PELICAN RAPIDS

HIGH SCHOOL

2026-27

STUDENT HANDBOOK

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Welcome to Pelican Rapids High School

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, activities, and programs at Pelican Rapids High School have been designed to challenge students of all interests and abilities.

To benefit from these programs, 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.

Non-Discrimination Policy

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: Mr. Brian Korf, Affirmative Action Coordinator at (218) 863-5910.

IMPORTANT CONTACT INFORMATION

PELICAN RAPIDS HIGH SCHOOL
310 S. Broadway
218-863-5910, option 1

Davis Kosen, Dean of Students/Activities Director
Email: dkosen@vikes.us
Ext. 4334

Kelsey Lage, School Counselor
Email: klage@vikes.us
Ext. 4036

Laura Januszewski, Secondary Principal
Email: ljanuszewski@vikes.us
Ext. 4201

Mr. Brian Korf, Superintendent
Email: bkorf@vikes.us
Ext. 4435

PRHS Attendance Reporting:
Contact ON or BEFORE absence
218-863-5910, option 1
OR Skyward (Student Information System)

PELICAN RAPIDS DISTRICT 548 OFFICES
Telephone: 218-863-5910
Mailing Address: PO Box 642, Pelican Rapids, MN 56572

PELICAN BUS COMPANY
Phone: 218-863-7000
pelicanbuscompany@gmail.com

DISTRICT WEBSITE
www.pelicanrapids.k12.mn.us

SOCIAL MEDIA (FACEBOOK)
Pelican Rapids Public Schools

2026-27 DAILY SCHEDULE

Normal		Pep Fest		2 Hours Late		Advisory	
Breakfast 8:05 - 8:20		Breakfast 8:05 - 8:20		No Breakfast Served		Breakfast 8:05 - 8:20	
Period 1	8:25 - 9:19	Period 1	8:25 - 9:19	Period 1	10:25 - 11:00	Period 1	8:25 - 9:11
Period 2	9:23 - 10:13	Period 2	9:23 - 10:13	Period 2	11:04 - 11:36	Period 2	9:15 - 10:01
Period 3	10:17 - 11:07	Period 3	10:17 - 11:07	JH Lunch	11:36 - 12:06	Period 3	10:05 - 10:51
JH Lunch	11:07 - 11:37	JH Lunch	11:07 - 11:37	JH Period 4	12:10 - 12:51	JH Lunch	10:55 - 11:25
JH Period 4	11:41 - 12:31	JH Period 4	11:41 - 12:31	SH Period 4	11:40 - 12:21	JH Period 4	11:29 - 12:16
SH Period 4	11:11 - 12:01	SH Period 4	11:11 - 12:01	SH Lunch	12:21 - 12:51	SH Period 4	10:55 - 11:42
SH Lunch	12:01 - 12:31	SH Lunch	12:01 - 12:31	Period 3	12:55 - 1:27	Advisory	12:16 - 12:46
Period 5	12:35 - 1:25	Period 5	12:35 - 1:18	Period 5	1:31 - 2:03	Period 5	12:50 - 1:35
Period 6	1:29 - 2:19	Period 6	1:22 - 2:05	Period 6	2:07 - 2:39	Period 6	1:39 - 2:25
Period 7	2:23 - 3:15	Period 7	2:09 - 2:52	Period 7	2:43 - 3:15	Period 7	2:29 - 3:15
		Pep Fest	2:56 - 3:15				

MASTER CALENDAR 2026-27

Pelican Rapids School District 548 Master Calendar 2026 - 2027

UPDATED 2.4.2026

July 2026

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1 Certified Staff Flex Day

25-27: New Staff workshop

31: Certified Workshop

August 2026

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

1-3: Staff Workshop

7: Labor Day - No School

8: First Day of School

September 2026

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2: Mid-quarter 1

15-16: MEA - No School

October 2026

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

6: End of Quarter 1

9: Teacher Workshop - No School

16: PT Conf. No School (1-7)

Elem PT Conf.(12-6)

26-27: Fall Break - No School

November 2026

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11: Mid-quarter 2

23-Jan 1: Winter Break - No School

December 2026

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Snow Make-Up Days:

First 2 snow days will be built in.

Days 3 - 7 will be E-learning

Qtr 1	Qtr 2	Qtr 3	Qtr 4	Tota
42	42	41	42	167

January 2027

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	29

1: No School

15: End of Quarter 2/Semester 1

18: Teacher workshop-No School

February 2027

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

12: No School

15: Teacher workshop - No School

19: Midquarter 3

22: HS Parent/Teacher Conf. No School (1-7)

Elementary PT Conf (12-6)

March 2027

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

25: End of Quarter 3

26: Spring Break - No School

29: Teacher Workshop - No School

April 2027

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

23: Mid-quarter 4

May 2027

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

26: End of Quarter 4/Sem 2

27: Teacher Workshop - No School

28: Graduation 7:00pm

June 2027

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

HS Qtr/Semester End

Parent Teacher Conf

Non-School Day

Teacher Workshop-No School

Month	STUDENTS	HS Staff	VES Staff
August	0	2	2
September	17	20	20
October	20	20	20
November	17	19	19
December	16	16	16
January	19	20	20
February	17	19	19
March	21	22	22
April	22	22	22
May	18	19	19
June	0	0	0
Totals	167	179	179

ATTENDANCE

Academically Successful Students Regularly Attend School
There is a direct link between regular attendance and academic success. At Pelican Rapids High School, we believe that attendance habits begin the first year of a school, and these habits become behavior patterns by the time students reach high school. We work to proactively teach the importance of attendance, communication of attendance issues with parents and families, use attendance data to problem solve related issues, and create meaningful relationships with students and families so that coming to school is a priority.

Attendance is the Law
Minnesota state law (MN 120A.22; 120A.34) states the parents of every child between the ages of 7 and 17 are responsible for ensuring their child receives instruction with the primary purpose of that instruction being that the child acquires the knowledge and skills essential for effective citizenship.

Parent Responsibility
It is the responsibility of the parent/guardian to use the Skyward app, call or email the office on the day of the absence or prior to the absence. Call 218-863-5910 option 1 for PRHS. Chronic absences may require a medical excuse to be acquired by the parent or guardian. If parents do not contact the school, the absence will be "unexcused" until further information is received.

Parent Strategies to Encourage Student Attendance
- Let your child know you value education. Insist they attend school every day.
- Talk with your child about school. Is your child struggling? How can you help?
- Talk with your child's teachers.
- Does your child need a tutor or assessment for special services?
- Get to know your child's friends and their families.

Pelican Rapids High School Attendance Protocol
- Students who are not in school and do not have permission from their parent/guardian 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 using Skyward, our student information system (SIS).

A student becomes a "Continuing Truant" when a child who is subject to the compulsory instruction requirements (MN Statute 120A.22) is absent from instruction without valid excuse within a single school year for (1) three days if the child is in elementary school; or **(2) one class period on three separate days if the child is in middle school, junior high school, or high school.**
- 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, and Otter Tail County will be notified.
- If the student continues to accumulate unexcused absences, OTC Human Services and OTC Attorney's Office will be notified.

Otter Tail Count Attendance Procedure
Pelican Rapids School District follows the Otter Tail County-Wide School Attendance Procedure. The School Engagement Work Group of the Otter Tail Family Services Collaborative developed this attendance procedure to be incorporated into the procedures of ALL Otter Tail County schools. This team has worked together to develop this procedure because we believe it is necessary to be academically engaged in order to be successful in school.

This procedure only addresses unexcused absences. Unexcused absences are defined by Minnesota Law and specifically within each school district's individual attendance procedure.

1. Attendance will be taken every half-day in elementary schools and every class period in secondary schools.

2. For purposes of this procedure, unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Otter Tail County.

3. Every time a student is absent for any period of time, the school will notify the parents, if the parent has not called or sent a note.

4. After three unexcused absences (this can be absences over multiple days), a letter will be sent to parents at the discretion of the truancy department. The purpose of the letter will be to document the students' unexcused absences.

5. After seven unexcused absences (this can be absences over multiple days), the school will notify the County Attorney's office and the County Attorney's office will schedule a meeting between school personnel, parents, student, Human Services and County Attorney at the Otter Tail County Courthouse. Parents are required to attend a face-to-face meeting with school administrators to develop a Truancy Plan of Action, as a final attempt to compel the student to attend school. A contract will be established with the child, who is then placed under supervision to attend school.

6. If the truancy Plan developed is not followed and the child continues to have unexcused absences, the matter will be referred to Human Services for review by the County Attorney's Office for determination for what action should occur.

7. Judges have the authority to administer a variety of consequences, which may include:

    i. A child may lose their driving privileges until he / she is 18 years old.
    ii. The court can order that any necessary evaluation, treatment, and counseling service be completed by the child or family.
    iii. A child can be removed from their home and placed in a shelter or foster care or a short-term facility.

Truancy vs. Chronic Absence

Truancy

- Counts only unexcused absences
- Emphasizes compliance with school rules
- Relies on legal and administrative solutions

Chronic Absence

- Counts all absences: excused, unexcused, and suspensions
- Emphasizes impact of missed days
- Uses community-based positive strategies

Any student who is absent from class more than 8 semester days of the scheduled days may be denied credit for that course.

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 (Period 1) for less than 10 minutes, the absence will be counted as tardy. Tardies will be tracked and may impact attendance grade. **After 3 tardies in a given class, students will be required to make up the time missed.**

Illness
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.

Student health will be closely monitored (ie. temp and symptom checks). 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.

Post-Secondary Visits: All seniors (18 or more credits) may schedule post-secondary visitations through the counselor. These visits will be counted as an acceptable day of absence from school. Visits not coordinated in advance with the counselor's office will be marked unexcused.

School sponsored trips and activities may be denied if the student has exceeded attendance guidelines. This includes college visitation for seniors and activities sponsored by the school.

ABSENCES

Excused Absences: These absences do not count toward loss of credit: illness, conditions beyond control of the student, or urgent family activities or emergencies. The parent/guardian needs to contact the school in advance.

The school will consider the following to be *"Excused Absences"*

- Illness
- Chronic illness - May require doctor note
- Medical, Dental, Orthodontic, or Counseling Appointments
- Urgent family illness or death in the family
- Court appearances occasioned by family or personal action
- Religious holidays or religious release
- Unsafe weather or condition beyond the student's control
- Physical emergency conditions such as fire, flood, storm, etc.
- Official religious holidays

The principal may designate other absences "acceptable" as situations arise.

If a student arrives at school after classes have started or will be leaving before the school day has ended, he or she must report to the attendance secretary in the office to check-in and check-out.

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.

Unexcused Absences: These absences do count toward loss of credit.
The school will consider the following to be *"Unexcused Absences"*

- Missing the bus
- Oversleeping
- Shopping
- Car Trouble
- Work for hire
- Haircuts / Beauty Appointments
- Hunting and fishing trips - Unless pre-approved by the school office.
- Family Vacation - Unless pre-approved by the school office.
- Any absence without parental permission

*Students with an unexcused absence for the day may **NOT** participate in extracurricular activities.*

Every absence will be evaluated. If the principal determines that any absence(s) is unexcused, the student will receive appropriate disciplinary action. The principal may designate other absences *"unacceptable or unexcused"* as situations arise. Leaving the school without permission at ANY time during the school day will be considered truancy.

BAD WEATHER & SCHOOL CLOSING

Bad weather may require that school is:

- Dismissed early
- Cancelled for the full day
- Start 2 hours late (10:25 am) - No breakfast served

If school starts 2 hours late, the buses will pick up students 2 hours later than normal pick-up time.
The school website, school facebook page, and Skylert system will carry emergency messages.
ALL storm announcements will be given on: KFGO, KVLY/KWJB (Valley News Live), WDAY, KDLM/KBOT, AM1340/104.1FM, KBRF/KJJK, KVRR (Fox News), KLTA, KMSP (Fox 9), WCCO, KARE, KSTP

E-LEARNING & GOOGLE CLASSROOM

E-Learning Days (ELD) are used to make up Snow Days

- Snow Days = NO school (when school is cancelled the night before or morning of)
- ELD Schedule: 8:25 am - 3:15 pm (same as school day)
- The first two snow days will be built in, additional snow days (3-7) will be E-Learning Days
- Assignments will be posted on Google Classroom
- Attendance will be taken via assignments completed

Teacher Expectations
In advance:

- Communicate learning goals, activities, and assignments to students prior to ELD
- Design ELD assignments with realistic expectations and timelines regarding students' accessibility and workload (20-25 minutes/class)
- Encourage collaboration and communication (may involve formative assessments as appropriate)

Day of:

- Post assignment on Google Classroom
  - 9:00 am: Cancelled night before
  - 10:00 am: Cancelled morning of or late start becomes Snow Day
- Monitor e-mail and other communications from 9:00am - 3:00pm

After:

- Post ELD attendance on Skyward to report absent students (those not completing work by deadline)

Student Expectations
In advance:

- Be able to login to Google Classroom

Day of:

- Access classes via Google Classroom
- Complete ELD assignment by deadline
- Communicate questions for teachers via Google Chat or school email

Parent/Guardian Expectations
Day of:

- Monitor student progress on ELD
- Communicate with teachers via email if needed

Technical Questions or Problems
If the student is unable to connect to Google Classroom due to a:

- Connection issue: Contact classroom teacher immediately via Google Chat, explain situation, AND continue trying to connect
- Device issue: Contact Student/Parent Technology Support (Help Desk)

STUDENT HEALTH

Please keep the health office informed of any short or long term health concerns your child may have by calling 218-863-5910 ext. 4354 If your child has a health condition that requires staff to be aware of specialized treatment or precautions, please take time to visit with the school nurse about this condition.

Allergies
In order to provide prompt and appropriate care for your child it is imperative that you inform the Health Office of any allergies.

Immunizations
Minnesota law requires all students enrolled in a Minnesota school to have up-to-date immunization records pursuant to Minnesota law.

Illness/Injury at School
If a student becomes ill at school, he/she should notify his/her teacher first and then report to the Health Services Office. When necessary, parents/guardians will be called to remove their student from school. If parents/guardians are unavailable, the student's alternate emergency contact will be notified. Please make sure forms are accurate and updated. If a student leaves the building ill during the school day and does not check in with the school nurse, it will be an unexcused absence. Please notify the office of any changes in address, phone number, work numbers as they happen, so that we may contact you in emergencies.

- In emergency situations, such as serious prolonged illness or hospitalization, the school will arrange a tutor when necessary.
- In the case of excessive absence caused by illness, medical documentation may be required.

Medications
All medications taken at school, whether prescription or over the counter require an "Authorization for Medication Administration" completed by the parent and physician. Forms can be found in each building office. All medications must be brought by the parent or guardian to the health office in the original container, appropriately labeled. Students are not allowed to keep medication in lockers, or carry medication on school property unless it is for emergency use, as specified by the physician.

Please Keep Your Child Home From School if He or She Has:

- A temperature of 100.0 or greater. Students need to have a normal temperature for 24 hrs, without a fever reducing medication before returning to school.
- Vomiting or diarrhea
- A communicable disease (Strep throat, chickenpox, shingles, head lice, impétigo, scarlet fever, pink eye, etc.) Please notify the health office.

Head Lice
If your child has live lice they will be sent home for treatment. Your child must report to the Health Office upon returning to school.

BEHAVIOR & DISCIPLINE

Students are required to abide by all student behavior rules outlined in board policy and reviewed in this handbook whether attending online or in-person. 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 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, vaping substances, illegal drugs or look-alike drugs, bringing any weapon or dangerous objects to school, damaging school or individual property.

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

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.

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.

Leaving campus during the school day will result in suspension. First offense will be 1 day of In School Suspension (ISS). Second offense will be 1 day of Out of School Suspension (OSS). Third and subsequent offenses will result in 2 days of Out of School Suspension.

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/Dean of students 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 is a consequence for students who violate school rules on truancy, behavior, excessive tardies, or other behaviors. If served outside of the school day, 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 as amended. Copies of this policy together with The Pupil Fair Dismissal Act 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. 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 email, 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.)

BUS CONDUCT

Riding the bus is a privilege. School rules apply to students while on the bus to and from school and during transportation for school events.

Bus Rules
- Follow current CDC/MDH health guidelines
- Immediately follow the directions of the driver
- Sit in your seat, facing forward
- Speak quietly, using appropriate language
- Keep all parts of your body inside the bus
- No fighting, harassment, intimidation or horseplay
- No weapons or dangerous objects on the bus
- Treat the bus with respect. Do not damage it. Keep it clean.
- Follow driver guidelines concerning food / drink on the bus
- No alcohol, tobacco or drugs on the bus

Consequences
1. Written warning to Parents / Principal
2. 3 day riding suspension
3. 5 day riding suspension
4. 10 day riding suspension and parent / guardian meeting

TECHNOLOGY INFORMATION

The use of the Pelican Rapids School District's technology is a privilege, not a right. If a person violates any of the terms and conditions, privileges may be terminated. This extends to access to all school district technology, internet, and other media. Failure to follow these rules could result in disciplinary action possibly involving law enforcement.

All Pelican Rapids High School students have the opportunity to utilize a school owned laptop for the school year. The laptop provides a simple and portable way to manage information and allows students constant access to learning opportunities. The individual use of a laptop is a way for students to prepare for college, trade school and the job force. Students will be allowed to use the district provided internet and are responsible for their online behavior.

Laptop Distribution

- Laptops will be distributed each fall to all students who would like one.
- Laptops will be returned in May. If a student terminates enrollment for any reason, the laptop must be returned to the school immediately. Failure to return the laptop results in fines, and or a report could be filed with the Pelican Rapids Police Department.
- Laptops will be labeled and identified by the serial number and school label.

Laptop Care

- Students are responsible for the general care of the laptop they have been issued. Broken or faulty laptops should be returned to the technology department.
- Laptops should not be left unsupervised.
- The laptop should be stored in a protective case that is provided. Papers, folders and books should not be placed in the case.
- The laptop screen can be cleaned with a soft dry cloth or an anti-static cloth.
- Students are responsible for all damages. Fines will be assessed according to damage; the student is responsible to pay these fines. Fines will be assessed due to broken screens, cracked plastic, inoperability, sleeves, cases and cables/chargers. Should the cost to repair exceed the cost of purchasing a new device, the student will pay the full replacement value: chargers: $10, carrying case: $20.

Laptop Use

- Laptops should come to school each day in working condition and with a full charge.
- Inappropriate media, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are not allowed as screensavers or background photos.
- Internet games are not allowed on the laptops.
- All software is district provided and data storage will be cloud based (laptop/server location).
- Printing is available with the laptop.

- Students are allowed to set up wireless networks on their laptops for use at home. It is recommended that documents are saved in one of the following ways: emailed to themselves, use of a flash drive, district server, Microsoft OneDrive, or Google Drive. It is the student's responsibility to ensure that work is saved. Laptop malfunctions are not an acceptable excuse for not submitting work.

- The Pelican Rapids School District makes no guarantee that the network will be up and running; therefore, they are not responsible for lost or missing data.

Laptop Software

- The software and apps installed by Pelican Rapids Schools must remain on the laptop. The tech staff may add software for use in a particular course. Periodic checks may be made to ensure that students are not removing required apps.

- Students are not allowed to load extra software or apps on their laptops.

- If illegal software has been added, the laptop will be reimaged. The school is not responsible for lost information or documents due to reformatting the laptop.

- Students may be selected at random to provide their laptop for inspection.

Acceptable Use Policy (School Board Policy 524)

Pelican Rapids School District on district-provided access to electronic information, services and networks. Our goal in providing internet service to teachers and students is to promote educational excellence in the Pelican Rapids School District by facilitating resource sharing, collaborations, innovation, and communication. The District expects that faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. The expectation of the district is that staff and students will use internet access and devices in an appropriate educational manner.

Rights and Responsibilities

- Students and Parents/Guardians must follow the acceptable use policy.

- Should you want your child to forgo the use of a school laptop, please let the school know in writing. A student's laptop must be synced to the school district's computers to ensure the district required applications and safety precautions are installed.

- The school will provide internet and e-mail to all students and block inappropriate materials as much as possible.

- The school will provide guidance to help students research and complete projects which are in compliance with the acceptable use agreement.

- Students should also monitor all activity on their account and report any problems to an administrator. ISD 548 denies any responsibility for the accuracy or quality of information obtained through its services by negligence or errors on the student's part. If a student receives an email containing inappropriate or abusive language, or questionable subject matter he/she is asked to print a copy and turn it into the office.

- If a student is unsure of trademark, copyright laws, or license agreements, the student should ask a teacher, principal or technical staff.

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 or 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 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 email 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
- Posting personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Instagram”, “Twitter” and “Facebook.”

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 their children should follow when using media and information sources. This policy and all its provisions are subordinate to local, state, and federal statutes.

Disciplinary Action Guidelines Due to Violations

- First Offense: Student will check-in/out the laptop from the help desk daily for three weeks
- Second Offense: Student will be suspended from all laptop/internet privileges for three weeks. Students are responsible for all required work.
- Third Offense: Students will lose laptop/internet privileges. Students are responsible for all required work. Seniors will also lose senior privileges for that year.

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 are allowed to come to the Media Center individually with a pass from a classroom teacher. They will be allowed to do research, work on assignments, read, use the internet or check out media center materials. Students should not play computer games or music or tie up the computers for "entertainment" purposes.

GENERAL INFORMATION

School begins at 8:25 a.m. and ends at 3:15 p.m. Students are tardy when they are not in the classroom when class starts. Teachers will be in their rooms at 8:10 a.m. *Students in the building before 8:05 a.m. or after 3:35 p.m. must be under the direct supervision of a teacher/coach/advisor. All other students must leave. Students that are at school before 8:05 am should be in the commons area.*

VISITORS

The following rules apply to ALL adults during school hours:

1. The front entrance is locked during the school day. ALL parents, guardians, and guests must use the buzzer system to enter the school, sign in at the office during every visit, no matter how short in duration. A "guest" badge will be given to all visitors during school hours.

2. Students will be released to parents or authorized adults from the office area during school hours. Secretaries will contact the child's classroom, and the student will be released.

3. Student visitors are not encouraged; please make arrangements with the office.

4. Parent volunteers are welcome, but the district requires every adult to get a background check BEFORE he / she may work with students. The principal and / or teacher will determine times that are appropriate for your child. This also applies to field trip chaperones.

Announcements are made at the beginning of period one over the public address system. Announcements should be turned into the high school office before 7:40 am. The Pledge of Allegiance is recited by students and staff at least one time per week according to the Minnesota Statute 121A.11. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any

personal reasons may elect not to do so. Students must respect the rights of others to make the choice to say or not to say the Pledge of Allegiance. Any disruption during this time may result in disciplinary action.

Pesticide Use
Occasionally pesticides are used to control harmful insects or weeds. Parents and students will be notified if pesticides are used in the building or on the grounds.

Student Activity Tickets can be purchased in the Activities office for $35. They admit students to school sponsored events. Class plays, class sponsored events, and musical events are not included. If an activity ticket is lost, a replacement ticket may be purchased for $5. Free activity tickets will be given to students whose family complete the application for Educational Benefits.

Textbooks and Supplies
All necessary books and workbooks are provided to students. Our library also contains a wide variety of books to check out. It is the responsibility of all students to take good care of their books and supplies. Students are responsible for all materials and texts issued to them as part of class. Materials and textbooks will be collected at the end of each term. Materials and textbooks not turned in at this time will result in the cost of the item being assessed to the student. The student will also be placed on the student obligations list at the end of each term.

Each student will be given a school-issued laptop with charger and carrying case at the beginning of each year. These three items must be returned at the end of the school year in good condition. Failure to return any of these items will result in the following charges: laptop $200, charger: $10, carrying case: $20.

Cell Phones, Electronic Devices, Headphones/Ear Buds
Pelican Rapids Public Schools holds high expectations for learner behavior, academic integrity, and responsible use of existing and emerging technology, such as cell phones, iPads, laptops, and other personal electronic devices capable of transmitting data or images. Our goal is to create a positive learning environment where students are engaged in classroom activities and teachers can focus on teaching engaging curriculum. As more research on the impacts of cell phone use on adolescents is being published, we understand that it can lead to increased mental health issues in adolescents. As protecting and supporting the mental health of our students is a priority, we believe that eliminating cell phone use during school will assist us in these endeavors.

- Learners shall not use any electronic device that in any way disrupts or detracts from the educational environment. Electronic devices are inclusive of cell phones, smart watches, earbuds, and school issued devices.
- Cell phones must be out-of-sight and out-of-use from the first bell to the last bell of all classes, including study halls and within flexed learning spaces that are an extension of a classroom.
- Cell phones may be used appropriately and respectfully in common spaces during non-instructional times, including passing time, the student lunch period, and before and after school.
- It is the learner's responsibility to secure their electronic devices to show care for their technology devices and personal information. The school is **not responsible** for lost or stolen items or individual service plan charges related to use of electronic devices.

- Learners are expected to respect the network and adhere to the Acceptable Use Policy (AUP) when using school-issued and personal electronic devices.

The first time a phone is delivered to the main office due to an infraction of this policy, it will be returned to the learner at the end of the instructional day. Further violations of this policy will result in additional consequences including, but not limited to, requiring phones to be turned into the main office for a predetermined time, requiring the family to pick up the cell phone, and family meetings.

Photographing or recording of another person should be used for educational purposes as defined by the educator. Any use of an electronic device for other than educational purposes will result in a consequence. Messages and photos on an electronic device are subject to viewing by administration given reasonable suspicion of a crime or school infraction. Students are prohibited from photographing, recording, or making an electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, or while participating in school events.

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
4. Be appropriately dressed for the event
5. Prom guests must be 20 years or younger to attend

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)
6. Attend clean-up the Monday after Prom

Dress Code
A student's standard of dress and appearance should be a positive reflection of themselves while being compatible with an effective learning environment. Vikings are known for their academic excellence and personal qualities such as character, leadership, and respect. Dress and appearance should promote respect, responsibility, and safety.

The purpose of the PRHS dress code is to:

1. Ensure the health, safety, and well-being of students and staff
2. Further the school's mission by promoting a positive learning environment
3. Ensure that clothing/personal items do not distract others from achieving their academic goals
4. Discourage the endorsement of alcohol, tobacco, drugs, and disruptive behavior
5. Respect the personal beliefs and religious rights and freedoms of students and staff. Students should dress in attire which ensures the health and safety of our students and staff.

Acceptable clothing will follow these general guidelines:

1. Suitability for weather
2. Does not create a health or safety hazard

Unacceptable clothing:

1. Creates a potential danger to a student's health or safety
2. Creates disorder or distractions in the learning environment
3. Apparel promoting illegal activity by minors (including drugs, alcohol)
4. Offensive or discriminatory in nature (lewd, sexual in nature, promotion of chemical use)
5. Apparel or footwear that could damage school property
6. Contains objectionable symbols, signs, words, objects, or pictures
7. Communicates a message that is racist, sexist, or otherwise derogatory.

Specific Clothing Guidelines:

- Clothing must cover all undergarments at all times
- Students must wear footwear at all times
- No sunglasses, hats, or backpacks allowed in classrooms
- Students will store their coats and jackets in their lockers during the school day
- Bottoms must have at least a 3-4" inseam

School administration reserves the right to make determinations relating to appropriate dress and attire in the event that questions arise relating to the details above. Minimally, students who are in violation of the dress code will be asked to remove offending items and store them in their locker or in the office. Students whose clothing is particularly offensive or who continue to violate this policy or who willingly fail to comply with directives to remove offending items will face disciplinary action for insubordination.

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, tornado, lockdown and evacuation drills will be conducted in accordance with state law. A plan has been developed which will ensure 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 students 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.

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.

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.

Lunch Accounts
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.

Breakfast (grades 7-12) will be served from 8:05 – 8:20 a.m. Lunch is served at 11:07-11:37 for junior high (7-9) and 12:01-12:31 for senior high (10-12).

School breakfast and lunch is to be eaten in the commons area. No food is to leave this area. Breakfast and lunch is free for all students. Seconds must be paid using a student's account. Money may be added to meal accounts in the main office or on the school website using SchoolPay. All students have a closed campus during lunch periods. Students are expected to assist in keeping our building clean and should dispose of garbage appropriately and report any spills immediately to the office or a classroom teacher.

Leaving campus during the school day will result in suspension. First offense will be 1 day of In-School Suspension (ISS) and second offense will be 1 day of Out of School Suspension (OSS). The third and subsequent offenses will result in 2 days of Out of School Suspension.

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.

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 with an individual education plan (IEP) can qualify for modifications or exemption in testing procedures or 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 PRHS their final semester. Students who choose to attend a school elsewhere will receive a diploma from that school and participate in that graduation ceremony, and be counseled concerning these facts prior to leaving. Exceptions include students enrolled in a 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. Students who successfully complete high school credits while in junior high (grades 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.

Progress Reports and Report Cards: Progress reports and report cards can be obtained electronically, at any time, by logging into your Skyward family or student access account. Midterm progress reports will be mailed for students in danger of/or failing a course. Report cards will be mailed at the end of each semester. Parents who "opt out" of hard copy grade reports will only receive mailed grade reports at the end of the school year.

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 salutatorian, valedictorian or 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 and 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-=0.66F=0,and P (Pass)=Cumulative grade point average (GPA)

A pass is calculated at the same value as the student's 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.

Graduation Requirements				
Course	**Credit**		**Course**	**Credit**
English 9, Semester 1	0.5		9th Grade: Math, Semester 1	0.5
English 9, Semester 2	0.5		9th Grade: Math, Semester 2	0.5
English 10, Semester 1	0.5		10th Grade: Math, Semester 1	0.5
English 10, Semester 2	0.5		10th Grade: Math, Semester 2	0.5
English 11 (Elective)	0.5		11th Grade: Math, Semester 1	0.5
English 11 (Elective)	0.5		11th Grade: Math, Semester 2	0.5
English 12 (Elective)	0.5			
			Earth Science 9, Semester 1	0.5
Social 9, Semester 1	0.5		Earth Science 9, Semester 2	0.5
Social 9, Semester 2	0.5		Biology 10, Semester 1	0.5
US History 10, Semester 1	0.5		Biology 10, Semester 2	0.5
US History 10, Semester 2	0.5		11th/12th Grade: Science	0.5
World History 11, Semester 1	0.5		11th/12th Grade: Science	0.5
World History 11, Semester 2	0.5			
Social 12, Semester 1	0.5		Phy Ed 9 (Quarter 1 and 2)	0.5
Social 12, Semester 2	0.5		Phy Ed 10, Semester	0.5
			Health 10	0.5
Arts	0.5			
Arts	0.5			
Total Required Credits - 17				
Total Elective Credits - 7				
Required Credits for Graduation - 24				

Elective Options

Program/Course	Grades
Agricultural Education	
Ag Science 9	9
Agribusiness Occupations	11-12
Ag Science	10-12
Environmental Science I & II	11-12
Small Engines	10-12
Electricity	10-12
Welding I & II	11-12
Ag Leadership	9-12
Art	
Drawing I & II	9-12
Ceramics & Sculpture	10-12
Painting & 2-Dimensional Art	10-12
Advanced Art/AP Art	10-12
Business Education	
Accounting I & II	10-12
Business Computer Apps	10-12
Personal Finance	11-12
Intro to Business	10-12
Driver's Education	
Driver's Training	9
English	
Young Adult Literature	11-12
College English	11-12
Composition I & II	11-12
World Literature	11-12
American Literature	11-12
Speech	11-12
Memoir	11-12
Industrial Technology	
Industrial Technology I	9-12
Robotics	11-12
Digital Photography	11-12
Computer Aided Design I & II	10-12
Woods I & II	11-12

Program/Course	Grades
Mathematics	
Algebra 1/2	9-12
Intermediate Algebra	9-12
Geometry	9-12
Geometry 1	10-12
Advanced Algebra	10-12
Math 10	10-12
Algebra 2	10-12
Statistics	10-12
Pre-Calculus	11-12
Calculus	11-12
Music (Band & Choir)	
Concert Band	9
Choir 9	9
Viking Choir	10-12
Chamber Choir	10-12
Music Production & Songwriting	10-12
Wind Ensemble	10-12
Science	
Anatomy/Physiology	11-12
Chemistry	11-12
Physics	11-12
General Science	11-12
Spanish	
Spanish 1	9-12
Spanish 2	10-12
Spanish 3	10-12
Spanish 4 AP	10-12
Spanish for Spanish Speakers	10-12
Physical Education & Health	
Weightlifting	10-12
Lifetime Fitness	10-12
Unified PE	7-12
Intro to Coaching/Officiating	10-12
Intro to Sports Medicine/AT	10-12

Program/Course	Grades
English Language Learner (ELL)	
ELL English 1	7-12
ELL English 2	7-12
ELL English 3	7-12
ELL English 4	7-12
Language Arts 44	7-12
ELL Math 1	7-12
ELL Math 2	7-12
ELL Math 3 (Algebra 1/2)	7-12
Other Electives	
Video Productions	9-12
Early Childhood Education	10-12
Theater	10-12
CNA	10-12
Medical Terminology	10-12
Cosmetology I & II	11-12
Shada Yearbook	11-12
EMT	12
CDL	12
Career and College Prep	12
Cultures	10-12
On Course	11-12
Non-Academic Electives	
Study Hall (no credit)	7-12

STUDENT ACTIVITIES & FEES

FALL	WINTER	SPRING	FULL YEAR
Boys Soccer - 8A (Alex Diaz)	Boys Basketball - 6A (John Gullingsrud)	Boys Baseball - 6A (Andy Johnson)	FFA (Lee Larsen)
Boys Cross Country - 8A (Steve Maresh)	Girls Basketball - 8AA (Beau Kirkwood)	Boys Golf - 6A (Logan Knorr)	Shada Yearbook (Ashley Holt)
Football - 8AA (Eli Beachy)	Girls Dance - 4A (Amy Haiby)	Boys Track & Field - 6A (Laura Januszewski)	Video Production (Cary Haugrud)
Girls Cross Country - 8A (Laura Januszewski)	Speech - 6A (Bridgette Holl)	Prom Committee (Devyn Syverson)	Student Council (Amy King)
Girls Soccer - 8A (Rudy Martinez)	Wrestling - 6A (Davis Kosen)	Girls Golf - 6A (Richelle Richardson)	Trap Shooting (Sheri Meester)
Girls Volleyball - 6A (Heidi Isaman)		Girls Softball - 6A (Derrick Nelson)	Pep Band (Sean Fitzsimmons)
		Girls Track & Field - 6A (Laura Januszewski)	Knowledge Bowl (Bridgette Holl)
			Minnesota Honor Society (Kelsey Lage)
			Math Team (Lisa Petznick & Logan Knorr)
			Behind the Wheel (Bridgette Holl)

Sports & Activity Fee Schedule 9-12				
Lunch Status	Fee per Sport	Fee per Activity	Annual Max Student	Annual Max Family
Full Pay	$80	$40	$160	$400
Reduced	$40	$20	$80	$200
Free	$0	$0	$40	$100

Sports & Activity Fee Schedule 7-8				
Lunch Status	Fee per Sport	Fee per Activity	Annual Max Student	Annual Max Family
Full Pay	$40	$20	$80	$400
Reduced	$20	$10	$40	$200
Free	$0	$0	$0	

*Fees apply to athletics except Fishing League & Trap Shooting which have their own fees

Groups Exempt from Fees: Student organizations, Yearbook, Honor Society, Student Support Personnel (Student Managers), and Student Council.

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

Student Council is the connection between the student body and the administration. This council gives the students a voice in building government.

Minnesota Honor Society (MHS) is an invitation-only activity. 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 MSHSL 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.

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.

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.

Vocal Music program consists of grades 7-9 and Viking Choir. 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 and contests.

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
As a member of the Minnesota State High School League, Pelican Rapids High School is committed to and supportive of the rules as established by the league. Pelican Rapids High School has adopted the rules, In addition to those rules established by the MSHSL to participate in activities.

Academics

- The student participant must maintain a C- (1.66) grade average on the grading report (mid-quarter/quarter).
- Should the grade average for the quarter fall below a C- (1.66) the student shall be placed on eligibility probation for the next grading period (mid-quarter/quarter).
- A student placed on probation must obtain a C- (1.66) grade average for the probationary period or will become ineligible thereafter until a C- (1.66) grade average is obtained on a subsequent grading report (mid-quarter/quarter).
- The activity director or principal will attempt to inform students and parents of their status if on probation or not eligible with a letter at the end of each grading term (mid-quarter/quarter). However, the ultimate responsibility for knowing grades and eligibility rests with the student and parent.

Absences/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, and 7 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.

STUDENT SUPPORT RESOURCES

Counselor

School counselors play an important role in the development of our students. At PRHS, Kelsey Lage works with students, parents, and educators to help the students succeed academically and socially. Counselors provide one-on-one emotional guidance and help students plan for their futures. If you have questions about academic schedules, post secondary options, or other school related matters handled by the counselor please contact School Counselor Lage at 863-5910 ext. 4036.

Student Support Services

PRHS provides student support services to help meet the needs of all students academically, emotionally, socially and developmentally. In addition to our school counselor, PRHS provides Mental Health services in collaboration with 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. Services are provided by a district mental health practitioner and mental health professional. Students may be self-referred or referred by parents, guardians or staff.

Viking School (VSS)

Students may be referred for after school programming by their teacher for additional help with reading and math, social or other school-related skills.

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 Kelsey Lage, the district's ADA/504 coordinators at 863-5910.

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) Davey Kosen. 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 is located at the end of this handbook.

Discrimination, Harassment, and Hazing
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 and give 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: Mr. Brian Korf, Human Rights Officer, Pelican Rapids Schools
District Phone: (218)863-5910

Hazing (School Board Policy 571)
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 educational 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:

Reporting
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 (i.e. building principal or Superintendent).

School District Action
Upon receipt of a complaint, the school district shall undertake or authorize an investigation. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation. Upon completion of the investigation, the school district will take appropriate action. Action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

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 hearing. 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.

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 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.

OPT OUT FORM

If you have any concerns with school programs or offerings please contact your child's teacher. Students are not required to participate in assemblies. If you DO NOT wish for your child to participate in an assembly, please contact the PRHS office or complete the form on the following page and turn it in at the school's office.

PELICAN RAPIDS PUBLIC SCHOOLS

310 S BROADWAY | PO BOX 642 | PELICAN RAPIDS, MN 56572 | (P) 218.863.5910 | (F) 218.863.5915

BRIAN KORF Superintendent
DERRICK NELSON Elementary Principal
LAURA JANUSZEWSKI Secondary Principal
DAVIS KOSEN Dean of Students / Activites Director

HOME OF THE VIKINGS

PELICAN RAPIDS SCHOOL DISTRICT #548
PARENT/GUARDIAN OPT-OUT FORM

Students are not required to participate in the assembly/programming. If you DO NOT wish for your child to participate in the assembly/programming, please complete this form and return to the main office.

After reviewing the assembly/programming information, I do not want my child

_____ to participate in the assembly or program.

(Student's name)

I understand that my child will not be allowed to remain in the room where the assembly is taking place.

Reason(s) for not participating:

Parent/Guardian Name:_____

(Please print/type)

Signature: _____

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BRIAN KORF Superintendent
DERRICK NELSON Elementary Principal
LAURA JANUSZEWSKI Secondary Principal
DAVIS KOSEN Dean of Students / Activites Director

ISD #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: _____

PELICAN RAPIDS PUBLIC SCHOOLS

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BRIAN KORF Superintendent
DERRICK NELSON Elementary Principal
LAURA JANUSZEWSKI Secondary Principal
DAVIS KOSEN Dean of Students / Activites Director

HOME OF THE VIKINGS

Harassment and Bullying Report

General Statement of Policy
Harassment and bullying are serious issues and are not tolerated. Harassment and bullying 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.

Use this form to report harassment or bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on social media or through text messages, during the current school year. If you are a student or a friend of a student who is getting bullied and wish to report an incident of bullying, complete this form and return it to a teacher or the office.

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: Mr. Brian Korf, Pelican Rapids School District Human Rights Officer
District Phone: (218) 863-5910

Reporter Contact Information
Reports can be made anonymously, but please note discipline decisions cannot be made solely on anonymous

reports

Name (optional): _____ Date:_____

I am (choose one): Student Parent/Guardian Staff Member Other

Phone number (optional):_____

Email address (optional):_____

Incident Information
Student Who Was Harmed:_____ Grade:_____

Student(s) Who Did Harm:_____

Date and Time of Incident:_____ Location:_____

Nature of Harassment/Bullying Being Reported (check all that apply):

_____ **Physical:** Acts such as hitting, spitting, kicking, or damaging your or another student's possessions
_____ **Emotional:** Spreading mean rumors or lies about someone
_____ **Verbal:** Saying mean or hurtful things or threatening you or another student
_____ **Cyber/Online:** Occurs on a website or social media, by cell phone, email, or text message
_____ **Social:** Excluding you or a student from a group, telling peers not to talk to you or another student
_____ **Other:** (Please describe

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DAVIS KOSEN Dean of Students / Activites Director

Did the harassment/bullying include mean comments about you or other students?

_____ Physical Appearance
_____ Academic Performance
_____ Race/Ethnicity/Perceived Race/Ethnicity
_____ Gender or Gender Expression
_____ Religious or Cultural Beliefs
_____ Sexual Orientation/ Perceived Sexual Orientation

Please give any other details about the incident that you feel are important. Attach additional pages if necessary. (Please include your name and date on each page).

Did you witness the event? _____ Yes _____ No

Name(s) of Witness (including adults, if any):

I am submitting this form based on my belief that _____ harassed or bullied me or another person. I am reporting this because I am concerned and I want the situation to be better in the future.

Signature:_____ Date:_____

Reviewed By:_____ Date:_____