- Accept responsibility for own behavior -Be Prompt and Prepared -Be on Time
- Come with Appropriate Materials -Respect Authority -Listen to Authority
- Follow Directions Promptly -Respect Rights of Others -Use Appropriate Voice
- Listen to Speaker -Respect the Opinion and Point of View of Others -Respect Property
- Display a Concern for Learning -Attend School Daily Remain on Task

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SECTION 1: INFORMATION

ABSENCE AND TARDINESS REPORTING PROCEDURES

The Student Service Office is organized to help students who encounter individual problems from time to time. Students who need to be excused from school must seek permission through student services.

Section 1. Students are expected to bring notes from home verifying that parents were aware of the absence. Parents are asked to cooperate by calling the Student Service Office by 10:00 a.m. on the day a student is absent (237-6400). If this is not done, the parent will be called when possible. NO excused absence shall be given until parent contact has been made. **All absences that have not been verified as excused within one (1) school day shall automatically be considered truancy. Note to 18-year old's. Parent/guardian written notes are required for absences or other excuses regardless of student's age. If the parent does not notify the school within 2 days of the student's return to school, the absence will be considered truancy.**

Section 2. Students must always report to the student services office before leaving the building. Failure to sign out will result in truancy and the truancy consequences may be applied. Students who fail to return to school after their lunch period will be considered as truant unless the parent/guardian notifies the school before the end of 5th hour.

Section 3. A pre-excused absence is any absence for excusable reasons which can be logically planned 24 hours in advance of the absence. For this type of absence:

- The parent must request the excuse by written note at least 24 hours prior to the absence.
- The pre-excused absence form must be presented to each of his/her teachers for assignments and signature at least one day prior to the date of absence.

Section 4. Participation in school activities. Students who are absent for more than one-half day shall not participate in school activities that day or evening. To be eligible to participate in extra-curricular activities, students must be in school no later than the start of 5th period and/or at least 3 class hours prior to departure time of the school activity on the particular day. This does not apply to absences due to school activities, college visits or other circumstances approved by the principal. When activity participants return late at night from games played during the week, the student is expected in school the next morning to attend all classes as usual.

TARDINESS. Getting to class on time is the responsibility of each student. All students are to be in classrooms when the period begins and remain there unless excused by pass or school bulletin. Students who are late for one class because they were kept by another teacher are to have a pass from that teacher. Students coming to school late, must sign in at the office before going to class. Students must have necessary class materials with them (pencils, notebooks, books, gym clothing, etc.).

Section 1 Tardiness reporting procedure. Students tardy at the start of the school day or period 5 must report to the Student Service Office for an admission slip. Tardiness between periods will be handled by the instructor.

Section 2. Excused tardiness. Parents are to call the office whenever a student is tardy at the beginning of the day. Valid excuses are the same as for excused absences.

Section 3. Unexcused tardiness. Any tardiness to school or class which is not verified as excusable by a school official is considered unexcused.

Section 4. Tardy Policy. With a four-minute passing time, there is no acceptable reason to be late for class. Students who are tardy more than 5 minutes may be considered absent. The administration supports teachers reducing or denying daily credit when students are tardy as described by the teachers' classroom expectations. Failure to correct continued tardiness may result in further discipline from the principal/assistant principal office.

Section 5. Three (3) tardies shall be equivalent to 1 unexcused absence. A supervised lunch period for 1 week may also be applied.

ADMISSIONS / NON-RESIDENT ENROLLMENT

Enrollment paperwork, transcripts from previous school and immunizations must be completed before any student may enroll in school. Non-resident students will not be enrolled until prior school records have been received by the school.

ACTIVITY FEE

Students who wish to participate in interscholastic activities will be assessed a fee for athletic participation and fine art activities. The fee will be assessed as determined annually by the school board and will allow students to participate in activities of their choice. Payment must be made prior to participation. Financial assistance is available on a need basis.

ANNOUNCEMENTS

Announcements will be read daily at the beginning of the second period. They must be written and in the principal's office before 8:15 a.m. each day. No announcements are to be made without approval by the principal. Advisors **or coaches** are to sign all activity announcements before they are to be printed in the morning bulletin.

BICYCLES / SKATEBOARDS

Bicycles, skateboards, and roller blades may be used for transportation to school. However, once arriving on school property, these items must be pushed, carried, stored and secured properly. Self-balancing boards and shoes with "wheelies" are not to be used on school property.

Building Entrances

The entry doors in the Commons area and Bus Loop are designated as Main entrances to the Area High School. All doors except those with controlled access are locked from the outside during the school day.

CLASS PLACEMENT

Parent written requests for student class placement must be submitted to the principal by April 30 for consideration in the planning process. However, the school district reserves the right to assign students in classrooms each year with teachers.

CLOSING OF SCHOOL

School may be cancelled when the superintendent believes the safety of the students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school building as early in the day as possible. A personal plan of action for what your child should do in case of school closings needs to be discussed ahead of time with your child. If your child is to go to an alternate destination, call the school office immediately to let us know. Phone calls and/or emails will be sent out via the School Districts School messenger and through local news media outlets.

CO-CURRICULAR PROGRAMING

Every student is encouraged to become involved in some activity in addition to his/her academic courses. The co-curricular program of the Park Rapids High School forms a very useful and important part of the school's total curriculum. By voluntary participation, the student is able to develop skills, interests, and abilities, which they may not develop in the classroom.

Students participating in activities governed by the Minnesota State High School League (MSHSL) who violate certain rules are subject to the League's as well as to the districts, discipline policies. MSHSL consequences range from loss of eligibility for two events or two weeks to loss of eligibility in all activities.

THE SPORTSMANSHIP CREED

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials and media. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules for the event should be respected and skill and performance should be recognized regardless of school affiliation. Sportsmanship is a cornerstone of any quality activity program.

The following rules will be adhered to:

1. No throwing of objects onto playing surface
2. All signs and locations for signs must be approved by the home site supervisor or administrator. Only signs of a positive nature will be permitted.
3. No profane or abusive cheers, gestures, spitting, or chanting will be permitted.

4. Fighting is prohibited
5. Use of drugs or alcohol is prohibited
6. No noisemakers allowed.
7. Band playing collectively or individually during the game is limited to time outs, intermissions, and quarter breaks, i.e. drums, trumpets, etc.
8. Official cheerleaders and a mascot only allowed on the floor. Mascot must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
9. At events, where a public address is available, the rules for sportsmanship shall be summarized or read.
10. Full-face painting, masks, or costumes that disguise identity are not permitted.
11. All spectators must wear clothing that covers the entire torso. Those who do not comply, or who wear clothing that is vulgar, obscene or that in some way is inappropriate will be removed from the arena/stadium if they do not cooperate with school personnel.

Students are expected to attend school if they are going to participate in activities. If the Attendance Office indicates a problem exists with a participant, the student will be notified and expected to correct the problem. If the problem isn't corrected, the student will be suspended from activities until a solution is reached.

When activity participants return late at night from games played during the week, the student is expected in school the next morning to attend all classes as usual.

For additional information see the *Activities Handbook for Students and Parents*

ATTENDANCE, ADDITIONAL EXPECTATIONS

1. Participation in school activities: Students who are absent for more than one-half day shall not participate in school activities that day or evening. To be eligible to participate in extra-curricular activities, students must be in school no later than the start of 5th period/ and or at least 3 class hours prior to departure time of the school activity on the particular day. This does not apply to absences due to school activities, college visits or other circumstances approved by the principal.
2. When participants return late at night from games played during the week the student is expected in school the next morning to attend all classes as usual.
3. When coaches and team members approve additional rules for their activity, the rules will be a part of the Park Rapids High School Policy and must be adhered to by all members of the team.

When traveling to away contests students will travel in appropriate clothing for weather conditions. This includes coats hats and mittens during times of cold

COMPLAINT OF SERVICES

The procedures are intended to resolve concerns of the citizens, parents, and students of Park Rapids Area School District. Most problems can be resolved by an informal meeting between the citizen and the staff member. If the problem cannot be resolved at that level, it can be appealed through the chain of command if necessary. Written complaints must be filed within ten working days from the date of the incident. (District Policy 103)

CONFERENCES / CONTACTING THE TEACHER

High School Parent conferences are scheduled three times during the school year as indicated on the school calendar. Parents will have the opportunity to meet with specialist teachers. At any time, parents are encouraged to call or email teachers with questions or concerns. The best time to talk to your child's teacher at school is before or after school. You may call at other times and leave a message for the teacher. In case of an emergency, call the office.

DAILY HIGH SCHOOL SCHEDULE

PERIOD 1	8:15 – 9:05
PERIOD 2	9:09 – 10:00
PERIOD 3	10:04 – 10:54
PERIOD 4A	10:58 – 11:48
PERIOD 4B	11:28 – 12:18
EARLY LUNCH	10:58 – 11:24
LATE LUNCH	11:53 – 12:18
PERIOD 5	12:22 – 1:12
PERIOD 6	1:16 – 2:06
PERIOD 7	2:10 – 3:00

DANCE POLICY

1. DJs must play approved songs that are a “public use radio version” appropriate for a school setting.
2. Freak dancing, grinding or “twerking” styles of dancing that simulates sex is not allowed.
3. Appropriate dress shall be expected
4. A picture ID for guests is required. A completed registration form of the guest must be in the administration office 2 days prior to the dance.
5. Students and their guest must be in grades 9 to 12 for the Homecoming and snow-daze dances. Guests attending Prom must be in at least 10th grade and under 21 years of age.
6. Each dance shall have a minimum of 8 adult chaperones (minimum of 2 faculty members). If not enough chaperones have signed up 2 days in advance of the event the dance will be cancelled.
7. Breath testing for alcohol may be done at any of the high school dances.
8. Participants may not re-enter the dance.

DETECTION CANINES

To maintain a safe, drug-free environment at PRAHS detection canines will make unannounced visits to buildings and grounds including parking lots.

DIRECTORY INFORMATION

Certain information has been classified as directory or public information. Parents may request annually in writing that directory information not be released. Pictures of students and school activities may be posted on the district website, yearbook, and social networks promoting classroom and school activities. (District Policy 515)

E-LEARNING DAY

In the event of closing Park Rapids Area School due to inclement weather, learning expectations for all students continue through “e-learning” activities, which will serve as up to five student contact days. Learning activities will be posted online by 9:30 on the day school is not in session. Students will be required to turn in assignments and teachers will be required to grade or otherwise evaluate materials. Teachers will communicate when assignments are due, and extra time will be provided for those students who do not have access to assignments posted online.

ENROLLMENT OPTIONS

Students attending school in Minnesota have a number of educational opportunities which allow them to enroll in a public school or program located in a district other than the one in which they live. These “graduation incentives” give students alternative ways of getting their high school diplomas. Brief descriptions of some of these options are listed below. For additional information, you should contact your guidance counselor.

† Area Learning Centers offer alternative programs to help students graduate from high school.

- † Minor Parents, Pregnant Minors: Eligible youth may choose from alternative programs to earn a high school diploma.
- † Open Enrollment: A student must submit an Enrollment Options form to the non-resident district before January 15 for attendance for the following school year.
- † PSEO —Juniors and Seniors have the possibility of arranging classes in a vocational school or college while still in PRAHS. The intent of this option is to promote academic excellence and increase options for ambitious students. Features which attract student interests include:
 1. Students interested in this option should start the necessary process with the high school counselor. Two application forms are used: a regular college or tech school application needs to be completed the first semester a student wants to enroll. Another more specific application concerning which courses and their equivalent credits needs to be completed each semester.
 2. Students have a time limit of two consecutive school years in which this option can be used during 11th & 12th grade. One could not use after expected graduation at the end of 12th grade. Similarly, if one first enrolls during 12th grade the limit is one year of option privilege.
 3. The high school counselor and the student should expect to work out the equivalency of credits prior to or during the enrollment process.
 4. Students are **not** eligible for state post-secondary financial aid while enrolled in the options program. Transportation money is also strictly controlled and therefore available to students who meet state financial guidelines.
 5. Students with PSEO status are high school students taking courses at another location for part or all of the day. Their grades will be recorded by the high school for the honor roll, calculated into the high school grade point average and other special awards. Students are responsible for delivering their post-secondary grades to the high school.
 6. Students are eligible to participate in Park Rapids Area High School extra-curricular activities as long as all other eligibility requirements are met.
 7. Students may go half time or full time PSEO. They may not take PSEO over and above a regular school course load. Students must declare if they plan on doing PSEO by **May 1st**.

EQUAL RIGHTS STATEMENT

The Park Rapids School District, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, religion, color, national origin, economic status or disability in the following areas:

Education Practices

- Access to course offerings
- Curricular materials
- Counseling practices
- Extra-curricular activities
- Athletics
- Use of school facilities

Employment Practices

- Employment criteria
- Hiring and termination
- Job classification and structure
- Marital or parental status, age
- Advertising
- Pre-employment inquiries

FOOD / POP / CANDY / GUM

We need to keep our school neat and clean and we need you help. Open beverage containers are not allowed in school during the school day or the lockers (Such as pop, coffee, etc.). Students may have open beverage containers before school in the cafetorium only. Bringing candy or food items to sell or distribute is not allowed. Food is only allowed to be eaten in the cafetorium. At times, teachers may make exceptions in their classrooms. Items given by a teacher should be consumed in that classroom only. No energy drinks are allowed.

FOOD SERVICES

Meals are prepared each day in compliance with the State Department of Education regulations. Lunches may be paid for in cash each day or prepaid to the student's lunch account at the food service office or online through the district's website. Applications for free or reduced meals are available. For the 2023-2024 school year, all breakfast and lunch meals will be served at no charge to students. This includes the regular lunch options only, no ala carte items. If students wish to purchase extra items, monies may be paid for in cash each day or prepaid to the student's lunch account through the district website or at the food service office at Century School. Applications for free or reduced meals are available at www.parkrapids.k12.mn.us, or you may apply for free or reduced meals at <https://linqconnect.com/>.

Students may bring their own lunch to school. Pop will not be allowed. USDA is an equal opportunity provider and employer.

FUNDRAISERS

Only fundraisers to help support student activities are permitted in the high school. A calendar of fundraisers will be developed within the first month of school in the fall. Following are guidelines for these fundraising activities.

1. The principal must approve all fundraisers.
2. There shall be no sale of home-prepared food items within the high school building during regular school hours.
3. Sale of commercially prepared and packaged food items within the high school shall be done only as part of a fundraising project approved in advance.
4. No sales may be conducted by any outside groups without approval of the principal.
5. Sale of fundraiser products should not take place during class time.
6. Violations of these guidelines may be grounds of discontinuance of the fundraising project on school property during school hours.

GRADUATION CREDIT STATUS

It is possible to earn 84 credits in the regular 3 trimester, 7 period per day schedule. Students must earn 72 trimester credits to graduate from Park Rapids Area High School. Credits are earned beginning with the 9th grade year.

For participation in Minnesota State High School League Activities, in order to be "on track" to graduate "on time" students must have accumulated credits according to the following criteria, at the end of the respective grading periods.

Eligibility to Walk the Graduation Line

To be eligible to participate in commencement exercises, a student must be attending all classes in their last trimester that allows them to meet graduation requirements as of the graduation date. If a student drops or loses a required class due to poor attendance or to inappropriate behavior, the student forfeits the opportunity to participate in commencement exercises. It is the student's responsibility to make certain that in his/her registration all graduation requirements are met. Please see the various department outlines in the Registration Catalog for specific requirements. Home school students should refer to School Board Policy 589 for credit and graduation policies.

GUEST SUBSTITUTE TEACHERS

The substitute teacher takes the place of the regular classroom teacher during the teacher's absence. Students are expected to behave in an appropriate manner and do the work assigned by the substitute. We consider them guest teachers and expect students to maintain good behavior as they would with their regular classroom teachers. Students who are removed from a substitute's class for misbehavior are subject to disciplinary action.

LEGAL CUSTODY/DOCUMENTATION

If there is a situation pertaining to legal custody, guardianship or other legal matters pertaining to your child, you must have a copy of the current court order on file with the school office. Please notify the school of any changes in legal custody.

LETTERING FOR ACHIEVEMENT

A uniform system of lettering shall be used to recognize students who achieve high standards through extra-curricular activities, and classroom performance. The following are guidelines to be used for the award of letters:

1. Lettering may be achieved in three categories: **Academics** --3.5 current GPA for 2 trimesters. **Athletics** -- As established by the Athletic Department. **Fine Arts** -- As established by Music and Drama Departments.
2. A standard chenille block "PR" letter will be used.
3. A chenille letter and insert appropriate to the particular activity will be awarded to a student who initially letters in any of the three categories.
4. When a student subsequently letters, for the first time in any of the other categories they will receive an insert appropriate to the particular activity.
5. Each time a student letters after the first time in any particular activity, they will receive a gold bar insert for their letter.

LOCKERS AND/OR PERSONAL ITEMS

Lockers are assigned on the day you enroll in PRAHS. The school will not be responsible for articles taken from your locker, so your only protection is the secrecy with which you guard your combination. Each student will be assigned a locker. Two or more students are not to use the same locker. Contraband found in a locker will be considered the property of the student who is assigned the locker.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Locker damage and thefts from lockers should be reported immediately. Students are to use only the locker they are assigned.

Students are responsible for care of the locker to which they are assigned. Lockers are to be kept free of graffiti and adhesive backed stickers and other glued on items.

(District Policy 502)

LOST AND FOUND

All articles found should be taken immediately to the Principals Office. A student seeking a lost article should check there first.

Lunch Periods

Nutritious lunches are supplied to Park Rapids students in compliance with the State Department of Education regulations. Students are encouraged to participate in the hot lunch program or may bring sack lunches. All lunches must be eaten in the Commons. Hot lunches may be purchased on a daily basis. Students are not to be in the gym or academic hallways (100-900) during lunch.

For health and sanitation reasons, open food or beverage containers are not to be in the locker areas.

Closed Lunch for 9th & 10th Grade: The 9th and 10th grade students will have a closed lunch for the entire year.

MAKE-UP WORK

For any type of absence from school or class, a student has the legal right and responsibility to make up work missed in compliance with the established school policy. Credit may be denied for truancy.

1. Students who are absent from excusable reasons may receive credit by completing make-up within 2 days of time for each 1 day of absence with a maximum of 10 days. A teacher may require additional assignments to compensate for any loss of class discussion and information.
2. Students with unexcused absences may receive credit only by completing make-up work on a date designated by the teacher.
3. Attendance in class shall constitute a part of a student's grade. Although a student cannot be given nor denied credit on the basis of attendance alone, it must be a factor in determining a student's overall grade. **Participation** in class shall constitute a part of the student's grade
4. There shall be no automatic credit nor automatic loss of credit.
5. Regarding students on school related excused absences: Individual teachers may request that students be prepared for class immediately upon his/her return. This includes taking tests, turning in homework, assignments or projects.

MEDIA CENTER

The Media Center is a place for research, leisure reading, quiet study and use of the non-print materials. Students must have a pass from a teacher to use the Media Center. The Media Center is a quiet independent study center.

Students who fail a class or have an incomplete at the end of a grading period, will have limited pass privileges. They will be on "Pass Restriction" until academic performance becomes satisfactory.

Students on "Pass Restriction" will be permitted to sign out of a study hall to the Media Center only to work on a class assignment.

MEDICAL ASSISTANCE

Parents are primarily responsible for the medical and dental care of their children. Medical and dental appointments should be made by the parents, and the school notified so that the student may be properly excused from school. The school maintains only limited facilities for handling emergencies but shall cooperate in every way possible to provide for the welfare of the student until the parent can be notified and assume responsibility. Parents are responsible for informing the school concerning whom to contact in case of emergencies. Students needing medical or dental assistance during the school day should contact the Student Services Office. In case of medical emergency, the school will take whatever action is needed, possibly before contacting the parent.

School personnel will not provide pupils with any medication with the exception of standard immunizations. If a student must take medication from home, s/he must bring the medication from home; s/he must bring the medication to the nurse's office with written instructions from the parent or guardian as to how it is to be administered.

MESSAGES TO STUDENTS

If you need to get a message to your child, please call the office prior to 2:30. Messages left after 2:30 may not get out to students. Do not rely on cell phone usage during the day, as the students are not allowed to use cell phones during school hours.

Natural Disaster (Tornado Drills)

A natural disaster (tornado) plan is posted in each classroom. Students should study the plan and become familiar with it. When the natural disaster is announced over the P.A. system or by the faculty, everyone must go to the designated shelter area and remain there until the "all clear" is given. When going to the designated shelter area, WALK - PLEASE DO NOT RUN, PUSH, SHOVE OR CROWD. The main purpose is to get to a designated shelter area promptly, efficiently and safely.

OUT OF SCHOOL PASSES

Out-of-School passes are necessary whenever a student leaves the building during the school day. Students will be considered truant if they leave without permission. Students cannot leave school without anyone other than a parent without written parental permission or verbal permission through the office. Students who leave the building with an out-of-school pass will need to report back to the office when they return.

PARENT RIGHTS

By statute, non-custodial parents, just as custodial parents, have the right to access and receive copies of school records and information, to attend parent / teacher conferences, and to be informed about their child’s welfare, progress, and status. All parent information should be included in our student information system, Synergy, for access to student information. Upon parental request, the District will provide appropriate information pertaining to their child's teacher's professional degree and qualifications as stated on his/her state licensure. Parents may also make inquiries concerning the qualifications of any paraprofessional working with their child. (Policy 597)

PARENT TEACHER ASSOCIATION (PTA)

This is the association of parents, teachers and the community working together to enhance the lives of our children. The PTA is an integral part of our school, providing resources and opportunities for students and parents.

PARENT VUE

Parents are encouraged to access ParentVUE regularly. Please contact the office to receive a username/password. Users of ParentVUE will have access to up to date information on their students’ assignments and grades, attendance, schedules, informal progress reports and report cards. Weekly electronic progress reports are also available through Parent VUE. Please make sure your email address is up to date in the office.

PARKING RULES AND REGULATIONS

Parking areas adjoining the Park Rapids Area High School are for staff, student and visitor parking. Staff and student vehicle parking in school lots is permitted from 7:00 a.m. through 4:00 p.m. during regular school days as follows:

Usage of the school parking lot is a privilege and not a right. Failure to use the correct parking areas as identified on the parking lot map may result in loss of privileges. The permit parking area is restricted to students who receive permission from the principal or assistant principal for specific purposes such as athletic events. There shall not be overnight parking of vehicles on school property without administration approval. The speed limit is 10 MPH on school property. Park Rapids Area Schools assumes no responsibility for a vehicle and/or protection of any vehicle or its contents at any time while it is parked on any school property. The Park Rapids Police Department will enforce parking and driving violations while on school property. Potential consequences may include: a warning, restriction of privileges or having improperly parked vehicles towed away at the expense of the owner.

Planning to drive to school? The following info must be on file in the Principal's office on any car that a student parks in school parking lots. Vehicles not registered but parked on school property are subject to being towed at the owner’s expense.

Name	Address
Home Phone	Cell Phone
License plate	Make—Model—Year
Color	

Student Driving Policy

With the convenient student bus transportation provided by the district, students are **discouraged** from driving cars to school unless absolutely necessary. If a student does drive a vehicle to school, the student and/or parent must accept full responsibility for any personal or property loss incurred as a result of that vehicle. Any student who uses a vehicle in a manner which may adversely affect the health, safety or well-being of persons or property in the school area shall be subject to the policies regarding driving and parking.

PETS

Family pets are not allowed on school grounds or in classrooms because of unpredictable animal behavior, allergies, asthma and diseases.

PICTURES

Our school contracts annually to have pictures taken early in the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply makes available the service.

PLEDGE OF ALLEGIANCE

In accordance with state law, students will be asked to recite the Pledge of Allegiance Daily. If a student objects to reciting the Pledge of Allegiance, they need to inform their teacher in a timely fashion and special arrangements will be made. Also, proper etiquette, display and respect for the flag of the United States of America must be observed. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect another person's right to make a choice.

POSTERS, NOTICES AND ADVERTISEMENTS

Permission from Administration is necessary, in order to display any materials for public viewing in the hallways and/or any other part of the school campus. Approval will be granted according to the same expectations as the locker displays.

RELEASE OF PUBLIC RECORDS

Data and other records collected and maintained on pupils is classified as:

DIRECTORY INFORMATION -- is considered "public" and means information in an education record which would not generally be considered harmful or an invasion of privacy if disclosed. It includes: name; grade; weight & height of athletic team members. Does not include data, which references: religion, race, color, social positions or nationality.

SCHOOL DISTRICT COMMUNICATIONS

Park Rapids Area School District has a phone and email service, Finals Site School Communications, which allows school personnel to personally communicate with parents/guardians regarding emergency situations, school events, and other important issues impacting parents/guardians and their children. Personalized voice messages may be sent to the parent/guardian(s) home, work, or cell phones, and email. District 309 personnel are able to reach students' families in the district within minutes. In order for the system to function properly, having current phone numbers and email addresses is imperative.

SCHOOL SONG

Tune: Caisson Song
Zis Boom Bah—Ki Yi Yah
Rah Rah Rah for PR High
As Park Rapids goes zipping along.
Pile the score on the stack
For the Orange and the Black
As Park Rapids goes zipping along.

For it's Ki Yi Ye on to victory
Shout out you boosters loud and strong.
For where e'er you go,
You will always know,
That Park Rapids goes zipping along.
That Park Rapids goes zipping along.

SKIP DAYS

The school neither approves, condones nor excuses students for any form of student "skip day." Group skipping is not only detrimental to the education progress of each student involved but is disruptive to the entire school program. Experience has shown that skip days also may encourage student drinking, reckless driving and other undesirable activities. Therefore, such skipping shall be considered as an exceptional violation of school policy and may result in more serious disciplinary action than would be the case for individual class or school skipping.

STUDENT ASSISTANCE PROGRAM

Many students are troubled by problems which interfere not only with their academic and co-curricular performance, but with their emotional, physical, mental and social development as well. The main goal of the Student Assistance Program is to systematically and professionally respond to student problems as they are manifested in school. The Student Assistance Program will provide a structured, organized approach for all schools within the district to offer assistance to students troubled by physical, emotional, social, legal, sexual, medical, familial, or chemical use problems. It will also provide a structured, organized liaison between the school and outside agencies. This would include monitoring the educational program of students in a treatment facility and assisting in the adjustment of the student returning from an outside placement.

The intent of the student assistance program is to offer a helping hand--not to attempt to pry or punish. The program is strictly confidential. The request for help may be initiated by the student, the student's family, teachers, or other school employees. For more information contact one of the following:

- ◆Principal
- ◆Assistant Principal
- ◆Guidance Counselor
- ◆Academic Advisor
- ◆School Nurse

STUDENT ASSEMBLIES OR MEETINGS

- A. Students shall be permitted to hold student meetings on school property in accordance with state and local ordinances.
- B. Procedures for student meetings or assembly of protest or grievances:
 1. Meetings must be scheduled in advance, a minimum of 24 hours with the building principal or designee.
 2. The group holding the meeting must designate two spokespersons at the time of the request for use of the school building or property.
 3. Class activities, student activities or scheduled activities shall not be disrupted.
 4. The student meeting or assembly shall not disrupt the educational process.
 5. The purpose of the meeting shall be clearly stated in writing when scheduled with the building principal or designee.
- C. If a meeting or assembly is held during the regular class time or activity without following the above procedures, the following action will be taken.
 1. The principal, or designee representative, shall tell the students to go back to their classes that are in session or to leave the school property. Maximum of five minutes will be allowed for students to return to their normal scheduled class as recorded on the student's daily schedule or to leave the school property if classes are not in session.

2. If the students refuse to return to their normal class schedule or to leave school property if classes are not in session, the students will be suspended from school until the problem is resolved. Parents will be called by telephone and/or notified in writing.
3. If the students do not return to their normal class schedule or leave school property, trespassing will be in effect.
4. If the meeting is disorderly or interferes with the educational process, students will be removed from the school property by necessary legal means.

STUDENT GOVERNMENT

All students have an opportunity to actively participate in determining student affairs. This participation can come through serving as a class officer or Student Council Representative. Students are encouraged to file, campaign and run for elective offices. Students are encouraged to attend all open meetings of the Student Council and other organizations. Participation in co-curricular activities shall be governed by individual school regulations and by the Minnesota State High School League rules and regulations for activities under the League's jurisdiction. A Student Council member is a non-voting member of the School Board.

STUDENT RECORDS

Student's grades and cumulative records contain confidential information and primarily reflect academic performance. Students and their parents have the right to a private interpretation of their records by principals or counselors. Students also have the right to question and add relevant and pertinent information to their permanent and accumulative records. Access will be in compliance with Minnesota State Laws.

The collection, security and dissemination of student records shall be done in compliance with Minnesota State Law, Chapter 479, Section, 15.162 to 15.168.

Any student and his/her parents or guardian shall have the right to examine; challenge or request copies of said student's permanent records upon written request.

- a. For students under 18 years of age, the request must be signed by the parent or guardian.
- b. Students over 18 years of age may sign their own request, provided that an age 18 waiver form is on file. For additional information, refer to RELEASE OF PUPIL RECORDS.

(District Policy 515)

STUDY HALLS

Study halls are available for those students who do not wish to take 7 classes a day. Study halls are for studying. Students should be quiet at all times and have materials to study with them. They may leave study halls under the following conditions:

- A pass signed by a staff member.
- Sign out for the washroom one at a time.
- Skipping study hall will be treated the same as skipping a regularly scheduled class.

TECHNOLOGY/INTERNET USE

All Park Rapids High School Students have the opportunity to use the computer technology available through the school. All PRAHS Consequences of Behavior apply to the use of school computer facilities.

Vandalism or theft of computer equipment, unauthorized access to information, computer piracy hacking, profanity, and offensive or harassing behavior will not be tolerated. PRAHS students are not allowed to use personal email or computer games of any kind on school computers. PRAHS reserves the right to monitor all student activities on the network.

Teachers expect students to use the internet to access a wide variety of high-quality resource materials. Students need to have a current internet Acceptable Use Policy Permission Form on file in the Media Center in order to access the internet at school. Individual internet usage accounts will not be enabled until the form is received and processed by PRAHS staff.

General Consequences if Inappropriate Use

The student body will receive a warning at the beginning of the school year regarding appropriate network, internet and iPad usage.

- 1st offense—the student will be without TECHNOLOGY for one (1) week

- 2nd offense—the student will be without TECHNOLOGY for two (2) weeks
 - 3rd offense—the student will be without TECHNOLOGY for six (6) week
 - 4th offense—the student will be without TECHNOLOGY for the remainder of the school year.
- **The administration reserves the right to sanction students more severely based on the nature of the offense. Internet and network use is a privilege, not a right, and may be removed. (District Policy 524)

TRANSPORTATION

Bus Service Adverse Weather: In the event that bus service is suspended on any day due to adverse weather or road conditions, an announcement will be made on the following stations:

- KPRM 870 AM
- KDKK 97.5 FM
- KDLM 1340 AM
- KKDL 95 FM
- KTIG 102.7 FM
- KCCO-KCCW TV
- KKBj1360 AM
- 103 FM
- K106 FM
- KWAD 920 AM
- KCRB 88.5 FM
- KNBJ 91.3 FM
- KSAX TV
- KXBJ TV4

Bus Conduct: A letter has been sent to each parent explaining the basic safety and conduct rules for students riding on school buses and the disciplinary procedures that shall be taken for students violating these rules.

Transportation for afternoon routes: All Park Rapids Area High School students who ride the bus for the regular afternoon routes must aboard the shuttle bus at the high school and transfer to their regular bus at Century. High school students who do not aboard the shuttle busses at the high school will not be allowed to board their regular bus at Century unless it is a confirmed emergency.

VALUABLE / MONEY / ETC.

Valuable items, including large sums of money, should not be brought to school. Money is not to be given from one student to another at school. No items (toys, cards, games, phones, etc.) should be sold, traded or exchanged at school. The school is not responsible for the loss of money or damage/loss to personal property of the students. Students should lock up their clothes, etc., during Physical Education (where students change).

VISITORS

Park Rapids Schools programs and activities are for the benefit and welfare of our students. Only Park Rapids students and authorized visitors are to be on school premises during school hours.

Visitors to the high school must register in the Student Services Office upon entering the building. Passes to visit classes or other areas of the school shall be issued only by the principal or designee. Allowing visitors is a privilege at the sole discretion of the principal. Visitors will be required to wear a badge while in the Area High School.

Student Visitor Policy: Students are not allowed to have visitors during the school day

WASTE MANAGMENT POLICY

In an effort to conserve resources, both financial and natural, School District #309 has begun a comprehensive program to reduce the amount of solid waste generated throughout the district. The major components of the program include: **Reducing** waste, **reusing** items and **Recycling**.

1. Students, staff and visitors will be encouraged to bring reusable food and beverage containers if they bring meals from home, this will cut down on the volume of "Brown Bags" and other disposable containers in the lunch rooms.

2. Students, staff and visitors will be encouraged to use both sides of the paper when writing or copying.
3. Organizations and events using the school facilities will be required to reduce waste and to recycle all materials that can be recycled.

Recycling: Uniformly labeled and color-coded bins will be located throughout all buildings for convenient disposal of recyclables.

1. **Bins** designated for paper recycling. This includes paper from notebooks, legal pads, copy paper, colored and white paper, post it notes, junk mail and other paper. NOT candy wrappers, Kleenex, paper towels, magazines or newspaper.
2. **Bins** designated for plastic, tin and aluminum beverage containers. (Soda, juice, water and Gatorade).
3. **Black bins** will be for garbage only.

WITHDRAWALS

If a student plans to withdraw from school before the end of the school year, s/he must obtain a check-out slip in the principal's office. When requesting the withdrawal slip, the student should have a signed statement from his/her parents or guardian requesting the withdrawal slip, and if possible, the new address of the student and the school the student will be attending.

The withdrawal slip is to be signed by all of his/her teachers, librarian, counselor, and the principal. When all books and other school owned supplies have been returned to the teacher who issued them, the student returns the slip to the office of the principal. A transcript of a student's record will be sent to his/her new school when requested by the principal of the new school. Transcripts will not be sent with the student; however, a copy of the report card will be sent with the student upon their request.

Regular attendance is directly related to a student's success. Every student between the ages of 7 and 16 must receive an education. Students between the ages of 16 and 18 who wish to discontinue their education must attend a meeting with their parent/guardian and school officials to discuss educational options available, and a written election to withdraw must be signed.

SECTION 2: ACADEMICS

ACADEMIC INTEGRITY

Park Rapids Area Schools values honesty, fairness, responsibility, and respect in regard to academic achievement. Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents in an attempt for academic gain, may result in the loss of credit for that assignment, and consequences deemed appropriate by administration.

The expectation is all student work presented as their own must be the product of their effort. The submission of someone else's work, including using electronic resources or online software, including artificial intelligence, violates copyright and licensing agreements and is considered academic misconduct, consequences are at the discretion of school staff in accordance with the school handbook.

ACADEMIC LETTERWINNER PROGRAM

Students are invited to the program held in the spring after achieving Honor Role status 2 trimesters.

ACADEMIC LOAD

All students **MUST** enroll in and carry **AT LEAST SIX CLASSES** each trimester. There are 84 possible periods in the regular schedule in which students must earn the 72 credits required to graduate in 4 years.

ACADEMIC PERFORMANCE/ELIGIBILITY

The A, B, C, D, and F grading system is used in all classes. Three times during the school year, each student will receive a report of his/her progress. A student is urged to take the report card home for his/her parent's observation. Only the final grade in a subject is recorded in the permanent records. An Honor Roll ("A" and "B") will be published each trimester. To make the A Honor Roll, you will need a 3.665 grade point average. To make the B Honor Roll, you will need a 3.00 GPA. Students who have a "D" or "F" will not qualify for the Honor Roll. Grade checks will be done every 2 weeks, if you are failing a

grade and participating in Activities you will be put on academic probation for 1 week to become eligible. If after 1 week you are still failing, you will become eligible for the next week and on until the grade is passing.

ADVANCED STUDY

Available to students on an individual contract basis for an advanced program of independent study which is not normally offered in the regular curriculum or there is a schedule conflict. To be considered, a student must:

1. Develop a contract with the sponsoring teacher and student.
2. Receive approval by the principal, for any proposal, prior to registration.
3. Grades for Advanced Study will be "Pass or Fail" except under special circumstances

ADVANCED STANDING CREDITS

Students may earn college credit from Northwest Technical College Bemidji, MN State Community and Technical Colleges (all campuses) or Northland Community & Technical College, (by completing certain high school courses. Students must meet the following criteria before they are eligible for credit.

- Ø Graduate with at least a 2.0 high school GPA
- Ø Enroll, register, and is a student in good standing at any above named technical college
- Ø Applies for Advanced Standing within 36 months of completion of eligible high school course by submitting appropriate forms, available from the school counselor
- Ø Has completed a minimum of twelve (12) credits at any above named technical college with a minimum GPA of 2.0

The following courses are eligible for Advanced Standing Credit:

- Keyboarding/MS Word
- Money Management
- Accounting I
- Medical Terminology

ALTERNATIVE LEARNING PROGRAM

H.E.L.P. (Headwaters Alternative Learning Program) is a year-round independent study program sponsored by the Park Rapids Area Schools serving learners from 16 to 21 years of age. Instruction is individualized, and credits are awarded on a performance or independent study basis. Students who complete their credits through H.E.L.P. receive the needed high school credits that will allow them to graduate with their class or to graduate from Park Rapids at a later date. H.E.L.P. uses a unit system of completing work which combines seat time and written/project work. The course work can be completed during one trimester or stretched over a longer period of time.

Eligible students under age 21 are those who meet **any** of the following criteria: (1) are performing substantially below grade level; (2) at least one year behind in credits for graduation; (3) are pregnant or parents; (4) have experienced physical or sexual abuse; (5) are chemically dependent; (6) have mental health problems; (7) have been homeless recently; (8) have withdrawn from school or been chronically truant (usually age 16); or, (9) speak English as a second language or have limited English proficiency.

Contact the high school office for more information or to register for H.E.L.P.

INTERVENTION TEAM

Programs are set up for students with social or academic concerns. Students may be referred to a child study team by parents, classroom teachers, special education staff, and/or outside agencies already serving the student. The team for an individual student could include:

- the parent
- the student's current classroom teacher
- appropriate special education staff and other school support personnel
- a school administrator or designee

COLLEGE CREDIT COURSES (CIHS)

A limited number of advanced level courses may be taken for both high school and college credit while staying in the regular high school setting. Students must have a CUM GPA 3.0 to enroll. Any courses below a C will not transfer and less than a 2.00 GPA in the college classes will cause the student to be dropped.

College in the high school courses are available in the areas of:

- **English:** College English
- **Mathematics:** College Algebra, Trig & Statistics
- **Social Studies:** College Social
- **Science:** Physics and College Anatomy & Physiology.
- **Business** MS Office Applications

Bemidji State University

- **Science**—courses earn 5 semester-hours for the full year sequence of **Physics**

M-State

- **Science**—courses earn 8 semester hours for the full year sequence of **Anatomy & Physiology**
- **English** each trimester is a 3 semester-hour course for college credit. College courses included are **Comp I, Comp II and Public Speaking**
- **Mathematics** course may earn 3 semester-hour college credits for the full year of **College Algebra**
- **Social Studies** courses earn 6 semester-hours for the full year sequence of College Social. Courses include **Intro to Psychology and Intro to Sociology.**
- **Business** 3 semester hours are earned in the one trimester course. College course includes **Intro to Microsoft Applications**

To receive college credit a student must have a grade of “C” or above. These courses may also be taken only as high school courses with no college credit. For further information, see your guidance counselor or principal.

CO-CURRICULAR PROGRAMS

Extra-curricular academic eligibility rules:

1. This policy applies to all students involved in any activities which extend beyond the regular classroom program.
2. Eligibility refers to participation in contest, public performances or any activities causing students to miss classroom time in other subjects. Students may, at the discretion of the coach / advisor, practice for the activity.
3. To be eligible for participation, a student must be making satisfactory progress toward graduation requirements.
4. “Satisfactory progress” is achieved by: maintaining a passing grade in all classes and regular attendance in all classes.
5. The Park Rapids Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Failures/Incompletes from a previous grading period: After failing or receiving an Incomplete, a student shall be ineligible for the next two contests after report card grades come out. If the activity they are registered in has 10 or less regularly scheduled seasonal events, the student will miss the first contest after grades are distributed. No student who has failed a class or earned an incomplete grade will be allowed to participate in extracurricular activities until they are passing all their current classes.

Status of all other participants: During each grading period, the Athletic Director will conduct an academic check at two-week intervals. Any students who are failing or have three or more incomplete grades at that time will serve a one-week probationary period but continue to practice and participate. After one week has passed since the initial date that grades were checked, students who are on probation will have their grades electronically checked to view their academic status. Any

probationary students who are now failing or continue to have incompletes will serve a one-week ineligible period. This cycle will continue throughout each trimester. A request for a review from any person involved will be referred to a review board made up of the school principal, activities director, and the classroom teacher who issued the failure. The student and the parents may be present if they desire.

COUNSELING SERVICES

The Guidance and Career Counseling Center is organized to assist students with education, career and personal concerns. Educational and vocational materials are available for student use in developing individual plans. The primary purpose of the counselor is to help students help themselves.

To wisely choose your courses, you must consider your plans and then choose the courses that best fit your interests and capabilities. There should be room in your total high school program to fulfill the requirements of your post-high school goals and to sample other general areas. Hopefully, we will see: girls sampling industrial technology, more boys in human development; more vocational-bound students taking math and science; more college bound students trying on the job experience, industrial technology and human development: all types of student sampling foreign languages, art and music.

GRADING / HONOR ROLL

Grades are earned in each course on an A, B, C, D F (failure) basis. Students enrolled in certain courses may earn a "P" grade the same as for an A, B, C, D for passing. When applicable, plusses and minuses are used in calculating GPA. Grades are figured on a 90%, 80%, 70%, 60% basis. Some classes may alter this scale.

Honor Roll: To make the 'A' Honor Roll, you will need a 3.665 grade point average. To make the 'B' Honor Roll, you will need a 3.00 grade point average. Students will not have a D or F.

GRADUATION REQUIREMENTS CREDITS FOR GRADUATION MUST INCLUDE:

Language Arts 12 Credits, Social Studies 11 Credits, Physical Education 5 Credits, Health 2 Credits, Math 9 Credits, Science 9 Credits, Fine Arts 1 Credit, (Required 51 Credits), electives 23 Credits, Total Credits Required 72.

Freshman: Full year of Science, Math, Language Arts, Social 9 and Physical Education.

Sophomore: Credits not earned in grade 9 will be made up in grade 10. You must successfully complete a minimum of a full year of American History, Language Arts, Chemistry, Math and one trimester each of Health and Physical Education

Junior: Credits not earned in grade 9 and 10 will be made up in grade 11. You must successfully complete a minimum of one full year of Social 11, Language Arts, Biology and Math.

Senior: Required classes, failed earlier in high school, will have to be repeated. During your senior year, you must take a minimum of 1 full year of Social Studies, Language Arts.

INCOMPLETES

An Incomplete or "I" grade is given when a student has not completed assigned class work. Students who have an "I" on their report card are not eligible for the Honor Roll unless the work is made up before the Honor Roll is calculated. Incompletes must be resolved within two weeks of the end of the grading period. Incompletes will only be given for very extreme extenuating circumstances (i.e. medical or emergency). If the incomplete is not made up within two weeks after the end of a grading period, it automatically becomes a failing grade, unless other arrangements are made between the teacher, student and the principal. Arrangements for any exception must be made in writing and approved by the principal. No advance work or credit shall be given to students who do not complete school through the final days of a grading period.

NATIONAL HONOR SOCIETY

Membership in National Honor Society is an honor bestowed upon a student for meeting the following criteria:

- Student at Park Rapids Area High School for at least one trimester.

- Member of the junior or senior class.
- Cumulative GPA of 3.5 or above.
- Demonstration of outstanding character, leadership and service.
- NHS Students will receive and wear a Gold Cord at graduation.

Selection for membership is by a faculty council and is based on the Activity Information Form submitted by those who qualify academically for membership. Once selected, members have the responsibility to continue to demonstrate the criteria for selection. A National Honor Society student who transfers to PRAHS and brings a letter from the former principal or chapter advisor will be accepted automatically as a member in the Park Rapids chapter.

POST SECONDARY ENROLLMENT OPTIONS—PSEO

Sophomores, Juniors and Seniors have the possibility of arranging classes in a vocational school or college while still in PRAHS. A 10th grade pupil applying for PSEO must have received a passing score on the 8th grade Minnesota Comprehensive Assessment in reading as a condition of enrollment. The intent of this option is to promote academic excellence and increase options for ambitious students. Features which attract student interests include:

1. Students interested in this option should start the necessary process with the high school counselor. Two application forms are used: a regular college or tech school application needs to be completed the first trimester a student wants to enroll. Another more specific application concerning which courses and their equivalent credits needs to be completed each trimester.
2. Students have a time limit of three consecutive school years in which this option can be used during 10th, 11th & 12th grade. One could not use after expected graduation at the end of 12th grade. Similarly, if one first enrolls during 12th grade the limit is one year of option privilege.
3. The high school counselor and the student should expect to work out the equivalency of credits prior to or during the enrollment process.
4. Students are **not** eligible for state post-secondary financial aid while enrolled in the options program. Transportation money is also strictly controlled and therefore available to students who meet state financial guidelines.
5. Students with PSEO status are high school students taking courses at another location for part or all of the day. Their grades will be recorded by the high school for the honor roll, calculated into the high school grade point average and other special awards. Students are responsible for delivering their post-secondary grades to the high school.
6. Students are eligible to participate in Park Rapids Area High School extra-curricular activities as long as all other eligibility requirements are met.

PROMOTION

It is the belief of the District 309 staff that students be challenged academically and that expectations for performance should be high. We want to make every reasonable effort to help students meet both individual goals and school expectations. Success at middle school is preparatory for high school and beyond.

Students are expected to work toward academic excellence. Failure to meet minimum requirements for grading periods will result in placing students on academic probation with one or more of the following interventions:

Student Success programming, Targeted Services, Meeting with the Home-School Interventionist, Grade checks with staff, Academic Intervention Plans, Guided Study Hall

Students on academic probation will be required to attend and work with staff in these specialized academic assistance programs to help students improve learning. Students failing to make academic progress may be asked not to participate in school activities.

REGISTRATION

The subjects you take should be chosen with care so as to best meet your future needs and interest. Certain subjects and credits are required for graduation as outlined in your registration booklet. However, there are a variety of courses in each area of study which will meet their requirements, plus a wide range of elective courses designed to meet your individual interest. When in doubt, confer with your counselor.

1. Make a tentative decision about your after-school plans; example, college, vocational school, military or work.
2. Know the graduation requirements
3. Read the course descriptions so you will choose courses that meet your interests and plans.
4. Discuss your selection with your teachers, counselors, and most importantly, your parents.
5. Take home your registration materials and have your parents approve your choices.

RETENTION

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final. (District Policy 513)

SCHEDULE REVISION

1. Schedule changes will require a student-counselor conference. Parental involvement is expected before major changes are made.
2. A student requested schedule change after the first grading period of a trimester will result in a "WF" if the student is failing the class they are looking to drop.
3. A student can only make a schedule change within the **first 3 days** of a trimester.

TESTING

Testing data provides valuable information about student's academic growth and helps the district monitor curriculum.

- **Minnesota Comprehensive Assessment (MCA)**- Testing Window: March -May
Students in grades 5-8 are required to take the MCA for reading and math. The MCA Science Test is administered in grades 5 and 8. The purpose of the MCA testing program is to measure student achievement against the MN Achievement Standards and to measure the academic progress over time. The Parent Guide and Refusal for Student Participation in Statewide Testing Form can be found in the addendum of this handbook.

SECTION 3: POLICY & STUDENT CONDUCT

ABUSE AND NEGLECT

School district employees are mandated by state law to report all suspected cases of physical, mental, sexual abuse and neglect of children to Human Services and/or the Law Enforcement Center. Once a report is made to law enforcement or child protective services, the issue is out of the control of the school officials.

ACADEMIC DISHONESTY/CHEATING POLICY

Academic integrity refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this ethical behavior in your academic conduct, and while there are many types of academic dishonesty, the two main concerns in the classroom are cheating and plagiarism.

Plagiarism: To steal and pass off the ideas or words of another as one's own. To use another's production without crediting the source (Merriam-Webster Online Dictionary, 2014).

Examples of plagiarism:

1. Copying any part of an article from the Internet or print source and adding it into your own paper with no quotation marks or no sources indicated.

Copying parts of articles from a number of sources and putting them together in your own paper without indicating the quotations and/or 1. sources.

2. Paraphrasing a paragraph from a book, article or website without indicating the source.
3. Using the same structure, thesis or concept that an author uses in a book, article or website and not

indicating the source.

4. Turning in any work created by someone else in whole or in part and claiming it as your own, including work created through artificial intelligence.

How to avoid plagiarism:

1. When you use information from a book, article, or website, always indicate where your information came from within the text of your paper. It is NOT enough to list your sources in a bibliography attached to your paper. Even if you are paraphrasing someone else's ideas or words, you need to indicate the author in the text of your paper.
2. Avoid copying and pasting from the Internet or photocopying information from books. Instead, TAKE NOTES and keep careful track in your notes of where your information is from.
3. Keep track in your notes of whether information is a paraphrase or a word-for-word quotation (use quotation marks for quotes) and keep track of the source and page number.

Cheating: Taking or giving answers or information about assignments, tests, or any class-related work.

Examples of cheating:

1. Copying someone else's answers on a quiz or test.
2. Using a calculator, iPad, crib sheet, or notes on a test without the teacher's permission.
3. Copying someone else's homework OR letting someone else copy your homework.
4. Sharing test answers electronically during a test.
5. Working together on an assignment that is intended to be completed individually.
6. Telling a student from a later class what the test covered or what specific questions ask.
7. Claiming credit on a group project for contributions that were non-existent or below requirements
8. Falsifying or forging any academic document
9. Using Google Translate or any translation program for a test or composition
10. Using artificial intelligence to complete assignments or generate answers on quizzes or tests.

How to avoid cheating:

1. Always do your own work.
2. Never let someone copy your work on a test or assignment.
3. Never talk about a test in the halls or at lunch, no matter how much others ask.

Academic Honesty

Violations Consequences

Offenses for Cheating and Plagiarizing are reported together as consecutive violations.

Plagiarizing or Reproducing the Work of Another:

Offenses are cumulative grades 9-12

First Offense:

- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment
- Parent contact will be made by the instructor
- Becomes part of students records
- Student will be reported to the NHS advisor and the Athletic Director

Second Offense:

- All of the first offense and the following
- Administrative discretion whether student will be on probationary status or removed from class
- Student will be reported to the NHS advisor and can be removed from NHS
- Student will be reported to the Athletic Director and can receive a Code of Conduct Violation from Minnesota State High School League

Cheating on Examinations, Tests, Quizzes or Major Projects:

Offenses are cumulative grades 9-12

First Offense:

- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment

- Parent contact will be made by the instructor
- Becomes part of students records
- Student will be reported to the NHS advisor and the Athletic Director

Second Offense:

- All of the first offense and the following
- Administrative discretion whether student will be on probationary status or removed from class
- Student will be reported to the NHS advisor and can be removed from NHS
- Student will be reported to the Athletic Director and can receive a Code of Conduct Violation from Minnesota State High School League

Cheating on Homework Assignments:

First Offense:

- Collection of unauthorized material
- Official warning to student conference with student and teacher
- Students will receive no credit for that assignment
- Administration will be notified and the student's names will be kept on file

Subsequent Offense:

- All of the first offense and the following
- One-hour ISS
- Parent contact will be made by the instructor

ATTENDANCE

Note: Pursuant to MN Law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of MN State Statute 120A.22. It is the parent's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence if the absence is excused. In addition, to have an absence excused, the parent must inform the school of the absences prior to, the day of, or not later than two school days after the absence.

DISPLAY A CONCERN FOR LEARNING

Attend School Daily: Being a student is a FULL-TIME occupation. Attendance must be a top priority since students cannot gather the information needed to master a concept if they are not in class.

Absence Limit -- To ensure that each student gains the maximum from class instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to "catch up" on missed work, a limit on the number of times a student can be absent from class has been established. At the 7th absence in a class, a letter of concern will be sent to the parent. The student's parent or guardian will be requested to attend a conference with the school administrator. After the 10th absence the student may lose credit for the class. The student's parent or guardian will be notified.

Absences due to participation in school directed activities shall not be counted toward the seven-absence limit. School directed activities include, but are not limited to, field trips, athletic contests, school music lessons, scheduled school government meetings, counselor scheduled college visits, and conferences excused by counselors or the principal. All other absences such as illness, family concerns, appointments, non-approved school visits, job interviews, vacations, etc. are counted toward the seven-day limit.

Regardless of the reason for being absent from class, the student still has responsibility for work done on the day(s) during which they are not present.

Absences fall into the following categories:

A. EXCUSED

- School sponsored activities; field trips, extra-curricular activities, conferences with counselors, etc.
- Medical/Family: Illness, serious illness in the student's family, death in the family or of a close relative, and doctor/dentist appointments pre-excused family concerns. Medical/dental/chemical health/psychological appointments that cannot be arranged at another time are excused absences. **The student must present an appointment card** from the facility visited in order for the absence to be considered an excused absence.

- Family trips, car problems, and needed at home.

B. UNEXCUSED

Any absence from school for a period, part of a day, or all day without the approval of the school is considered an unexcused absence. (i.e. haircuts, senior pictures, shopping, tanning, personal or family errands, driver education as it is not a school sponsored class. etc.) If this type of absence is confirmed to constitute skipping, the truancy policy shall apply. Grade reductions will not be applied for unexcused absences, but these absences will count toward the absence limit for the trimester.

C. TRUANCY

Truancy consists of simply “skipping” classes without an excusable reason by either the parent/guardian or school personnel.

- Student’s grade will be reduced 4% for each truancy
- Notice will be sent to the parent/guardian informing them of the offense and action taken.
- Student shall have conference with a principal or designee.
- Truant absences can be made up with 1 hour of seat time for each hour of school missed.
- Parent/Student/Principal conference may be held.
- If truancy continues to be a problem, then parent/student/principal conference shall be held to develop a behavior contract.
- Student shall be given a copy of the Pupil Fair Dismissal Act and be suspended from school for up to three (3) school days, based on accumulation of offenses.

D. HABITUAL TRUANT

Habitual truant means the student “...is absent without excuse for one or more class periods on seven school days...”

Minnesota Compulsory School Attendance Laws: Every child between 7 and 16 years shall attend a public school or a private school in each year during the entire time the public schools of the district in which the child resides are in session. Habitual Truant also applies to a child who is 16 or 17 years of age and has not lawfully withdrawn from school.

When a student is absent without excuse for one or more class periods on three days, a letter is sent notifying parents that their student is considered a “habitual truant” and if the seven-school day limit is reached, a truancy (CHIPS) petition may be filed with Social Services. In addition, a student may be referred to the Police Liaison Officer.

Arrangements are to be made to make up work in advance if students know they will be gone for several days. Homework requests for students absent two or more days may be made through the office. The student has the right and obligation to make up any work missed for full credit for excused absences. If a student is absent from school more than 15 consecutive days, the student will be dropped from enrollment.

BUS

Safety is of primary importance; therefore, we insist on good student behavior. The following rules have been established and will be mailed to parents before school starts:

- Immediately follow the directions of the bus driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- 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 bus.
- Do not damage the school bus.

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding the school buses as are expected on school property. Consequences for school bus misconduct will be imposed by the school district under the adopted administrative discipline procedures. Parents will be notified of any suspension of bus privileges.

The district establishes bus routes and families are notified before the onset of school. Be sure to have your child waiting at the designated location five minutes prior to the listed schedule time. Students wait for buses; buses do not wait for students.

Bus notes or changes:

If a change of bus is necessary during the school day, please do ALL the following:

- Send a dated, signed note with the specific change requested to be shown to the classroom teacher and bus driver.
- Call the middle school secretary.
- Call the bus garage at 237-6570.
- Same day changes must be completed prior to 1:00 on the day the student is riding.

CARE OF SCHOOL PROPERTY, TEXTBOOKS, ETC.

A student is responsible for the proper care of all books, supplies and furniture provided by the school. A student who disfigures, loses or damages school property or equipment will be required to pay for it. As is provided by Minnesota Statute, "The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students...." Damage to property on campus or off campus may result in disciplinary action, ranging from suspension to expulsion, including restitution.

DETENTION

Detention may be assigned based on academic or behavioral referrals. Students will need to use the restroom, go to their locker, or get any needed academic materials prior to the start of detention. Students are NOT allowed to use any electronic devices, listen to music, sleep, talk, or play games during detention time. If a student is assigned detention and does not serve it as instructed, progressive discipline will follow. Students who accumulate detentions may be excluded from school functions.

DRESS CODE

The High School supports a student's right to select clothing to wear as long as the clothing is not disruptive to the educational process, unsafe, or displays inappropriate messages. Students wearing such items will be asked to change or will be sent home with a parent. Clothing choices considered inappropriate for a school setting include, but are not limited to:

- Headgear of any kind, including bandanas and hoods
- Short skirts or hemlines (must be longer than the fingertip by one inch)
- Exposed midsection or undergarments
- Pants or shorts not worn at the hips
- Visible cleavage
- See through or strapless shirts
- Tops with spaghetti straps or deep cut arm holes
- Outdoor coats and/or backpacks worn in hallways or classrooms
- Face paint that is not for a special school function
- Spiked chains, studs, or chains
- Headphones / earbuds worn around the neck or inside hoodies
- Clothing containing messages referring to alcohol, tobacco, drugs, nudity, violence, gang-related symbolism, offensive language, or pictures (sexual, racial, or religious harassment; profanity)

Note: This policy may be amended without notice to prohibit any attire that school officials deem disruptive or inappropriate to the learning environment

**Lockers will be utilized for outdoor coats and hats.

DUE PROCESS

It must be stressed that overall satisfactory behavior of students is of utmost importance. Therefore, offenses will be handled on an individual and cumulative basis.

DUE PROCESS. All school personnel will abide by the "Pupil Fair Dismissal Act" of 1974. M.S. 127.26-127.39, which is in keeping with due process for students.

ELECTRONIC DEVICES

Our goal at PRAHS is to teach and practice healthy habits with technology, and it is our mission to produce RESPECTFUL and RESPONSIBLE citizens both in and out of school. At this time, we are moving forward with electronic device practices in our classrooms and large group spaces to support our students and their success at PRAHS.

Below are expectations that we are requiring of students under the new electronic device practices at PRAHS:

- **Cell Phones or other electronic devices are to be on silent and not used at any time during any class period and passing time.** During the 50-minute class period, student cell phones are not to be seen at any point. Cell phones are not needed to carry out student practices for success in the classroom. Only items that are needed for the course are allowed in the classroom.
- When a student requests to use the restroom, the student cell phone will be the pass and left with the classroom teacher until returning to class.
- Earbuds are not allowed in the classroom.
- Cell Phones or other electronic devices **can** be used in a respectful manner during students' scheduled **lunch time**.
- **No Cell Phones or other electronic devices during Study Hall** as this is treated just like any other classroom in which we are taking formal attendance. Study Hall is an academic period that doesn't require a cell phone.
- Students who have a medical or other emergency reason for accessing their phone during the day should discuss an exception with an administrator.
- Important Reminder Using a cell phone to take photographs or record a video at any time on school property is strictly prohibited. This includes taking photographs or video recordings in restrooms, locker rooms, classrooms, etc. Pictures of others that are sent to other students is a form of harassment or bullying towards another. These acts are administered under the harassment and bullying policy.

Cell Phone Or Other Electronic Devices School Discipline:

If a student violates the cell phone or other electronic devices expectations, the teacher, administrator, or school staff shall confiscate the cell phone or other electronic devices and take it to the office; including the following:

First Violation: Phone or other electronic devices is taken by staff to the Principal's office. Student conference with the Principal & the device is picked up at the end of the day by the student.

Second Violation: Phone or other electronic devices is taken to the Principal's office. Parent or Guardian is required to pick up the phone at the end of the day. Student and parent must meet with the administration to review expectations.

Third Violation: Phone or other electronic devices is taken to the office and parents are required to pick up the phone at the end of the day. Going forward students will be required to either leave the phone at home or turn it into the office at the beginning of the day and pick it up at the end of the day. Students caught with a phone at this stage will be assigned consequences and have additional loss of privileges.

Phones or other electronic devices brought to the office will be kept in a secure spot until picked up.

Refusal to turn a cell phone/device over to any adult upon request will be considered insubordination. The student could be suspended for insubordination along with being assigned the appropriate communication device offense. Loaned devices will result in an offense being assigned to both students involved.

ELECTRONIC SOCIAL MEDIA

In communicating via media like Facebook, MySpace, Twitter, text, email etc., any words, pictures, gestures, etc., which are malicious, vindictive or degrading will not be tolerated.

FIELD TRIPS

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

Instructional Trips

Trips that take place during the school day.

Supplementary Trips

Trips in which student's voluntary participate and takes place outside the regular school day.

Extended Trips

Trips that involve one or more overnight stops. An extended trip request form must be completed and approved for extended trips

PROCEDURAL CODE FOR DEALING WITH SUSPENSION

SUSPENSION - prohibiting a student from attending school for a period no longer than ten days. If a student is suspended for more than 5 days at one time, a report will be filed with the superintendent.

IN SCHOOL SUSPENSION

Prohibiting a student from attending regular classes and keeping the student in school under supervision of school personnel.

EXPULSION - prohibiting a student from attending school for a period of up to one year.

DISCIPLINARY ACTION - discipline action for the unacceptable behavior described in The Panther Guide may include, but not limited to:

- a. meeting with the teacher, counselor or principal
- b. probationary period
- c. noon detention
- d. after school detention
- e. Saturday detention
- f. loss of school privileges
- g. parental conference with school staff
- h. modified school programs
- i. removal from class
- j. in-school-suspension
- k. suspension
- l. expulsion
- m. exclusion

PUBLIC DISPLAY OF AFFECTION (PDA)

High School age students are expected to understand appropriate and inappropriate physical contact in public. Public displays of affection are not appropriate in a school setting. Kissing, "making out," groping, lap sitting, prolonged hugs, or hands/arms wrapped around others will not be tolerated. These acts are disruptive to our positive school culture. Students who engage in this behavior may have parents called and receive additional consequences.

REMOVAL FROM CLASS

Removal from class is the short-term exclusion of a student from class during which time the school retains custody of the student. Students removed from class shall be the responsibility of the principal or lawful designee. The removal of a student from class shall not exceed five class periods. The removal from class may be imposed as follows:

1. Willful conduct which materially and substantially disrupts the rights of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule of conduct established in the discipline policy.

4. If a student is removed from class for 2 or more class periods, a parent/teacher/ principal conference may be required for re-admittance to the classroom. The office will be notified immediately upon the need of this action. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Parents will be notified of their son/daughter's removal from class.

SAFETY AND SECURITY TECHNOLOGY

Safety and security technology (audio/video) have been installed in public areas of the building and on school buses and school grounds. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

SEARCH'S

The district reserves the right to conduct reasonable search's; including, but not limited to lockers, desks, backpacks, sports bags, a student's person or possessions, and vehicles on school grounds. School lockers are the exclusive property of the school district. School authorities may search the interiors of the lockers for any reason, at any time, without notice, without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will reveal a violation of law or school rules. (District Policy 502)

SECTION 504 OF THE REHABILITATION ACT

The District does not discriminate against any student based on his or her disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because he or she is associated with someone who is disabled. In addition, it is the District's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive a free appropriate public education. Inquiries regarding compliance with Section 504 may be directed to the District 504 Coordinator, Superintendent Bagstad.

VIOLENT BEHAVIOR BY STUDENTS

To provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior.

A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.

Incidents of violence means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed. (District Policy 529)

SECTION 4: HEALTH & SAFETY

ACCIDENTS AT SCHOOL

All student injuries that occur at school or school-sponsored activities should be reported to the office. Parents of an injured student will be notified as soon as possible. If the student requires immediate medical attention, school personnel will call 911 or seek emergency medical treatment and then contact parents.

CHEMICAL DEPENDANCY (STUDENT HEALTH)

District #309 schools recognize that chemical dependency is an illness often preceded by misuse and abuse. Because District #309 wishes to intervene early in the disease process, contact with students manifesting signs of misuse or abuse will be made to both educate and aid them should they need help. The following policy has been established by the Park Rapids School District: A student of the Park Rapids Area Schools, regardless of age, shall not consume, be under the influence of, or have in

possession, alcoholic beverages, drugs or drug paraphernalia while in school, attending school activities, on school grounds or under school supervision.

Suspected use:

1. After witnessing indicators, a staff member may wish to talk privately with the student or make a referral to the school counselor, school nurse, principal or assistant principal to express his/her concerns.
2. Referral sources will remain confidential.
3. After initial contact has been made with the student and parent or guardian, recommendations for appropriate help will be made. This may include but is not limited to: determination of no chemical problem, individual counseling and participation in support groups.

Actual Use, Possession or Abuse

1. Immediate removal from the school activity and parent notified.
2. Notification of proper legal authorities.
3. Suspended from school for up to five (5) days.
4. Restriction from attendance at future activities if occurring at extra-curricular events. The severity of the offense will determine the length of the restriction.
5. Students will be referred for diagnosis and evaluation by a chemical counselor prior to the reinstatement of school.
6. Expulsion proceedings may be recommended.

Selling Chemicals or other illicit drugs.

1. Notification of legal authorities and the student will be removed by those authorities.
2. Parents will be notified
3. Five-day suspension, consideration given for expulsion proceedings to begin.
4. If there is a repeat of this offense, expulsion proceedings will start immediately.

For students involved in Minnesota State High School League sponsored activities, and/or intramural, the rules of the League shall apply. Offense shall carry over from year to year as a student is enrolled.

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 suspects that his/her child has a communicable or contagious disease, please contact the school nurse or school secretary so that other students who might have been exposed to the disease can be alerted.

Some conditions for exclusion are; elevated temperature (100 degrees), advanced cases of impetigo, scabies, some rashes, head lice, bed bugs, vomiting or diarrhea within the previous 24 hours and failure to meet the minimum immunization requirements.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings if 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 nurse will determine on a case-by-case whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

CRISIS MANAGEMENT

The Crisis Management policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuations, campus evacuation, sheltering, communication procedures. The school will conduct 5 crisis drills, 5 fire drills and 1 severe weather drill annually. Building plans include classroom and building evacuation procedures. (District Policy 806)

DROP-OFF ZONES

This zone located at the front of the school and is for drop off and pick up of students only. When dropping off your child, please do not block the lanes. Do not leave your vehicle as it may be ticketed at your expense.

HOMEBOUND INSTRUCTION

Students qualify for homebound instruction if they are physically or mentally unable to attend class at the school site due to illness, injury or placement in some type of treatment facility. Social Services, the

court, or a medical authority may make the placement. If the student has an IEP (Individual Education Plan) the IEP team may specify home placement. Examples of situations that are not considered homebound are:

- Students who are leaving home to attend work
- Students attending school at an alternative site
- Student attending school for part of the day

HOMEBOUND STATUS IS FOR THOSE STUDENTS WHO ARE PHYSICALLY OR MENTALLY UNABLE TO LEAVE THEIR HOME.

ILLNESS

If your child should become sick at school, we will allow him/her to rest in the nurse's station where there is a nurse on duty from 7:30 to 3:30. If no improvement is seen and/or your child has a fever, we will notify you.

IMMUNIZATIONS

Minnesota State School Law requires that prior to a child's initial enrollment in school in this state, the parent shall submit to the office one of the following statements:

- Proof that the child has received the following immunizations; 2 MMR's, 2 Varicella, 4 Polio, 5 DTP, and 3 Hepatitis B immunizations, Tdap + Meningococcal at 7th grade and a meningococcal booster prior to 12th grade as approved by the state board of health and that such immunizations are currently effective.
- A statement signed by a physician, that the physical condition of the child is such that immunization would seriously endanger his/her life or health, or that lab tests indicate adequate immunity exists.
- A notarized statement signed by the child's parent that he / she is conscientiously exempting the child from immunization(s).

MEDICINE

Students requiring medicine in school must have a signed statement from parents giving their permission for school personnel to administer the medication.

Prescription

- We must have a doctor's written order and the original container.
- The staff person administering the medication shall maintain a record of the drug, the dose, and the time given. This record will be kept in the health office.
- Medications will be administered only if taken orally or applied externally.

Nonprescription

- The nurse in the health office will administer or monitor over-the-counter medication brought to school.

SCHOOL INSURANCE

The school does not provide insurance coverage for accidents. In most cases, your family health insurance policy provides coverage for accidents that happen at school. Information regarding optional Student Accident Insurance can be found at www.studentinsurance-kk.com or in the district office. You are not obligated to purchase any insurance; the school simply makes available the service

SCHOOL RESOURCE OFFICER

The resource officer is a member of the Park Rapids Police Department assigned to Park Rapids Area Schools. The proactive mission of the officer is early intervention in matters that if left unchecked, could have serious implications for the safety and security of the students and staff. The secondary responsibility of the school resource officer is to respond to certain acts committed in the school that may be deemed as unlawful. At Century School, the resource officer is most often consulted to assist with educating students to prevent future problems with the law.

A law enforcement officer may cite violations of the law and process charges through the county attorney's office, regardless of the school penalties imposed for the same act. Thus, it is possible that

some acts may be violations of school rules, and District policies, and violations of the law, resulting in both school and legal consequences.