2018-2019

# PRHS Student Handbook




**Pelican Rapids ISD #548**

Pelican Rapids Jr. Sr. High School

310 S. Broadway, P.O. Box 642

Pelican Rapids, MN 56572

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www.pelicanrapids.k12.mn.us

2018-2019

# Welcome to PRHS

Welcome to Pelican Rapids High School. We are glad to have you here! We hope you will take advantage of the opportunities that are available to you. The curriculum and activities programs at Pelican Rapids High School have been designed to challenge students of all interests and abilities. To benefit from these programs, however, you need to ***get involved***. To grow, you need to take risks. The staff at Pelican Rapids High School is eager and capable to assist you. You are the reason we are here. This booklet provides information for you to use to be successful. It tells you what is expected of you and what services and benefits you may expect from the school. Cooperation is the key. We suggest that you read this handbook thoroughly. We hope that you have an enjoyable and successful school year.

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**This handbook belongs to:**

Name_____ Grade____
Address_____
City/Town_____
Phone_____

# Nondiscriminatory Policy Notice

The Pelican Rapids Public Schools are committed to providing equal education and employment opportunities to all persons and do not discriminate on the basis of age, color, creed, disability, gender, marital status, national origin, race, religion, sexual orientation, with regard to public assistance, or any other group or class against which discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, U.S. Department of Agriculture Policy and other applicable state or federal laws. Inquiries regarding compliance should be referred to Randi Anderson, Affirmative Action Coordinator at (218) 863-5910.

# PRHS Staff

**Administration**
Randi Anderson - Superintendent
Brian Korf - Principal
Derrick Nelson - Assistant Principal/Activities Director

**Board of Education**
Chair - Charles Blixt
Clerk – Michael Forsgren
Vice Chair - Johnson, Dena
Director – Jon Karger
Treasurer – Kathy Ouren
Director – Anne Peterson

**Staff**
Albright, Nanette - Para-Media Center
Anderson, Kathryn – English
Amanda Backstrom – Kitchen
Beck, Dan – Physical Education/Health
RaeNell Buss-Erickson – Custodian
Karla Breen – Special Education
Doug Bruggeman - Social Studies
Marty Carlson - Special Education Para
Jim Christenson - Science
Jay Clark – Technology
Roby Dial - Visual Arts
Denise Evenson – P.E/Health, Driver's Training
John Farris – Custodian
Andrea Freitag - Mental Health Practitioner
Dawn Finn – Achievement & Integration
Sean Fitzsimmons - Instrumental Music
Melissa Gedrose - Mental Health Practitioner
Shawn Gravalin - Para-Study Hall Supervisor
Coleen Guhl - Family & Consumer Science (FACS)
John Gullingsrud - Mathematics
Susan Haarstad – Technology
Teresa Haarstick – Kitchen
David Haugen - Mathematics
Cary Haugrud - Social Studies
Kristi Haugrud - Para-ALC
Kyle Haugrud - Para-Special Education
Wendy Hoadley - Asst. Activities Director
Harold Holt - Social Studies
Todd Huseby - District Psychologist
Amy Korf – Reading
Julie Jones – Custodian
Karen Jongeward -Principal's Secretary/Attendance
Jessica Kulsrud – Head Cook
Lee Larsen - Agriculture
Cherie Lynnes, LPN – Nurse
Steve Maresh - Industrial Technology
Abigail Mooney – English
Gary Motz – Custodian
Ellie Nettestad - Para-Special Education
Merilee Ottoson - Para.- E.S.L.
Lori Paakh - Vocal Music
John Peter - English as a Second Language
Lisa Petznick - Mathematics
Amy Potts - Speech
Andy Rarick – Mathematics/ALC
Barb Ripley - Superintendent's Secretary/Payroll
Blaine Ristvedt - Business Education
Jill Roisum - Mid-Level ALC
Cody Shaffer – English
Teressa Schlieman - Science
George Schmid - Science
Lauren Siebels - Counselor
Rachelle Sjolie - Special Education
Bill Simmons - Technology
Trevor Steeves – District Maintenance Engineer
Victoria Stefonowicz - Spanish
Len Thompson – Custodian
Emily Thompson - Special Education
Monica Thompson - Technology
Daren Tollefson – Head Custodian
Carole Topp - Testing
Mitch VerDorn - Para-Special Education
Shari VerDorn - Principal's Secretary/MARSS
Bev Woessner – Kitchen
Becky Wontor - ALC and Community Education

# Daily Schedule

| Normal | |
|---|---|
| Breakfast Served | 7:35-7:50 |
| **Period 1** | 7:55-8:51 |
| **Period 2** | 8:55-9:51 |
| **Period 3** | 9:55-10:51 |
| **JH Lunch** | 10:51-11:21 |
| **JH Per 4** | 11:25-12:21 |
| **SH Per 4** | 10:55-11:51 |
| **SH Lunch** | 11:51-12:21 |
| **Period 5** | 12:25-1:21 |
| **Period 6** | 1:21-2:21 |
| **Period 7** | 2:25-3:21 |
| **Power Hour** | 3:25-3:55 |

| Pep Fest | |
|---|---|
| Breakfast Served | 7:35-7:50 |
| **Period 1** | 7:55-8:51 |
| **Period 2** | 8:55-9:51 |
| **Period 3** | 9:55-10:51 |
| **JH Lunch** | 10:51-11:21 |
| **JH Per 4** | 11:25-12:21 |
| **SH Per 4** | 10:55-11:51 |
| **SH Lunch** | 11:51-12:21 |
| **Period 5** | 12:25-1:21 |
| **Period 6** | 1:21-2:21 |
| **Period 7** | 2:25-3:21 |
| **Pep Fest** | 3:25-3:55 |

| 3 Hr Late Start | |
|---|---|
| No Breakfast Served | |
| **Period 1** | 10:55-11:25 |
| **Period 4 (SH)** | 11:29 – 11:59 |
| **JH Lunch** | 11:25 – 11:55 |
| **Period 4 (JH)** | 11:59 – 12:29 |
| **SH Lunch** | 11:59 – 12:29 |
| **Period 2** | 12:33 – 1:03 |
| **Period 3** | 1:07 – 1:37 |
| **Period 5** | 1:41 – 2:11 |
| **Period 6** | 2:15 – 2:45 |
| **Period 7** | 2:49 – 3:19 |
| **Period 8** | 3:23 – 3:55 |



# PRHS Student Officers

**FFA OFFICERS 2018-2019**
President-Larissa Seifert
Vice President-Grace Peterson
Secretary-Tristan Harthun
Treasurer-Greta Tollefson
Reporter-Vanassa Booth
Sentinel-Allie Haiby
Officers at Large-Megan Okke
Alyce Erdman

**SADD OFFICERS 2018-2019**
President- TBD
Vice President- TBD
Secretary- TBD
Treasurer- TBD
SADD Representatives: TBD

**STUDENT LIGHTHOUSE 2018-2019**
Zane Brosowske
TBD

**STUDENT COUNCIL 2018-2019**
President- Adriana Torres
Vice President- TBD
Secretary- TBD
Treasurer- TBD
Sentinel- TBD
Sergeant at Arms- TBD
Minority Representative- TBD
Media Relations- TBD

**CLASS OFFICERS 2018-2019**
**Grade 7**
President-Marie Backstrom
Vice President-Brody Seter
Secretary-Kaitlyn Stachowski
Treasurer-Kylee Holt
Student Council Rep-Luke Sjolie
**Grade 8**
President-Sylvia Pesch
Vice President-Mason Blahut
Secretary-Mollie Thornton
Treasurer-Brady Petznick
Student Council Rep-Janae LaFerriere
**Grade 9**
President- TBD
Vice President- TBD
Secretary- TBD
Treasurer- TBD
Student Council Rep- TBD
**Grade 10**
President-Kiera Booth
Vice President-Vanassa Booth
Secretary-Allie Haiby
Treasurer-Grace Haugrud
Student Council Rep-Greta Tollefson
**Grade 11**
President-Mandi Sjolie
Vice President-Maddie Guler
Secretary-David Johnston
Treasurer-Logan Petznick
Student Council Rep-Abby Syverson
**Grade 12**
President- TBD
Vice President- TBD
Secretary- TBD
Treasurer- TBD
Student Council Rep- TBD

# Calendars

| | |
|---|---|
| Staff Flex Day | August |
| New Staff Workshop | August 21-23 |
| Staff Workshop | August 27-30 |
| Labor Day (no school) | September 3 |
| First Day of School | September 4 |
| Homecoming Week | October 1-5 |
| Vision & Hearing Screening | October 2 |
| Senior Group Picture | TBD |
| Student Pictures (grades 7-11) | October 2 |
| Mid-quarter – Quarter 1 | October 5 |
| School in session Monday | October 15 |
| Vision & Hearing Rescreening | October 16 |
| M.E.A. *(no school)* | October 18-19 |
| 1st Quarter Ends | November 2 |
| Teacher Workshop *(no school)* | November 5 |
| Parent/Teacher Conferences (1-7 pm) | November 12 |
| School in session Monday | November 19 |
| Thanksgiving Break *(no school)* | November 22-23 |
| Mid-quarter - Quarter 2 | December 7 |
| School in session Monday | December 17 |
| Winter Break *(no school)* | December 21 to January 1 |
| School Resumes | January 2 |
| 1st Semester/2nd Quarter Ends | January 11 |
| Teacher Workshop *(no school)* | January 14 |
| Sweetheart Week | February 12-15 |
| Mid-quarter - Quarter 3 | February 15 |
| President's Day (no school) | February 18 |
| Parent/Teacher Conferences (1-7 pm) | February 25 |
| 3rd Quarter Ends | March 15 |
| School in session Monday | April 15 |
| Spring Break *(no school)* | April 19-22 |
| School Resumes | April 23 |
| Mid-quarter - Quarter 4 | April 26 |
| Prom | May 4 |
| Baccalaureate | May 19 |
| School in session Monday | May 20 |
| 4th Quarter Ends/Last Student Day of School | May 23 |
| Graduation/Teacher Workday (no school) | May 24 |

***Snow days will be made up in this order: Jan. 7, Mar 4, Mar 18, Apr 8, May 6***

# PR SCHOOL DISTRICT MASTER CALENDAR 2018-2019

*4 Day Week Schedule* 7/17/2018

### August - 2018

| M | T | W | TH | F | |
|---|---|---|---|---|---|
| 20 | 21 | 22 | 23 | 24 | |
| 27 | 28 | 29 | 30 | 31 | 5 |

### September - 2018

| | | | | | |
|---|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 | |
| 10 | 11 | 12 | 13 | 14 | |
| 17 | 18 | 19 | 20 | 21 | |
| 24 | 25 | 26 | 27 | 28 | 16 |

### October - 2018

| | | | | | |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | |
| 8 | 9 | 10 | 11 | 12 | |
| 15 | 16 | 17 | 18 | 19 | |
| 22 | 23 | 24 | 25 | 26 | |
| 29 | 30 | 31 | | | 17 |

### November - 2018

| | | | | | |
|---|---|---|---|---|---|
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | |
| 26 | 27 | 28 | 29 | 30 | 17 |

### December - 2018

| | | | | | |
|---|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 | |
| 10 | 11 | 12 | 13 | 14 | |
| 17 | 18 | 19 | 20 | 21 | |
| 24 | 25 | 26 | 27 | 28 | |
| 31 | | | | | 12 |

### January - 2019

| | | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | |
| 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 | 31 | | 18 |

### February - 2019

| M | T | W | TH | F | |
|---|---|---|---|---|---|
| | | | | 1 | |
| 4 | 5 | 6 | 7 | 8 | |
| 11 | 12 | 13 | 14 | 15 | |
| 18 | 19 | 20 | 21 | 22 | |
| 25 | 26 | 27 | 28 | | 16 |

### March - 2019

| | | | | | |
|---|---|---|---|---|---|
| | | | | 1 | |
| 4 | 5 | 6 | 7 | 8 | |
| 11 | 12 | 13 | 14 | 15 | |
| 18 | 19 | 20 | 21 | 22 | |
| 25 | 26 | 27 | 28 | 29 | 17 |

### April - 2019

| | | | | | |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | |
| 8 | 9 | 10 | 11 | 12 | |
| 15 | 16 | 17 | 18 | 19 | |
| 22 | 23 | 24 | 25 | 26 | |
| 29 | 30 | | | | 17 |

### May - 2019

| | | | | | |
|---|---|---|---|---|---|
| | | 1 | 2 | 3 | |
| 6 | 7 | 8 | 9 | 10 | |
| 13 | 14 | 15 | 16 | 17 | |
| 20 | 21 | 22 | 23 | 24 | |
| 27 | 28 | 29 | 30 | 31 | 15 |

### Snow Days

| | | |
|---|---|---|
| #1 | Jan | 7 |
| #2 | Mar | 4 |
| #3 | Mar | 18 |
| #4 | Apr | 8 |
| #5 | May | 6 |

### Key to Symbols Used

- Staff Non Contract
- Contract No Students
- Parent Teacher Conf
- VES Mid/End Trimester
- HS Qtr End or Midterm
- No School

### Days of School by Month

| Month | Student | Teacher | |
|---|---|---|---|
| | | HS | ES |
| August | 0 | 5 | 5 |
| September | 16 | 16 | 16 |
| October | 17 | 17 | 17 |
| November | 17 | 19 | 19 |
| December | 12 | 12 | 12 |
| January | 18 | 19 | 18 |
| February | 16 | 17 | 18 |
| March | 17 | 17 | 17 |
| April | 17 | 17 | 17 |
| May | 15 | 16 | 16 |
| TOTAL | 145 | 155 | 155 |

| Qtr1 | Qtr2 | Qtr3 | Qtr4 | Total |
|---|---|---|---|---|
| 35 | 35 | 35 | 40 | 145 |

| Tri 1 | Tri 2 | Tri 3 | Total |
|---|---|---|---|
| 46 | 47 | 52 | 145 |

**School will be in session the following Mondays:**

Monday, October 15
Monday, November 1
Monday, December 17
Monday, April 15
Monday, May 20

### August

| | |
|---|---|
| 21-23 Aug | New Staff Workshop/1 cert. staff flex day |
| 27-30 Aug | Staff Workshop Day |

### September

| | |
|---|---|
| 3-Sep | Labor Day - No School |
| 4-Sep | First Day of School |

### October

| | |
|---|---|
| 5-Oct | HS MidQuarter 1 |
| 17-Oct | VES Mid Tri 1 |
| 18-19 Oct | MEA-No School |

### November

| | |
|---|---|
| 2-Nov | HS End of Qtr 1 |
| 5-Nov | Staff Workshop Day |
| 12-Nov | HS Parent-Teacher Conf. (1-7pm) |
| 19-20 Nov | VES Parent-Teacher Conf. (4-7pm) |
| 21-Nov | VES End of Trimester 1 |
| 22-23 Nov | Fall Break - No School |

### December

| | |
|---|---|
| 7-Dec | HS MidQuarter 2 |
| 21 Dec-1 Ja | Winter Break - No School |

### January

| | |
|---|---|
| 11-Jan | HS End of Qtr 2/Sem 1 |
| 14-Jan | HS Workshop Day |
| 18-Jan | VES Mid Tri 2 |

### February

| | |
|---|---|
| 11-Feb | VES Workshop Day |
| 15-Feb | HS MidQuarter 3 |
| 18-Feb | President's Day - No School |
| 22-Feb | VES End of Trimester 2 |
| 25-Feb | HS Parent-Teacher Conf. (1-7pm) |
| 25-Feb | VES Parent-Teacher Conf. (1-7pm) |

### March

| | |
|---|---|
| 15-Mar | HS End of Qtr 3 |

### April

| | |
|---|---|
| 17-Apr | ES Mid Tri 3 |
| Apr19-22 | Spring Break - No School |
| 26-Apr | HS MidQuarter 4 |

### May

| | |
|---|---|
| 23-May | HS:End Qtr 4/Sem 2 -VES:End Tri 3 |
| 23-May | Last Day of School |
| 24-May | Teacher Workday - No School |
| | Graduation 7:00pm |

# Attendance

- Parents should call the school when students will be absent.
- **Students are required to bring a confirmation note to school from all appointments.**
- **Students who are absent from school for 3 or more consecutive school days are required to bring a doctor's note to excuse their absence.**
- Students who are not in school and do not have the permission of their parent or the Pelican Rapids School District are considered unexcused absent and truant.
- Attendance will be taken every period.
- Absences are cumulative throughout the school year and records will transfer with students who transfer to other schools.
- When a student is absent, parents will be notified of the unexcused absence/truancy. Parents may check their student's attendance via internet access to the SKYWARD student information system (SIS).
- After 3 days with 1 or more periods of unexcused absence, parents will be notified.
- After 7 days with 1 or more periods of unexcused absence, a meeting with the student and parent will be scheduled.
- If the student and parent do not change the amount of student's unexcused absence, a Truancy Plan of Correction will be developed.
- If the Truancy Plan of Correction is not followed by the student and parent and the student continues to be unexcused absent, OTC Human Services and the OTC Attorney's Office will be notified.
- Any student who is absent from class more than 8 days of the scheduled days may be denied credit for that course. **All absences in excess of 8 days of total days scheduled** for a semester are considered unexcused. Absences due to participation in school-sponsored activities do not count against student credits or grades. The Building Management Team (BMT) (principal, administrative assistant, counselor, department spokespersons, and selected parents) will serve as a review board for those students with unusual circumstances who wish to file an appeal concerning loss of credit(s). Appeals will be based on attendance files, documents and written materials submitted by the administration, parents and student. Parents and student will have seven calendar days after being notified to submit any written material they wish to include in the appeal. The review board will issue a written decision within ten (10) calendar days after the appeal.
- **Tardiness:** Upon arrival at school, a tardy student must report to the main office to pick up a tardy pass for admittance to classes. If a student is late for school (1$^{st}$ period) for less than 10 minutes, the absence will be counted as a tardy.
- **Enforcement: A student will be assigned one hour of detention for every third tardy in a semester. The principal will keep track of all tardies for period 1 and teachers will keep track of tardies for periods 2-8.**
- In emergency situations such as serious prolonged illness or hospitalization, a hospital or homebound tutor may be arranged. Doctor verification of the need for the absence and tutor will be required.
- Every absence will be evaluated. If the principal determines that any absence(s) is unexcused, the student will receive appropriate disciplinary action.
- For unexcused absences, students will need to make up the time missed and the parent will be notified.

- Parents will be notified when a student becomes ill during the day. Students will be kept in school if the parent(s)/guardian(s) cannot be reached.
- All seniors (18 or more credits) may schedule one day of post-secondary visitation through the counselor, which will be counted as an acceptable day of absence from school. All visits must be made prior to April 15. Visits not coordinated in advance with the counselor's office will be unexcused.
- School sponsored trips and activities will be denied if the student has exceeded attendance guidelines. The trips and activities denied include college visitation for seniors and activities sponsored by the school.
- **Excused Absences:** These absences **do not count** toward loss of credit: illness (accompanied by a Doctor's note stating student should not be in school), conditions beyond control of the student (court appearances, religious holidays or religious release time) or urgent family activities or emergencies. The parent/guardian needs to contact the school in advance.
- **Acceptable Absences:** These absences **do count** toward loss of credit: illness, doctor appointments, work at home, senior college visitation days, family/student vacations. A preapproved form is required for family vacations. Vacations will only be excused if taken with parents/family.
- **Unexcused Absences:** These absences **do count** toward loss of credit. For unexcused absences, students will not receive credit for work missed. Examples of unexcused absences: Student misses the bus, oversleeps, shopping, trips not approved in advance, work for hire, haircuts/beauty appointments/ tanning appointments, hunting, fishing, snowmobiling, car trouble, absence from discipline without permission; failure to obtain permission to check out of school; absence without permission of parents and Principal's office.
- **Contact the School**: When students are absent, their parents **must call the school** before they return. The principal's office will issue an admit slip back to class. Teachers will issue makeup work. **If a student has been absent, he/she may NOT participate in any school activity that day.**

# Behavior & Discipline

Students are required to abide by all student behavior rules outlined in board policy and reviewed in this handbook. Consequences for misbehavior, whether it takes place in/around a school vehicle, in school, elsewhere on school property at a school event, via the internet or electronically will be applied to any student who violates the rules. Disciplinary action may include but is not limited to: meeting with the teacher, counselor, or principal; detention; loss of school privileges; parental conference with school staff; modified school programs; suspension from activities; removal from class; suspension (in-school or out-of-school); exclusion; expulsion.

**Student Behavior Expectations:**

- Students **should:** be involved, be productive, attend school regularly, immediately follow the directions of the teacher, sit in their assigned seat facing forward, talk respectfully and use appropriate language, keep their arms, legs and belongings to themselves, be at classes on time, complete all assignments, be courteous to all students, staff members and visitors, respect yours and others property, help keep the building clean, eat & drink in designated areas only (commons, gym foyer when and where permitted by supervisor), be physically and mentally prepared to participate in classes and activities, value the ethnic, religious, and economic diversity of the Pelican Rapids community.

- Students **should not** participate in: fighting, harassment, intimidation, horseplay, throwing of any object, use or possession of alcohol, tobacco, illegal drugs or look alike drugs, bring any weapon or dangerous objects to school, damage school or individual property.

**Unacceptable Behavior:**

- Any willful conduct which materially and substantially disrupts the right of others to an education, endangers school district employees, the pupil or other pupils, or the property of the school or violates any rule of conduct specified in this discipline policy.

**Discipline Rules:**

- The teacher has authority over students and is in charge/responsible for their classrooms.
- Disciplinary action will be taken with students for any behavior which disrupts order or violates the rights of others, especially the right of students to receive instruction.
- Discipline at Pelican Rapids High School is cumulative.
- Jr. High Check System: In an effort to aid teachers in maintaining a sound educational program in their classroom, Pelican Rapids Jr. High School has adopted a "check system" for students. This check system addresses two areas, behavior and incomplete assignments or work not turned in. The time period covered is for one week, at which time the check list will be reviewed by a committee and infractions calculated. Each Jr. High School teacher will have a daily opportunity to evaluate the behavior and assignment requirements for their class.

**Types of Misbehavior:**

- Theft is the act of intentionally and without right taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
- Physical Assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.
- Verbal Assault is threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.
- Minnesota law called a felony. No one may possess a dangerous weapon at any time on school property. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. Firearms transported in accordance with Minnesota law are accepted.
- Possession on school property includes on a school bus, in a school vehicle, or any property leased by the school whether the school is public or private. Violation of the terms of Minnesota law will result in penalties that may include expulsion from school in addition to statutory penalties which include significant fines and prison.

**Threats:**

- Any student who threatens normal operations or school activities, including reporting of dangerous or hazardous situations that don't exist will be subject to disciplinary action.

**School Disruptions:**

- Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

**Nuisance Articles:**

- The possession or use of articles that are nuisances, illegal or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

**School Trespass:**

- **Trespass:** It is a misdemeanor for a person to enter or be found in a public or nonpublic elem., middle, or secondary school building unless the person: is an enrolled student, a parent or guardian of an enrolled student, an employee of the school or school district; has permission or an invitation from a school official to be in the building; is attending a school event, class, or mtg. to which the person, the public, or a student's family is invited; or has reported the person's presence in the school building in the manner required for visitors to the school.
- **Trespass After Warning:** It is a misdemeanor for a person to enter or be found on school property within six months after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property.
- **Detaining Trespasser:** A school principal or a school employee designated by the school principal to maintain order on school property, who has reasonable cause to believe that a person is violating this subdivision may detain the person for a reasonable period of time pending the arrival of a peace officer. A school principal or a designated school employee is not civilly or criminally liable for any action authorized under this paragraph if the person's action is based on reasonable cause.
- **Arrest of Trespasser(s):** A peace officer may arrest a person without a warrant if the officer has probable cause to believe the person violated this subdivision within the preceding four hours. The arrest may be made even though the violation did not occur in the peace officer's presence.

**Discipline Steps:**

- Written/verbal warning to student from teacher
- Notification of parents by teacher
- Meeting with students, parents and teacher to include discipline plan
- Notification of principal/assistant principal and removal of student from class
- Detention, exclusion, expulsion

**Removal from Class:**

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

**Detention:**

- Detention will be served outside the school day. Detention is a consequence for students who violate school rules on truancy, behavior, excessive tardies, or other behaviors. Students need to provide their own transportation. Students will be expected to bring home work or reading material. Failure to attend an assigned detention may result in: reassignment of detention, suspension and/or a parent conference.

**In-School Suspension:**

- Students who accumulate excessive detention hours will serve in-school suspension.

**Suspension:**

- Suspension is the short-term exclusion of the student from classes either in or outside the school building. Suspension, exclusion and expulsion shall be used in accord with The Pupil Fair Dismissal Act of 1974 as amended. Copies of this policy together with The Pupil Fair Dismissal Act of 1974 shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act of 1974. Suspension procedures shall afford the student the right to due process in accord with the following: The principal, or designee, shall notify the student of all charges. A conference shall be held prior to suspension. When, in the opinion of the principal or designee, the student's presence poses a continuing danger of persons or school property or is an ongoing threat of disruption of the educational process, the student may be immediately suspended from school. In such cases, the necessary notice and hearing shall follow as soon as practicable thereafter. The students shall be given an opportunity to give their version of the facts and their implications. The parent/legal guardian shall be informed of the suspension as soon as possible.

**Parent Notification:**

- Parents shall be notified by e-mail, student information system (SIS) telephone or first-class mail of violation of the rules of conduct and resulting disciplinary actions except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Early involvement of parents or guardians is essential to resolving pupil behavior problems. Teachers will make it a practice to inform parents or guardians of student behavioral problems as soon as possible.

**Student Behavior Referral:**

- A student in regular classes who has repeatedly been removed from class will receive a referral for possible special education services. If the student is already receiving special education services, then the Individual Education Plan (IEP) should be reviewed as to its adequacy.

**A complete copy of all school policies is available in each building principals' office. Information concerning school policies will be disseminated to students.**

# General Information

**School begins at 7:55 a.m. and ends at 3:55 p.m**. Periods 1-7 are fifty-six minutes, Period 8 is 30 minutes, followed by a four-minute passing period. Students are tardy when they are not in the classroom when class starts. Teachers will be in their rooms at 7:40 a.m.

**Students In The Building Before 7:35 a.m. or after 4:10 p.m.** must be under the direct supervision of a teacher/coach/advisor. All other students must leave. Students that are at school before 7:35am should be in the commons area.

**Activity Tickets** can be purchased in the Activities office. They admit adults and students to school sponsored events. Class plays, class sponsored events, and musical events are not included. If an activity ticket is lost, another one may be purchased for $5.

**Announcements** are made each morning at the beginning of period one over the public address system. They must be authorized by a faculty member.

Students who participate in **Activities/Athletics** must pass a physical examination every 3 years (grades 7 and 10), file the physical with the Activities Director's office, pay all activity fees and provide insurance coverage before practicing and/or playing in a game.

Inappropriate public **display(s) of affection** are considered in poor taste and regarded as immature behavior. When such behavior is exhibited, a student conference will be held, each student's parents/guardians will be contacted and/or the students will be disciplined.

**Cell Phones, Electronic Devices, Head Phones/Earbuds, and Fidget Spinners: The school is NOT responsible for lost items.** Students should not bring cell phones, head phones/earbuds, MP3 players, ipods, cameras, texting devices, fidget spinners or similar types of devices to school. These devices are not allowed in classrooms during the school day (7:55 am – 3:55 pm). Cell phones are to be turned off during class time. **7th-12th grade students can use their cell phones before school, during lunch, and after school.** Students who use their cell phone during class will have their phone taken away for two weeks or can pay $25 to get their phone back at the end of the day the payment is received. In accordance with Minnesota State Department of Education rules, no cell phones or cameras are allowed in any locker room or gym areas. When observed, they will be removed immediately. Because these items are not allowed in school, when they are lost, misplaced or stolen, school personnel will not participate in their retrieval.

**Dance/Prom Rules:**
Dance: No use of alcohol, drugs or tobacco. Rowdiness and conduct unbecoming Pelican Rapids students will not be tolerated. Once in-stay in; once out-stay out. Students who violate dance rules will be removed from the dance and/or parents notified to pick them up. All such cases will also be reported to the principal's office for disciplinary action. Senior high dances are open to Pelican Rapids students and their guests in grades 9-12. Junior high activities are open to PRHS students only in grades 7 & 8. Senior high students may bring guests if they obtain a guest permit in advance signed by the principal. Chaperones are in charge and have the right to make decisions on any cases not covered by the above rules.
Prom: In order to attend Prom, you must: 1) have all ISS/detention hours completed a week before Prom, 2) pay ALL outstanding school fees, 3) obtain a guest pass if bringing a student from outside

PRHS, and 4) be appropriately dressed for the event. In order to be on the Prom decorating committee, you must: 1) be enthusiastic and willing to help, 2) have no ISS hours during the school year, 3) all detention hours made up, 4) attend all meetings (unless excused), 5) participate after school during the week of Prom (unless excused), and 6) attend clean-up the Monday after Prom or face consequences. Prom guests must be 20 years or younger to attend.

**Dress and Grooming:**

**Students should use good judgment and wear appropriate clothing. Parents should use good judgment to help their students determine appropriate clothing to wear.** Students should not dress in attire which creates a danger to health or safety, disrupts or potentially disrupts the educational process or violates community standards of decency. The principal is the final authority in determining whether dress is appropriate or inappropriate. Staff members will enforce dress and appearance standards. Students who refuse to follow acceptable dress standards will be sent to the principal. Students will change inappropriate clothing or be sent home to change clothing. Students will not return to class until they are appropriately dressed. Any time missed from school due to inappropriate clothing will be an unexcused absence.

**Inappropriate student clothing includes:**

- Clothing that is too revealing; tank tops of any kind; clothing that does not cover both shoulders, midriff, navel or chest; clothing that does not cover undergarments, low-riding pants; undergarments that are worn as outer garments; clothing that exposes any cleavage (chest or rear area); transparent (see-through) clothing; halter tops (tops that tie at the back of the neck, including dresses with bare shoulders or back); tube tops or other strapless tops including dresses; clothing that is shorter than four inches (4") above the knee.
- Students may not wear clothing that disguises a student’s appearance. This includes wearing a full or partial facemask, sunglasses or wigs.
- Students may not wear any headwear (any object which covers ones head, all or in part) except for legitimate religious or medical reasons that have been approved by the principal this includes, but is not limited to caps, hats, headbands, bandanas, hoods and do-rags.
- Students may not wear any clothing that displays, suggests or promotes, (either by picture(s), language (any) or diagrams): profanity, obscenity or vulgarity; chemical use or chemical advertisement (including alcohol, tobacco or any other any illegal products); inappropriate sexual behavior or sexually suggestive behavior; abusive, discriminatory, racist or violent behavior, people or groups; unhealthy lifestyles.
- Backpacks must be kept in lockers and are not to be worn or carried around during the school day unless approved by the Principal.

**Consequences for wearing inappropriate clothing include:**

- first offense - education on the policy, a warning, and removal/confiscation of the item.
- second offense - first offense consequence plus disciplinary action with parent contact.
- third offense - second offense consequence plus possible suspension/expulsion.

**Driving and Parking:**

Students are encouraged to park their cars at the beginning of the day and not drive them until they need to return home. Speeding, improper parking, reckless driving, and excessive noise are of concern to the school and disciplinary action will be taken against violators. Improperly parked cars will be ticketed and/or towed away at the owner's expense and students will be disciplined. Student used cars may be searched in the student parking lot or surrounding streets.

**120A.20 ADMISSION TO PUBLIC SCHOOL.**
**Subdivision 1.Age limitations; pupils.**
(a) All schools supported in whole or in part by state funds are public schools. Admission to a public school is free to any person who: (1) resides within the district that operates the school; (2) is under 21 years of age or who meets the requirements of paragraph (c); and (3) satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board.

**Background Checks:**
Per School Board Policy 404, the school district will seek a criminal background check for applicants who receive an offer of employment, or choose to volunteer with the school district.

**Emergency Alarms:**
No person shall give a false alarm of fire, by setting fire to any combustible material, or by crying or sounding an alarm, or by any other means. Anyone violating the emergency alarm law is guilty of a misdemeanor and may be punished by a fine or by imprisonment in the county jail. The school will also provide consequences for such an act. Periodic fire drills, tornado drills, lockdown drills and evacuation drills will be conducted in accordance with state law. A plan has been developed which will insure the maximum efficiency and safety for evacuating the building during emergencies. Teachers will discuss these instructions with students and indicate the evacuation routes for their classrooms. During alarms, drills, or actual emergency procedures, students should treat the experience seriously, move quietly, maintain classroom conduct and listen/follow the instructions of their supervisors. Students should become informed of exit routes for each of their classrooms.

**Gangs:** The following gang related acts, materials, and symbolism are not allowed: any apparel, jewelry, accessories, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute (as a primary purpose) denotes membership in an organized gang as defined by MN Statute 260.125; graffiti on a person, their clothing, books, notebook, or other personal items which denotes affiliation with an organized gang or threat group; making hand signs which denote affiliation with an organized gang or threat group; possession, distribution, or display of slanderous, libelous, pornographic, racist or gang related materials or symbolism.

**Phone Calls:** Students will not be called out of class to answer calls. Parents and friends are requested not to call during school hours. The office phone is not available for student use except in an emergency with the permission of the principal or his/her designee.

**Schedule Changes:** Students may change their class schedule with the approval of parents, counselor, and principal. This process needs to be completed by the end of the first week of the semester. Students need to contact the counselor to begin the process.

**School Lockers:** The school is not responsible for lost or stolen articles. Do not leave money or valuables in lockers. School lockers are the property of the school district and may be searched at any time. 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 will be searched 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 will notify student whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Students are responsible for the cleanliness and maintenance of the locker assigned to them and may be charged for any damages.

**Student Visitors:** Student visitors during school hours are not encouraged and must have prior permission from the principal.

**Use or Possession of Alcohol, Tobacco, and Drugs:** All buildings and grounds in District #548 are tobacco free. The use or possession of alcohol, drugs, tobacco, electronic cigarettes, other illegal chemicals, or look alike items are not allowed on school property, at any school sponsored activities/trips, or at any time during, before or after school hours/activities. Students will be disciplined for failure to comply with this rule.

**Work Release Option:** Students may work during school hours providing they meet the following guidelines: Students must: have academic standing (completed 18 credits); not be in academic, attendance or disciplinary difficulty; take a minimum of 6 other classes and arrange their schedule so the work release is to work for a parent/ guardian owned/operated business or the family must talk to the building principal to demonstrate financial need. The work release program may be terminated or temporarily suspended at any time for failure to comply with these reasons.

# Bad Weather – School Closing

Bad weather may require that school is dismissed early, cancelled for the full day or start 3 hours late. If school starts 3 hours late, the buses will pick up students 3 hours later than their normal pick-up time. The school website, instant alert, and phone system will carry emergency messages. ALL storm announcements will be given on: FARGO TV: KXJB-TV (Ch. 4), WDAY-TV (Ch. 6), KVLY-TV (Ch. 11); FARGO RADIO: FM-105.1, KFGO (FM 101.9), KFGO (AM-790), WDAY (AM-970), KVOX (FM 99.9), KVOX (AM-1280), KFGX (FM-95.0), KQWB (AM 1550), KQWB (FM-98.7) DETROIT LAKES RADIO: KDLM (AM-1200), KBOT (FM-104.1) FERGUS FALLS RADIO: KJJK (FM-96.5), KBRF (AM-1250), KBRF (FM103.3), KFGO (AM-790), KVOX (FM-99.9).

# Student Medications

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's school nurse or school personnel trained and supervised in medication administration will administer prescribed medications in accordance with law and school district procedures.

**Requirements**

- The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. This "Medication Authorization" form must also be signed by the physician prescribing the medication.
- A "Medication Authorization" form must be completed when the student begins medications in school and when a change in the prescription or requirements for administration occurs.
- Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with

the instructions on the label. If any change occurs in the student's prescription medication administration, a new container label with new pharmacy instructions shall be required immediately.

- The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part H.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- The school nurse, or other designated person, shall be responsible for the filing of the Medication Authorization form in the health records section of the student file.
- Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statute § 121A.21).
- The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Exceptions**

- Special health treatments and health functions such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.
- Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
- Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
- Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if the school district has received a written authorization from the student's parent permitting the student to self-administer the medication; the inhaler is properly labeled for that student and/or the parent has not requested school personnel to administer the medication to the student.
- The parent must submit written authorization for the student to self-administer the medication each school year. The school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.
- Medications that are used off school grounds that are used in connection with athletics or extracurricular activities or that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- Oral Nonprescription Pain Medication use requires written parental/legal guardian authorization on file at the health office; this medication must come to school in the original labeled container and be stored in the health office; this medication will be given in a manner consistent with the instructions on the label. An individualized non- prescription medication

plan may be implemented with written approval by Licensed School Nurse and parent/guardian.

- Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the student's school in writing that: student may possess the epinephrine, the student is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the student as needed.

# Graduation Requirements & Grading

Students need to complete Minnesota graduation requirements and successfully pass state required tests by the end of grade 12 or they will not receive a diploma. Students who have an individual education plan (IEP) can qualify for modifications in testing procedures or exemption from the requirements. This decision is made by the student's IEP team. To participate in the PRHS graduation ceremony and be awarded the PRHS diploma, students must attend school at PRHS their final semester. Students who choose to attend a different school elsewhere will receive their diploma from that school and participate in their graduation ceremony, and be counseled concerning these facts prior to leaving. Exceptions include students enrolled in the post-secondary options program and students with pre-approved alternative programs related to physical limitations for attendance, outside (ALC, etc.) credits must be pre-approved.

**Credits for graduation:** Each student shall complete at least 24 credits in grades 9 - 12 in required and elective courses. These include:

- **English:** 4 credits (1 credit each in English 9, English 10, English 11, and English 12).
- **Mathematics:** 3 credits.
- **Science:** 3 credits (1 credit in Science 9, 1 credit in Biology, 1 additional Science credit).
- **Social Studies:** 4 credits (1 credit in Social 9; 1 credit in U.S. History 10; 1 credit in World History 11; ½ credit Geography and ½ Economics).
- **Arts:** 1 credit (Art, Band, Choir, Digital Photography, or Web Design).
- **Physical Education 9:** 1/2 credit.
- **Health 10 courses:** 1 credit.
- The remaining **elective credits** will be chosen from the approved curriculum of Pelican Rapids High School. Students who successfully complete high school credits while in junior high (gr. 7-8) will have these credits credited toward graduation. Graduation requirements will be evaluated yearly. A student's graduation requirements will not be changed once they enter grade 9. All students must attempt 6 credits per year.

**Incomplete Grades:** Students must complete all course work as scheduled by the teacher or an incomplete will be given. All incompletes at the end of a quarter must be made up within the time set by the teacher.

**Notification of Parents Concerning Graduation Requirements**: Parents and students will be notified of graduation requirements using the student handbook and district website.

**Pass-Fail Option:** Any grade 12 student (18 credits minimum) may register for one elective class per semester on a pass-fail basis. Students must register by the 10th week of the semester. If a student is being considered for top 10%, salutatorian, or valedictorian graduation honors and has used the pass-fail option, all other students being considered for the same honors will have the same number of their lowest grades considered in the same manner.

**Honor Roll Calculations - Letter Grade Values:**
A=4.0, A-=3.66, B+=3.33, B=3.0, B-=2.66, C+=2.33, C=2.0, C-=1.66, D+=1.33, D=1.0, D-=0.66
F=0, I (Incomplete)=0 and P (Pass)=Cumulative grade point average (GPA)
An incomplete has no effect on grades, but the student will not be considered for the honor roll until the make-up work is completed and the grade is calculated and entered. A pass is calculated at the same value as the students overall grade point average. There will be two honor rolls. The A honor roll requires a minimum grade point average (GPA) of 3.66 and the B honor roll has a minimum GPA of 3.0. Students who have D's, F's, or I's will not be eligible for the honor roll. Student incompletes must be completed within 2 weeks of the end of each quarter.

# Student Activities

**The Student Council** is the connection between the student body and the administration. This council gives the students a voice in building government. The Student Council is made up of one elected member from each class and each class president.

**The Minnesota Honor Society**
MHS (Minnesota Honor Society) is an invitation-only activity. Students with a grade point average of 3.5 or above are invited to join in June as they enter their junior and senior years. Applications are due in early September and members are selected by a faculty council. New members are inducted in a formal ceremony in mid-October. MHS members participate in a variety of activities throughout the year including the rent-a-buddy auction, road ditch clean up, and the Red Cross Blood Drive, among others.

**Speech** is a Minnesota State High School League (MSHSL) extracurricular activity. Students can compete in these categories: serious or humorous interpretation, original or non-original oratory, storytelling, discussion, extemporaneous reading or speaking. MSHSL rules are observed. Students may advance to subsection, section, and state contests.

**The Shada** is the school yearbook (annual). Members of the Shada staff are also members of a yearbook class. They begin working before school starts selling ads and continue through May to produce and distribute the yearbook. If you like teamwork, going to school events, photography, and fun - this just may be the class for you! Class members share the work - they are each assigned pages to work on including text and page design with photos. Every year the class is different! This is hands-on learning with computers and cameras. The finished product, our Shada yearbook, is a reflection of your work and will be a legacy for years to come.

**National FFA Organization** is an organization of students who have had or are enrolled in agriculture science classes. The purpose is to further the aims and understanding of agriculture, to provide leadership training, and to provide group recreational activities. Judging contests, public speaking contests, and other activities of a competitive nature are available.

**Knowledge Bowl** is an activity where you can learn new information and facts as well as show what you know in competition. Each meet begins with a written exam that you and your team work together to complete. Four oral rounds follow and your team will either advance or drop based on your performance. Meets are held during the school day, so you can easily participate in Knowledge Bowl and other activities. The junior high season runs from mid-September until December. The senior high season competes from December until March.

**Math Team** gives students who are interested in math the opportunity to compete in various contests throughout the year. Senior high mathletes (grades 9-12) have the opportunity to compete in some or all of the following: Minnesota State High School Mathematics League, Bemidji Math Contest, AMC-10/AMC-12, and Tri-College contests. Students may advance to the state meet in Math League. Junior high mathletes may compete in Minnesota Junior High School Mathematics League, AMC-8, MathCounts, and Tri-College contests. Students may advance to the state meet in MathCounts.

**The instrumental music** (band) program consists of: Band 7, Band 8, Concert Band, and Wind Ensemble. Jazz Band and Pit Band are available as additional instrumental activities.
The bands represent the school during the year at concerts, athletic events and other community affairs. Students play in these groups and many of the individuals play solos or in small ensembles for community activities as well as contests.

**The vocal music** program consists of grade 7 & 8, the Viking Choir and the Chamber Chorale, which is selected by the instructor. The choirs represent the school during the year at concerts, and other community affairs. Students sing in these groups and many of the individuals sing solos or in small ensembles for community activities as well as contests.

# School Trips

Students who participate in school activities may have the opportunity to represent the school district and community on school district sponsored trips. Students will be under the supervision of staff or community coaches/advisors/chaperones and need to be on their best behavior. Students will also need to exhibit positive academic, behavior and chemical nonuse characteristics to qualify for the school trips. Students may become ineligible to participate on school trips if they violate legal, MSHSL and/or school district academic, behavior or chemical rules**. ALL detention needs to be completed BEFORE a student can participate in school trips.** The staff member directly in charge of the trip will determine eligibility in conjunction with the building principal or assistant principal/activity director. Activity advisors/coaches will inform students in advance of school trips concerning their eligibility. Extended school trips (ex. Band, Choir, or Spanish overnight trip) will be approved in advance by the school board.

# Student Support Services

PRHS provides a number of support services, to help students academically, emotionally, socially and developmentally. Students may be self-referred or referred by parents, guardians or staff.

**Special Education** students have accommodations to help them with their schoolwork and testing as determined by their Individual Education Plan (IEP) and IEP team.

**Mental Health** services are provided by a district mental health practitioner and mental health professional. These services are provided by a collaborative of Lutheran Social Services of Fergus Falls, Otter Tail County and PR School District. These services are billable to the family's health service with their permission.

# Lunch Program

**General Information**
Pelican Rapids High School is a **closed campus** and each student is scheduled to be in an assigned area in the building every period, every day that school is in session. Students are not permitted to go outside/leave the school building during the designated passing time between class periods. Anytime the student is not in his/her assigned area, verification of parental permission must be on record in the Administration Office prior to the absences, unless it is illness related. Appropriate consequences for violation of the policies will be assigned.

**Noon Hour**
All students have a closed campus and must remain in the lunch room or designated areas inside the building. All parking lots and vehicles are off-limits during the school day. Senior high students may utilize the designated areas during the lunch hour provided the junior high classes are not disrupted in the process. Leaving campus during the school day will result in suspension. 1st offense will be 1 day of In School Suspension (ISS) and 2nd offense will be 1 day of Out of School Suspension (OSS). The 3rd and subsequent offense will result in 2 days of Out of School Suspension.

**Breakfast (grades 7-12)** will be served from 7:35 – 7:50 a.m. Prices are: adult - $2.25, student - $1.00, student reduced - $0.00

**Lunch (grades 7 - 9)** will be served at the conclusion of Period 3 (10:51-11:21).
Prices are: adult - $3.95, student - $1.75, student reduced - $0.00, second entrée $1.35.

**Lunch (grades 10 - 12)** will be served at the conclusion of Period 4 (11:51-12:21).
Prices are: adult - $3.85, student - $1.75, student reduced - $0.00, second entrée $1.35.

**Lunch Program Rules**

- School lunch is to be eaten in the commons area. **No food is to leave the commons area.**
- Students must have money in their account before they will be permitted to eat**. There will be NO CHARGING of lunch.**
- Money may be added to lunch accounts every morning before school begins or on the school website using payschools.
- Eating is not allowed in the halls or classrooms. Sack lunches may be eaten in the commons area.

**In accordance with Federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.**

# Student Disability Nondiscrimination

Disabled students are protected from discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973. Learners who need special services, accommodations, or programs in order to receive a free and appropriate education may be served under a 504 plan. (School Board Policy 521)

**Students protected under a 504 plan:**

Have a physical or mental impairment which substantially limits one or more major life activities, including learning; have a record of such impairment; are regarded as having such an impairment. Learners may be eligible for services under a 504 plan, even though they may not qualify for Special Education services. Persons who have questions, comments, or complaints regarding disability issues may contact Ed Richardson or Brian Korf, the district's ADA/504 coordinators at 863-5910.

# MSHSL Eligibility

**Chemical Violations**

Pelican Rapids Jr.-Sr. High School is a member of and follows the rules of the MSHSL. Beginning with a student's first participation and continuing throughout the student's participation on any grade level (7-12) team or activity, regardless of the quantity, a student shall not: use or consume, have in possession, buy, sell, or give away alcohol, tobacco, marijuana or any substance defined by law as a drug. This policy is in effect the entire calendar year including summers. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor. Penalties shall be accumulative beginning with the student's first participation and continuing throughout the student's participation on any grade level (7-12) team or activity.

**Category 1 – Athletic Activities**

- After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks (14 calendar days) of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- After confirmation of the second violation, the student shall lose eligibility for the next six consecutive interscholastic events or three weeks (21 calendar days), whichever is greater, of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
- After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic events or four weeks (28 calendar days), whichever is greater, of a season in which the student is a participant. If after the subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

**Category 2 – Arts, Drama, Music and Speech Activities**

- After confirmation of the first violation, the student shall lose eligibility for two (2) weeks (14

calendar days) of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

- After confirmation of the second violation, the student shall lose eligibility for three (3) weeks (21 calendar days) of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
- After confirmation of the third or subsequent violations, the student shall lose eligibility for the next four (4) weeks (28 calendar days) of a season in which the student is a participant.

**Academic Violations**

**Students who fail one class**

- A student who is receiving a failing grade or deficiency at midquarter, the end of the quarter, or at the end of a semester will be placed in a mandatory morning study hall.
- This student will be able to participate in extracurricular activities as long as he or she follows the rules of the study hall.
- A student will remain in this study hall until the student's grades are all at a passing level at midquarter or at the end of the quarter, whichever comes first.
- The student remains in the study hall until the passing grade has been verified and the study hall supervisor informs him or her that they are finished.

**Students who fail more than one class**

- A student who is receiving two or more failing grades or deficiencies at midquarter, the end of the quarter, or at the end of a semester will be placed in a mandatory morning study hall.
- A student will remain in this study hall until the student's grades are all at a passing level at midquarter or at the end of the quarter, whichever comes first.
- A student who receives **multiple failures or deficiencies at midquarter** will be assigned to the morning study hall with full extracurricular privileges. A student who receives **multiple failures or deficiencies at the end of the quarter or a semester** will be assigned to the morning study hall

**To become eligible**

- After the two-week mandatory ineligibility period the student may gain eligibility by showing proof that she/he is passing all classes (or) is failing no more than one class at the end of the two-week period and is attending morning study hall sessions.
- Incompletes will count as failures at this point.
- A progress form will be made available for students to show "proof of progress" at the end of the two-week period.
- The student will be responsible for securing the required information that allows him/her to become eligible at the end of this two-week period.
- The student will continue this two-week process until the eligibility is regained.
- Once a student is down to only one failure he/she will follow the guidelines established for students with only one failure (listed above).

**Policy for students who receive an incomplete**

- A student who is receiving incomplete as a grade at mid-quarter, the end of the quarter, or at the end of a semester will be placed in the morning study hall program for a minimum of 2 weeks. (6 total sessions). After a two-week period the student will be able to be released from their study hall obligation by showing the incompletes to be turned into passing grades.
- If a student's incomplete(s) turn into a failure(s) or if after two weeks the incompletes have not been changed they will continue the study hall tenure under the guidelines provided for a student with one failure (or) for a student with multiple failures as the incompletes will be seen as failures.

**Absenses/Attendance Violations**

Students with an absence(s) from any P.M. period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc., shall be considered as team members. P.M. period(s) refers to hours 5, 6, 7, and 8 for grades 7 through 12. For other unnamed activities, the student will abide by the decision of the school administrator and/or the Activity Director.

# Discrimination, Harassment & Violence

Religious, racial, sexual and gender discrimination, harassment and violence are against the law.

- **Harassment** may include the following when related to religion, race, sex, or gender; name-calling, jokes or rumors, graffiti, notes, cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, or any words that make a person feel uncomfortable, embarrassed, have hurt feelings or make them feel bad. Harassment may also include any and all of the above actions that occur on the internet. A harasser may be a student or an adult.
- Persons being harassed need to **report the harassment.** If any words or action make a person feel uncomfortable or fearful, they need to tell a teacher, counselor, the principal or the Human Rights Officer and/or make a written report which should then be given to a teacher, counselor, the principal or the Human Rights Officer.
- A person's right to **privacy** will be respected as much as possible. All reports of religious, racial, sexual and gender discrimination, harassment or violence will be taken seriously and appropriate action will be taken.
- **The accused person may not retaliate.** The School District will take appropriate action if anyone tries to intimidate a person or take action to harm a person because they have reported. This is a summary of the School District policy against religious, racial, sexual and gender discrimination, harassment, and violence. Complete policies are available in the superintendent's office upon request.
- **CONTACT: MS. RANDI ANDERSON, HUMAN RIGHTS OFFICER, PELICAN RAPIDS SCHOOL DISTRICT PHONE: (218) 863-5910.**

# Hazing

**Hazing** means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person or student, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing activities of any type are inconsistent with the education goals of the school district and are prohibited at all times. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employees of the school district who is found to have violated this policy. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, or tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. "Student organization" means a group, club or organization having students as its primary members or participants.
- It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.
- Hazing may also include any and all of the above actions that occur on the internet.

**Reporting Procedures**

- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- Teachers, administrator, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**School District Action**

- Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements,

applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**Reprisal**

- The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Dissemination of Policy**

- This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

# Discrimination

As required by the Office of Civil Rights (OCR), all vocational opportunities at Pelican Rapids High School (PRHS) are offered to all students regardless of race, color, national origin, sex or disability. The grievance procedure that allows students an avenue for dealing with discrimination from faculty, fellow students and administrators is present in the student handbook and on the district web site. Vocational opportunities for PRHS students include classes in Ag. Science, Business & Computer Education, Family & Consumer Science and Industrial Tech. Vocational classes are offered in grades 7 and 8 as required exploratory classes in each vocational subject area except Agriculture Science and in grades 9-12 as elective classes in all vocational subject areas. Any PRHS student may enroll in any or all of the vocational classes.

The Title IX coordinator for the Pelican Rapids (PR) School District is the Activities Director (AD) Derrick Nelson. The Section 504 coordinator for the PR School District is the building principals. Contact at Box 642, Pelican Rapids, MN 56572 or phone (218) 863-5910.

# Independent School District #548 Discrimination Form

Independent School District No. 548 maintains a policy prohibiting all forms of unlawful discrimination. All students are to be treated with respect and dignity. Unlawful discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant:_____
Home Address:_____
Work Address:_____
Home Phone:_____
Work Phone:_____
Date of Alleged Incident(s):_____
Name of person you believe unlawfully discriminated toward you or a student:

_____
If the alleged unlawful discrimination was toward another person, identify that person:

_____
Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary:

_____
_____
Where and when did the incident(s) occur:

_____
List any witnesses that were present:

_____
This complaint is filed based on my honest belief that _____has unlawfully discriminated against me or a student. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____
(Complainant Signature) (Date)

Received by: _____

# Directory Information

- The School Board has designated the following as directory information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. Directory information also includes the name, address and telephone number of the student's parents. Directory information does not include identifying information on a student's religion, race, color, social position or nationality.
- The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA requires the school district, within certain exceptions, to obtain written permission prior to disclosure of personally identifiable information from a child's educational records. However, the school may disclose student information without written consent of the parent when the information is designated directory information unless the parent informs the school not to do so in writing. Directory information is used with discretion in publications which would not be intentionally harmful or an invasion of privacy for a student. Examples are a program showing a student's role in a school event, athletic program, the annual yearbook (SHADA) and recognition/photos in newspapers or on websites.
- Directory information can also be disclosed to outside organizations without a parent's consent, in rare cases. Examples are state or federal authorities auditing, evaluating programs or enforcing state laws, release of transcripts to other schools, court order or subpoena.

**If you do not want the district to disclose directory information about your child without your prior written consent, you must notify the district in writing by October 1 of each year.**

# Acceptable Use of Internet

The District does not condone or permit the use of materials that may be inappropriate for educational use in a Pre/K-12 setting in the school environment. Students utilizing District provided internet access are responsible for their on line behavior. The District will deem what is inappropriate use, take appropriate action and determine consequence. Any violation of District policy and rules may result in loss of student access to the internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language and behavior. When applicable, law enforcement agencies may be involved.

**These uses of District provided internet access are not permitted:**

- violating any local, state, or federal statute.
- accessing, sending, receiving or distributing pornographic, obscene, sexually explicit, abusive, harassing, racist, or threatening material.
- vandalizing, damaging, or disabling the property of this school district any other individual or organization.
- accessing another individual's materials, information, or files without permission.
- violating copyright or otherwise using the intellectual property of another individual or organization without permission.

- accessing or participating in any chat system, playing of games or using game software not licensed by the district.
- subscribing to non educational list serves, bulletin boards, or on-line services
- sending or accessing e-mail without direct supervision of a teacher
- unauthorized commercial use, use for financial gain
- administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly

The District makes no guarantees of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through internet access. The District will not be responsible for personal property used to access District computers or networks or for District provided internet access. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. This policy and all its provisions are subordinate to local, state, and federal statutes.

# Internet/Media Center Policy

The media center provides access to a variety of information sources. Users of the media center have the responsibility to act in a manner that provides a productive school atmosphere. Use of the media center is a privilege, not a right. Access may be revoked any time for unacceptable behavior.

**Unacceptable** behavior includes:

- disrupting or vandalizing equipment or system performance
- wasting materials, such as printer paper
- vandalizing the data of others
- invading the privacy of others
- all e-mail, chat rooms or computer video games
- accessing music or videos on the computer
- harassment of any kind

Students may come to the media center with a class or individually on a pass to do research-related assignments, studying, leisure reading, checking out media center materials, or completing homework assignments. Students may come to the media center to use media center materials. They must have a pass from a classroom teacher and report to class and have the classroom teacher sign the pass BEFORE coming to the media center. Students should not use the media center for socializing. Students need to respect the rights of their fellow classmates by keeping the media center quiet, clean, and returning materials on time. When students leave the media center for ANY reason, they must get an authorized pass from a media center staff member.

Students may use the computers and internet access in the media center for school-related projects, assignments, and research purposes. Students should not play computer games or music or tie up the computers for “entertainment” purposes. While in the library, students are expected to follow all school rules and adhere to the student code of conduct. Students will receive referrals to the principal for inappropriate behavior or conduct. Student’s right to use the media center may be revoked for violating media center rules.