



TRF Public Schools - ISD #564

6-12 GRADE STUDENT/PARENT HANDBOOK 2026-27

Kayla Lian
Principal

Danielle Schantz
Dean of Students

**101 Knight Avenue South
Thief River Falls, MN 56701**

(218) 681-8711 – District Office
(218) 681-7432 - Administration Office
(218) 681-8672 - Counseling Office
(218) 681-7140 - Activities Office

Office Hours - 7:30 am - 3:45 pm

School Website: lhs.trfschools.org

MISSION

The mission of Thief River Falls Public Schools Online is to provide a flexible and supportive learning environment where all students can reach their full potential and become successful lifelong learners.

PURPOSE

Welcome to Prowler Online Academy! We are excited to partner with you on your educational journey. Our goal is to provide a flexible, supportive learning environment that helps students grow academically, socially, and personally while preparing for future success.

This handbook serves as a guide to the expectations, procedures, and resources that support student success at Prowler Online Academy. While it cannot address every situation, it provides important information for students and families throughout the school year.

Students are expected to follow the expectations outlined in this handbook and all district policies. The handbook may be updated during the school year, with changes communicated to students and families as needed. We look forward to supporting you in making this a successful and rewarding school year.

STUDENT RESPONSIBILITIES

STUDENT CODE

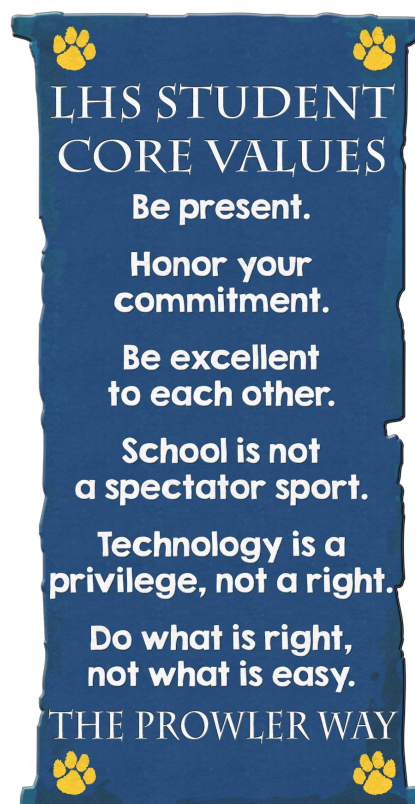
I am respectful.
I am responsible.
I am safe.
I am prepared.

We are here to learn;
therefore, I will do
nothing to keep the teacher from teaching,
and anyone, myself included, from learning.

I will cooperate with the rules of my school
and the laws of my community, state, and
country.

I will respect myself, others and the
environment.

By acting in this way, I am a capable,
connecting, and a contributing student at
Lincoln High School.





2026-27

Thief River Falls Public Schools District #564 Pre-K - 12 School Calendar

NO SCHOOL - Students and Staff

NO SCHOOL - Students (Teacher Inservice)

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Days - 185
Instructional Days = 166.5

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days = 0
Teacher Days = 1

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Open House Wednesday, September 2
Challenger Elementary: 3:30-5:30 pm
Franklin Middle School: 4:00-6:00 pm
Lincoln High School: 4:30-6:30 pm
Sept. 3 - ½ day Inservice
Sept. 7 - Labor Day Holiday
Sept. 8 - **First Student Day**
Instructional Days = 17
Teacher Days = 20

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct. 2 - Early out at Noon/PD
Oct. 5-12 - 4 hrs. Evening Conference - flexed
Oct. 13 - Students out at Noon
1-8 p.m. P/T Conferences
Oct. 14 - No School for Students
8 a.m.-Noon - P/T Conferences
Oct. 15-16 - Education MN Break
Instructional Days = 18.5
Teacher Days = 20.5

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 5 - End of Quarter 1 (LHS/FMS)
Nov. 6 - No School for Students/PD
Nov. 26-27 - Thanksgiving Break
Instructional Days = 18
Teacher Days = 19

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 4 - Early out at Noon/PD
Dec. 23 - Early out at Noon
Dec. 24-Jan. 3 - Holiday Break
Instructional Days = 16.5
Teacher Days = 16.5

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 1 - Holiday Break
Jan. 4 - Students & Staff Return
Jan. 8 - Early out at Noon/PD
Jan. 15 - End of Quarter 2 (LHS/FMS)
Jan. 18 - No School for Students/PD
Instructional Days = 19
Teacher Days = 20

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb. 5 - Early out at Noon/PD
Feb. 15 - No School for Students/PD
Feb. 17-24 - 4 hrs. evening conference - flexed
Feb. 25 - Students out at Noon
1-8 p.m. P/T Conferences
Feb. 26 - No School For Students
8 a.m.-Noon - P/T Conferences
Instructional Days = 17.5
Teacher Days = 20.5

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 5 - Early out at Noon/PD
March 19 - End of Qtr 3 (LHS/FMS)
March 25-29 - Spring Break
Instructional Days = 20
Teacher Days = 20

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 9 - Early out at Noon/PD
April 19 - No School for Students/PD
Instructional Days = 21
Teacher Days = 22

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 7 - Early Out at Noon/PD
May 27 - Last Day for Students
May 28 - Graduation 6:00 p.m.
May 31 - Memorial Day Holiday
May 24-28-4 Hours Flex
Instructional Days = 19
Teacher Days = 20

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TABLE OF CONTENTS

Click to go directly to the page indicated below.

SCHOOL CONTACT INFORMATION	4
ENROLLMENT PROCEDURE	5
<u>ENROLLMENT APPLICATION</u>	5
<u>ORIENTATION</u>	5
<u>SEMESTER DATES</u>	5
<u>COURSE SELECTION</u>	5
ATTENDANCE POLICY	6
<u>ATTENDANCE MONITORING AND TRUANCY PROCEDURES</u>	6
ELIGIBILITY	6
<u>ELIGIBILITY REQUIREMENTS</u>	6
<u>MID-TERM INELIGIBILITY</u>	7
<u>QUARTER INELIGIBILITY</u>	7
<u>FALL ACTIVITY INELIGIBILITY</u>	7
SCHOOL WORK	7
<u>EDOPTIONS ACADEMY STUDENT CODE OF CONDUCT</u>	7
<u>TESTING REQUIREMENTS</u>	8
<u>MN STATE TESTS</u>	8
<u>GRADE SCALE</u>	9
GRADUATION REQUIREMENTS	9
<u>HIGH SCHOOL GRADUATION REQUIREMENTS</u>	9
<u>REQUIRED HIGH SCHOOL SUBJECTS</u>	10
COMMENCEMENT	10
<u>GRADUATION PARTICIPATION</u>	10
EQUAL OPPORTUNITY	11
<u>MEALS</u>	11
<u>PROWLER PANTRY</u>	11
<u>BULLYING POLICY</u>	11
<u>DISCIPLINE</u>	11
<u>COMPLAINT POLICY</u>	11
<u>SUICIDE PREVENTION INFORMATION</u>	11
<u>STUDENTS DISABILITY NONDISCRIMINATION</u>	12
<u>SPECIAL EDUCATION</u>	12
<u>TITLE IX NOTICE</u>	12
<u>TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS</u>	13
<u>FERPA NOTIFICATION</u>	13

School Contact Information

Edmentum Technical Support	1-800-447-5286 or edmentum.com/resources	
LHS Technical Support	Oak Vichaikul	218-681-8711 ext. 5300 oak.vichaikul@myprowler.org
District Homeless Liaison	Karen Bakken	218-681-7432 ext. 1201 karen.bakken@myprowler.org For more information visit: Student Support
Prowler Pantry	Amy Looker	218-681-7432 ext. 1108 amy.looker@myprowler.org
Title IX Coordinator	Amber Lindgren	218-681-8711 ext. 5225 amber.lindgren@myprowler.org
English Language Learner Coordinator	Kate Anderson	218-681-7432 ext. 1204 kate.anderson@myprowler.org
School Nurse	Nicole Wienen	218-681-7432 ext. 1307 nicole.wienen@myprowler.org
504 Coordinator	Melora Bergee	218-681-7432 ext. 1401 melora.bergee@myprowler.org
504 Coordinator	Brooke Hunstad	218-681-7432 ext. 1400 brooke.hunstad@myprowler.org
Special Education Coordinator	Cassey Farrell	218-681-8711 ext. 5223 cassey.farrell@myprowler.org

Enrollment Procedure

ENROLLMENT APPLICATION

The enrollment process and application can be accessed online at <https://www.trfschools.org/register/students>

Students may enroll in the Prowler Online Academy program only if they are making satisfactory progress toward graduation. Parental permission and agreement to all program expectations are required prior to a student being officially accepted into the online program.

ORIENTATION

An Online School Orientation meeting will be scheduled on an as needed basis to provide specific information related to the online school through Edmentum.

SEMESTER DATES

Semester 1: Will begin on Tuesday, 1 week prior to the first day of school, and end on the last day of Semester 1 per the school calendar.

Semester 2: Will begin on the first day of Semester 2 per the school calendar and will end the Thursday after the last day of school.

Enrollment Cutoff: 7 calendar days after the start of the semester for Prowler Online Academy.

Schedule Change Deadline: 10 calendar days after the start of the semester for Prowler Online Academy.

COURSE SELECTION

Upon receipt of the completed application, the local office will request student records from the previous school. *(Students will not be able to move forward without adequate records.)*

School Records will be requested from last school listed on the Enrollment Application. The office will request the records but may ask for family assistance if record retrieval is taking too long.

Transcript – High school transcript or grades from previous year

Exit Grades - or Grades-to-Date (if starting after week one)

Test Scores – State Testing scores from previous years

Immunizations – Current immunization records

Special Education Records – Copies of 504s, IEPs, and Evaluation Reports

Upon receipt of complete school records a Staff Member will contact student/parent to select courses. *(A credit inventory will be completed for every student before starting classes.)*

Course Offerings can be accessed online at the following [site](#). Course offerings may vary based on a student's grade level, academic needs, and program requirements; therefore, not all courses are available to every student.

Attendance Policy

Students are expected to make consistent academic progress. Shown by logging in and actively working at least five days each week and staying on pace with their coursework as outlined in the EdOptions Academy Student Information System (SIS). Students may use weekends to meet the five-day minimum expectation.

Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with their EdOptions Academy teacher(s). Students are expected to respond within 24 hours to any communication they receive. In addition to submitting work according to the suggested pace, students may have at least one synchronous (in real time) contact with their virtual teacher. This contact may be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

ATTENDANCE MONITORING AND TRUANCY PROCEDURES

Student attendance will be reviewed weekly. If a student does not meet attendance expectations, a phone call will be made to the parent/guardian. If attendance concerns continue, a family meeting will be scheduled at Lincoln High School (LHS) to develop and sign an attendance contract.

If attendance does not improve after the attendance contract is implemented, the student will be referred to the Pennington County Truancy Program.

Students who fail to make satisfactory progress toward course completion and do not meet participation expectations may be withdrawn from the Prowler Online Academy and will not be eligible to re-enroll in the online program for the remainder of the school year. Students in this situation would be encouraged to attend Lincoln High School (LHS) in person to continue their education and receive additional support.

Eligibility

The purpose of online learning is to provide students with increased flexibility while maintaining academic accountability and progress toward graduation. Student eligibility for participation in extracurricular and co-curricular activities will be reviewed at the mid-term checkpoint using course grades and pacing status as reported through the Affiliation Activity Watchlist Report.

Academic eligibility applies to all Minnesota State High School League extracurricular activities and school-sponsored co-curricular activities, including but not limited to Student Council, National Honor Society, and Minnesota Academic Excellence League programs.

ELIGIBILITY REQUIREMENTS

At review, students are expected to demonstrate:

- Passing grades in all enrolled courses; and
- Reasonable progress toward course completion based on established pacing expectations.

MID-TERM INELIGIBILITY

Students who receive a failing grade in any course at the mid-term review will become ineligible to participate in extracurricular and co-curricular activities for a minimum of one week (Sunday through Saturday). Administration will notify the student's coach, advisor, or activity director of the student's eligibility status.

After the one-week ineligibility period, the student must be passing all previously failed course(s) to regain eligibility. Eligibility may be reinstated before the end of the week if the student submits documentation, such as a screenshot of the updated grade, to the Dean of Students showing that all previously failed course(s) are now passing. Reinstatement is subject to administrative approval.

PSEO Students: Must provide the school with current grade reports for all courses taken for secondary credit, including non-final grades earned during the academic term. Failure to provide grade information upon request will result in automatic academic ineligibility until the required documentation is submitted.

QUARTER INELIGIBILITY

Failing Grades ("F")

Students who receive one or more failing grades at the end of a quarter will be ineligible to participate in co-curricular activities and events for a minimum of one (1) week. Administration will notify the student's coach or activity advisor of the student's ineligibility status.

At the conclusion of the one-week period, the student must be passing all previously failed courses in order to regain eligibility. During the period of ineligibility, students are expected to continue attending practices unless an alternative plan is developed by the coach and the teacher of the affected course. Participation in scrimmages or practice activities during this time is at the coach's discretion.

Incomplete Grades ("I"): Students who receive an incomplete grade will be ineligible to participate in co-curricular activities and events until the incomplete has been resolved and a passing grade has been posted.

FALL ACTIVITY INELIGIBILITY

Students who receive a failing grade during Quarter 4 will be ineligible to participate in co-curricular events for 2 weeks in the fall. Eligibility will be reinstated at the conclusion of the 2 week period. During the ineligibility period, students are still expected to attend practices. Participation in scrimmages during this time will be at the coach's discretion.

While flexibility is a foundational component of online learning, students are expected to consistently demonstrate responsibility, engagement, and progress toward graduation and academic goals.

School Work

EDOPTIONS ACADEMY STUDENT CODE OF CONDUCT

EdOptions Academy adheres to set policies to maintain the integrity of its curriculum, students, and staff. The policies

address the consequences for noncompliance, as noted below. All students should read the Student Code of Conduct so they are aware of EdOptions Academy policies. Violation of Academic Integrity Violations of Academic Integrity, in any form, is not tolerated. Violations of Academic Integrity includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If a violation of academic integrity is found, the following consequences may result:

- **First offense:** a written warning from the teacher, parent/guardian contacted, and a note added to the records of the student(s) involved. Student will have the option to redo the assignment for full credit.
- **Second offense:** a written warning from the teacher, parent/guardian and school contacted, and a note added to the records of the student(s) involved. Student will have the option to redo the assignment for 50% credit
- **Third offense:** a written warning from the teacher, a meeting with student, parent/guardian and school staff to discuss the incident and consequences, and a note added to the records of the student(s) involved. Student will not have the option to redo the assignment and a zero is issued. Possible removal from the course.

TESTING REQUIREMENTS:

Required:

- FASTBridge and Capti ReadBasix Assessments in Grades 9-12 per MN READ Act
- Pre-American College Test (Pre-ACT) in Grade 10
- Minnesota Comprehensive Assessments (MCA) Reading and Science in Grade 10, MCA Math in Grade 11

Optional:

- American College Test (ACT) or Armed Services Vocational Aptitude Battery (ASVAB) in Grade 11

Students wishing to opt out of MCA testing should do so only after careful consideration and discussion with school officials. The Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form can be accessed on the [MDE Statewide Testing Page](#)

MN STATE TESTS

Students enrolled in the online program are required to participate in all mandated state and district assessments. Online students must attend designated in-person testing sessions as scheduled by the school. These assessments include FASTBridge, Capti ReadBasix, Pre-ACT, and Minnesota Comprehensive Assessments (MCA), along with other required college and career readiness exams. Attendance at all required testing sessions is mandatory to remain in good standing in the program. Some students may be provided testing accommodations according to a student's IEP or 504 plan.

GRADE SCALE

Your final Grade Point Average (GPA) will be determined using the percentage grade you earn in each course at the end of the quarter. Once your final percentage has been calculated, Lincoln High School will apply its official grading scale to convert that percentage into a letter grade and corresponding GPA value.

LHS GRADE SCALE



LETTER GRADE	GRADE POINTS	WEIGHTED GRADE POINTS	NUMERICAL GRADE
A	4.0	5.0	93-100
A-	3.7	4.7	90-92.99
B+	3.3	4.3	87-89.99
B	3.0	4.0	83-86.99
B-	2.7	3.7	80-82.99
C+	2.3	3.3	77-79.99
C	2.0	3.0	73-76.99
C-	1.7	2.7	70-72.99
D+	1.3	2.3	67-69.99
D	1.0	2.0	63-66.99
D-	0.7	1.7	60-62.99
F	0	0	0-59.99
P	0	Pass	
NP	0	No Pass	
W	0	Withdrawal	
I	0	Incomplete	

Graduation Requirements

HIGH SCHOOL GRADUATION REQUIREMENTS

Registration guidelines list a total of 32 credits. Lincoln High School class of 2027 and 2028 students must successfully complete 29.25 credits. Class of 2029 and beyond need to complete 29 credits. Along with the completion of credits, students must meet district testing requirements. All students participating in the graduation exercises must have completed the required minimum number of credits, met all graduation requirements, passed all Quarter 4 classes, and completed the Senior Checkout Process with his/her counselor. Students who fail to complete the Senior Checkout

Process will not be allowed to participate in the graduation ceremony. Those students not participating in graduation will be able to pick up their diplomas beginning on the morning of the ceremony.

Students will be required to return or pay for all library books, textbooks, PSEO books and items to NCTC bookstore, technology, or other school-issued materials they failed to return during their years at LHS before they can begin the Senior Checkout Process. Students must also make sure their lunch account is at a zero balance, and all parking tickets must be paid. The Senior Checkout Process is required to participate in the graduation ceremony.

If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation ceremony, that senior will not be allowed to participate in the ceremonies.

REQUIRED HIGH SCHOOL SUBJECTS:

- 4 years - Communications (students must take a minimum of 1 credit/year)
- 4 credits - Social Studies (*Class of 2027*)
- 3 ½ credits - Social Studies (*Class of 2028 and beyond*)
- 3 credits - Mathematics
- 3 credits - Science
- 2 credits - Physical Education & Health

Class of 2027	Class of 2028	Class of 2029+
½ credit Technology 1 ½ credits College/Career/ Life Skills	½ credit Technology 1 ¾ credits College/Career/ Life Skills	2 ½ credits College/Career/ Life Skills

Commencement

GRADUATION PARTICIPATION

Students enrolled in Prowler Online Academy are eligible for Lincoln High School’s graduation ceremony. Students must meet all graduation requirements of Lincoln High School. It is the policy of Lincoln High School that a student must be on schedule to graduate as of the fourth Friday of April of the graduating year in order to participate in graduation ceremonies. This means all required and elective credits must be completed and/or scheduled to be completed with passing grades by this date, and all Quarter 4 grades must be above passing. The student must have all fines, dues, fees, and discipline detention taken care of prior to going through commencement exercises. Nonpublic school students receiving high school GPA for class rank and highest academic honors must have completed a minimum of 20 credits at Lincoln High School while in grades 9-12.

Graduation attire will reflect credits, honors, and distinctions earned and distributed by Lincoln High School and state statute 124D.792. Personal cords, stoles, or other regalia representing beliefs, organizations, or commitments outside of Lincoln High School may not be worn during the commencement ceremony. Graduation is a symbol of accomplishments earned as a Lincoln High School graduate. Students may leave personal cords or stoles at the designated table for professional photos and add them after receiving their diploma for the remainder of the ceremony.

Any senior student involved with vandalism, destruction of property, inappropriate behavior directed towards the school building, grounds, or any staff, may not be allowed to participate in any graduation activities. This includes honors banquet, graduation, etc. For more information, see [School District Policy 506](#).

Equal Opportunity

The purpose of [SB Policy 102](#) is to ensure that equal educational opportunity is provided for all students of the school district. Prowler Online Academy is committed to providing equal educational opportunities for all students. The district does not discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, public assistance status, disability, sexual orientation, or age and provides reasonable accommodations for students with disabilities. This commitment applies to all educational programs, activities, and opportunities. Harassment or discrimination based on any protected status is prohibited. Questions or concerns regarding this policy should be directed to the appropriate school official or the superintendent.

MEALS

Minnesota's Free School Meals Program provides one free breakfast and one free lunch each school day to all enrolled K–12 students, regardless of family income. Prowler Online Academy students are encouraged to visit Lincoln High School to enjoy free breakfast and lunch. In addition to providing nutritious meals at no cost, coming to campus offers students an opportunity to connect with staff, access school resources, and build a sense of community.

PROWLER PANTRY

The Prowler Pantry is available to support students and families by providing access to essential items at no cost. Families are welcome to come into the school building to pick up food, hygiene products, and other basic necessities as needed.

The goal of the Prowler Pantry is to help reduce barriers that may impact a student's ability to focus on learning and to ensure that basic needs are being met. Items may include non-perishable food, toiletries, personal care items, and other available supplies based on donations and inventory.

Families are encouraged to utilize this resource whenever support is needed. All visits are handled respectfully and confidentially to ensure a welcoming and supportive experience for everyone.

BULLYING POLICY

For more details, see [school district policy 514](#). They are available at all administrative offices.

DISCIPLINE

Please refer to the ISD 564 Student Discipline and Violence Prevention Policy [District Policy No. 506](#)

COMPLAINT POLICY

Complaints-students, employees, parents, other persons: [District 564 Policy 103](#)

SUICIDE PREVENTION INFORMATION

Students are able to contact 988 Suicide & Crisis LifeLine in the following ways if they or someone they know needs support now in the following ways:

1. Call or Text 988
2. Chat 988lifeline.org

STUDENTS DISABILITY NONDISCRIMINATION

PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. II.

GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who: 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or 2. has a record of such an impairment; or 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act. III.

COORDINATOR

Persons who have questions, or comments should contact the Learner Support Services Director. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

SPECIAL EDUCATION

Prowler Online Academy by law, provides special education services.

Prowler Online Academy will assign a case manager to students qualifying for Special Education.

This case manager will review the Individualized Education Plan and the Evaluation Report to assure that online learning will meet their goals.

A meeting will be scheduled including the student, the parent, a classroom teacher, and a district representative to review the IEP and verify academic programming for the student. Programming will be determined based on the students' individual needs.

TITLE IX NOTICE

As required by Title IX and its regulations, Thief River Falls Public Schools does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, and prohibits sex discrimination in any of its education programs or activities, including in admissions and employment. Thief River Falls Public Schools is committed to maintaining an education and work environment that is free from discrimination based on sex, including sex harassment.

Inquiries about Title IX can be directed to the Thief River Falls Public Schools Title IX Coordinator and/or to the U.S. Department of Education, Office of Civil Rights.

The Title IX Coordinator for Thief River Falls Public Schools is:

Amber Lindgren

230 Labree Ave. South

Thief River Falls, MN 56701

218-681-8711 ext. 5225

amber.lindgren@myprowler.org

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment (“grievant”) should promptly report the matter to the school’s Title IX Coordinator, a school counselor, principal or other school administrator.

Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

The following grievance procedures will be as follows:

- Reporting Prohibited Conduct
- Initial Response and Assessment by the Title IX Coordinator
- Status of Respondent During Pendency of Formal Complaint
- Informal Resolution of a Formal Complaint
- Dismissal of a Formal Complaint
- Investigation of a Formal Complaint
- Determination Regarding Responsibility
- Appeals
- Retaliation Prohibited
- Training
- Dissemination of Policy
- Recordkeeping

For more details, see school district policy 522

FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects

the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a legal guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a legal guardian does not want TRF Public Schools to disclose any or all the types of information designated below as directory information from their child's education records without their prior written consent, the legal guardian must notify ISD 564 in writing within 2 weeks of a start date. Please contact our counseling office if you need to opt out: lynnette.haugen@myprowler.org. TRF Public Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports.
- Degrees, honors, and awards received.
- The most recent educational agency or institution attended.

All students' records will be treated in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13). Please review [District Policy No. 515 "Protection and Privacy of Pupil Records"](#) for more information.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

During the day activities: 0.5+ then yes
Anything after 3:06 OK
Commons during the day - sign-in
Seniors finish by the last day of school