PEQUOT LAKES
PUBLIC SCHOOLS

STUDENT HANDBOOK
2022-2023

Dear Student/Parent/Guardian:

Welcome to Pequot Lakes High School! This handbook provides academic and general information. It is the responsibility of each student and their parents/guardians to become familiar with the content of this handbook. Please review it carefully and ask a teacher, a counselor or an administrator questions that you have about the contents of this booklet. Our school has enjoyed an admirable state and regional reputation for excellence. We have an excellent curriculum and our faculty is well trained and deeply committed to student learning. Our co-curricular programs are equally impressive. Pequot Lakes varsity sports teams have earned respect and admiration both locally and across Minnesota. Non-athletic co-curricular activities and fine arts programs have also earned numerous awards.

A safe and positive school environment is essential. It is expected that the adults and students at Pequot Lakes High School treat each other with respect and dignity. Each person associated with Pequot Lakes High School should experience a warm and welcoming environment that is conducive to learning. This allows everyone to learn and develop to full potential. We strive to provide a quality educational experience for each of our students. It is important that teachers and parents be supportive partners in order to maximize educational opportunities for our students. We wish you the very best this year and will work hard to help you make the most of your 2022-2023 school year.

Aaron Nelson	**Byron Westrich**	**Ali Ross**
Principal	Assistant Principal / Activities Director	Counselor

ISD #186 **30805 Olson Street** **Pequot Lakes, MN 56472**		**School Website** **http: hs.isd186.org**	
High School Office	**568-9210**	**District Office**	**568-4996**
High School Principal	**568-9211**	**Bus Garage**	**568-8541**
High School Fax Number	**568-9250**	**Community Education**	**568-9200**
High School Attendance	**568-9574**	**Activities Director**	**568-9213**

Name _____ Advisor _____ Grade _____

PLHS Attendance Line: 218-568-9574

Patriot Pride

PLHS PBIS	RESPECT	RESPONSIBILITY	RELATIONSHIPS
HALLWAYS/ LOCKERS	*Appropriate language* *Be patient with those around you*	*Keep your locker combo and space private* *Keep food and drink out of lockers* *Keep our school clean!*	*Share space* *Appropriate student to student contact* *Offer to help others*
COMMONS	*Wait your turn* *Demonstrate good manners*	*Clean up after yourself*	*Share your table with others* *Welcome anbe be friendly towards those you don't know*
RESTROOMS	*Keep the area clean* *Wash your hands*	*Use as intended* *Don't waste time*	*Respect the privacy of others*
MEDIA CENTER/CYBERCAFE/ COMPUTER LABS	*Use a quiet voice* *Follow all policies*	*Return materials on time* *Treat materials with respect* *Keep "searches" related to school work*	*Offer to help others in need*
SCHOOL RELATED ACTIVITIES	*Use appropriate language* *Cheer for OUR team and not against other teams* *Stand and remove hats for National Anthem*	*Leave your area clean* *Follow all Minnesota State High School League regulations*	*Show good sportsmanship* *Treat visitors with respect*
PARKING LOT/BUS AREA	*Use appropriate language* *Respect others* *Be patient*	*Think "SAFETY"* *Follow all bus policies*	*Share a seat* *Report any Negative Behavior* *Model Positive Behavior*
CLASSROOMS	*Teachers allowed to teach and all students allowed to learn*	*Do your own work to the best of your own ability!*	*Treat others how you want to be treated!*

Patriot Pride Philosophy:

We believe that high school students should be empowered to make appropriate choices and, when they do, the results must be positive and rewarding. We also believe that when inappropriate choices are made, real and teachable consequences must exist. We believe in Respect, Responsibility, and Integrity – (Patriot Pride).

Important High School Contact Information

Name	Title	Phone	e-mail
Aaron Nelson	Principal	568-9211	aaronnelson@isd186.org
Byron Westrich	Assistant Principal / Activities Director	568-9213	bwestrich@isd186.org
Ali Ross	Guidance Counselor	568-9215	aross@isd186.org
Tiffany Montgomery	High School Secretary	568-9206	tmontgomery@isd186.org
Nicki Triebenbach	Attendance/Athletics Secretary	568-9574	ntriebenbach@isd186.org
Robynn Pullen	Registrar	568-9324	rpullen@isd186.org
Sheri Fyle	School Resource Officer	568-9208	sfyle@isd186.org
Tracy Princivalli	School Nurse	568-9207	tprincivalli@isd186.org
Patty Buell	Food Services Director	568-9363	pbuell@isd186.org

District Office	568-4996
High School Office	568-9210
Middle School Office	568-9357
Eagle View Elementary Office	562-6100
Guidance Counselor's Office (Gr. 9-12)	568-9215
School Nurse	568-9207
FAX (HS Office)	568-9250
Collaborative Resource Worker	568-9325
School Social Worker	562-6103

Pequot Lakes Board of Education

Kim Bolz-Andolshek
Curt Johnson
Derrek Johnson
Susan Mathison-Young
Dena Moody
Amy Sjoblad
Tracy Wallin

Location & Mailing Address

Pequot Lakes High School ISD #186
30805 Olson Street
Pequot Lakes, MN 56472

PLHS MISSION STATEMENT

"To ensure that all students graduate with the skills necessary to attend a college, university, technical college or training program - and succeed."

This handbook and its contents were approved by the School Board at its meeting on Aug 16, 2021

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SECTION 1
SCHOOL INFORMATION

ATHLETIC/ACTIVITY PARTICIPATION

Participation by eligible students in the Pequot Lakes High School interscholastic sports and activity programs are voluntary and subject to such reasonable rules and regulations as may be established by the Minnesota State High School League and may also be subject to all and every disciplinary action taken by administration.

- A fee will be charged for each sport in grades 9-12. These fees apply to after-school MSHSL activities.
- Fees must be paid prior to the first day of practice.
- Fees will be reimbursed if a student decides not to participate prior to the first scheduled game or event of the season.

AGE REQUIREMENTS

Minnesota law requires educational oversight until graduation, regardless of a student's age. Students are subject to all school policies and procedures until graduation. **Eighteen year old students living at home CANNOT excuse themselves from school.** 18+ Year Old Students enrolled at Pequot Lakes Senior High School must abide by any and all regulations which apply to the general student body handbook.

ARRIVAL AND DISMISSAL HOURS

Pequot Lakes 5-12 Daily Schedule					
7 Period Day			Lunch		
Period	Time	Length			
1	8:20-9:10	50			
2	9:15-10:05	50			
3	10:10-11:00	50			
			Grades 10/11/12		
4A	11:05-12:00	55	LUNCH A	11:00-11:30	30
			Grades 9/10		
4B	11:35-12:30	55	LUNCH B	12:00-12:30	30
5	12:35-1:25	50			
6	1:30-2:20	50			
7	2:25-3:15	50			

Pequot Lakes Schools
2022-2023 SCHOOL CALENDAR

** Revised 7.25.22



AUGUST

22,25** New Teacher Orientation
30-31 Teacher Inservice

T = 2
S = 0

AUGUST '22

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER

1 Teacher Inservice
5 No School
Holiday (Buildings Closed)
6 First Student Day (Gr 1-12)
6,7 No School (Kdgn)
8 First Student Day (Kdgn)

T = 20
S = 19

OCTOBER

19-21 No School - Fall Break
19 Teacher Inservice

T = 19
S = 18

OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER

4 End Quarter 1
23-25 No School
24,25 Holidays (Buildings Closed)
23 Teacher Inservice

T = 4 T = 16
S = 4 S = 15

DECEMBER

22 ½ day for students
23-30 No School - Winter Break
23,26,30 Holidays (Buildings Closed)

T = 16
S = 16

DECEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY

2 No School - Winter Break
Holiday (Buildings Closed)
20 End Quarter 2
No School
Teacher Inservice

T = 14 T = 7
S = 13 S = 7

FEBRUARY

20 No School
Teacher Inservice

T = 20
S = 19

FEBRUARY '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH

17 End Quarter 3
20-24 No School - Spring Break

T = 13 T = 5
S = 13 S = 5

APRIL

7 No School
Holiday (Buildings Closed)
10 No School
Teacher Inservice

T = 19
S = 18

APRIL '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY '23

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

26 Graduation
29 No School
Holiday (Buildings Closed)
31 Last Student Day

T = 22
S = 22

JUNE

1 End Quarter 4
No School
Teacher Inservice

T = 1
S = 0

Emergency closing make-up days to be added at end of year, if necessary

JUNE '23

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Student Days	Teacher Days
Quarter 1	41	45
Quarter 2	44	46
Quarter 3	39	40
Quarter 4	45	47
Conferences	0	2
	169	180

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at: http://isd186.org

CLOSINGS AND EMERGENCY NOTIFICATIONS

When school is canceled or postponed due to weather conditions or an emergency has occurred, the announcement will be made via the automated school messaging system, as well as the following television stations: WCCO/KCCO/KCCW, KSTP/KSAX, KARE11, and KMSP; and the following radio stations: KTIG 102.7 FM; KLIZ 1380 AM, KLIZ 107.5 FM, WJJY 106.7 FM, KBLB 93.3 FM, and KUAL 103.5 FM. **Emergency procedures are published and posted in classrooms and other prominent locations.**

AUTOMATED SCHOOL MESSAGING SYSTEM AND SCHOOL EMAIL

Pequot Lakes School District has a phone and email service, automated school messaging system which allows us to personally communicate with parents, and staff, regarding emergency situations, school events and other important issues impacting you and your children. It allows us to send personalized voice messages to your family's home, work or cell phones, and also by e-mail. We are able to reach everyone in the district within minutes. It is important that we have current phone numbers and email addresses in order for this system to reach you. Please complete all emergency forms at the beginning of the school year, and keep us informed if you change numbers or addresses.

DANCES

Dances are for Pequot Lakes High School students only, guests must be approved by the principal.-An invited guest to the Homecoming, Winter Ball, or Prom may be a non-student but must be no older than twenty years of age. Sophomores may attend Prom if invited by a junior or senior but freshmen (or younger) are not able to attend. Students in grades 9-12 may attend Homecoming and Winter Ball. School sponsored dances are an extension of the normal school day and all school rules apply.

The administration reserves the right to turn away guests at the door if they are not on the guest list. Please remember if you leave during the dance you may not re-enter.

FEES/FINES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student
- Security deposits for the return of materials, supplies, or equipment
- Field trips considered supplementary to the district's educational program
- Admission fees or costs to attend or participate in optional extracurricular activities and programs
- Voluntarily purchased student health and accident insurance
- Use of musical instruments owned or rented by the school district
- A school-district-sponsored driver or motorcycle education training course
- Transportation to and from school for students living within two miles of school
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school
- Students will be charged for textbooks, workbooks, and library books that are lost, destroyed or damaged
- The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay

FIRE DRILLS

The fire alarm will sound when the building is to be evacuated. When the alarm is sounded, students and staff will move quickly and quietly out of the building via the assigned exit. Students should remain outside until the all clear signal is given. Students falsely pulling the fire alarm is considered a severe behavior. Disciplinary action will follow the severe/habitual clause along with a referral to law enforcement.

FOOD SERVICE PROCEDURES FOR BREAKFAST AND LUNCH

Lunch Program (Policy #503.5)

Pequot Lakes School has a **closed** lunch program. All students are required to be in the cafeteria during their lunch period. SENIORS AND JUNIORS in good standing may at times be granted open lunch privileges. Students who leave the building without permission will upon the first offense be assigned a lunch detention. Students that continue to leave the building without permission will be assigned consequences following the truancy policy. All food must be eaten in the designated areas only. Three lunch options are available; students may bring their own lunch, eat hot lunch, or purchase from the soup and sandwich line. In all cases hot lunch must be paid in advance or students will not be allowed to eat.

Meal Prices are as follows:

Lunch	K-4 – 2.25	5-12 – 2.50	Adults – 4.95
Breakfast	K-4 – Free	5-12 – Free	Adults – 2.40

It is encouraged and recommended that a student's account maintain a positive balance. The procedures for dealing with a negative account balance are: When a student's account is getting low, approximately $10.00, the cashier will inform the student verbally that it is time to deposit money in the account. An e-mail will be sent to the address provided by the parent, to let them know that it is time to deposit money. When a student's account reaches negative $2.00 students will be given a cheese sandwich and milk. Students will be reminded of their negative balance verbally by the cashier.
To make payments (Visa or MasterCard), or to find out the balance in your child(ren)'s account, go online to the District Website at **http://isd186.org**, rest cursor on Resources, and click on Family Access. To receive a login and password please fill out online form at the same location.

Applications for Free and Reduced meals are available in the high school office, or may be picked up at any schools with in the Pequot Lakes School District. You may apply at any time throughout the school year. If you have questions or concerns you may call your child(ren)'s school food service kitchen or call the Food Service Office at 218-568-9363.

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. (Not all prohibited bases apply to all programs.) To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

HALLWAY PASSES

All students are required to have a pass to be out of class. Permission must be granted by the teacher to whom students are currently assigned in order for the student to be excused from class. Students going to or coming from group meetings are not allowed to loiter in the hallways.

LEGAL CUSTODY AND GUARDIANS

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

LOCKERS (Policy # 502)

Each student grades 9-10 will be assigned a locker for storage of personal articles necessary for the school day. Students in grades 11-12 may request a locker. The lockers are the property of the school district. School authorities have the right and obligation to search lockers for the safety, welfare, and protection of students' and school property. Students are urged not to store valuable items in lockers. If it is necessary to have an article safeguarded, bring the article to the high school office. Locker checks will be made at random times as the need arises.

Please use the following guidelines:

1. Do not use a locker not assigned to you.
2. Anything posted in a locker must be able to be removed with ease. Permanent stickers are prohibited.
3. Treat your locker respectfully so others who follow you will have a nice locker, also. If lockers are damaged, fines and discipline may be assessed.

4. Any displays that are objectionable or contain inappropriate information such as the following are prohibited:
   A. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law;
   B. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individualsbased on race, sex, religion, age, or national origin;
   C. Information that is pornographic or sexually explicit.
   D. Posters or information that is political in nature
5. Only water may be stored in lockers. All other beverages, including soft drinks, must be consumed in the commons and cannot be stored in lockers.
6. The assignment of a locker to a student and the use thereof by the student is made subject to the right of the school administration to have access to the locker at any time for any of the following reasons:
   a) for periodic cleaning of lockers;
   b) when in the opinion of the school administration a clear danger to health or safety exists;
   c) when the school administration has good reason to believe that a locker contains material that a student would not be legally entitled to have in his or her possession.
7. **Minnesota Statute 121A.72**: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

NOTICE OF NON-DISCRIMINATION

Independent School District #186, Pequot Lakes, is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, color, creed,religion, national origin, sex, marital status, with regard to public assistance, disability 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, and other applicable state or federal laws. Inquiries regarding compliance should be referred to the High School Principal, acting as the Affirmative Action Coordinator, 218-568-4996.

Independent School District #186, Pequot Lakes, offers a variety of vocational opportunities through the Business Education, Industrial Technology, and Family and Consumer Sciences departments. A listing of the available courses and course descriptions may be found on our school website http://http://isd186.org, or in the registration and planning guide. These opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level and, in some cases, completion of prerequisite courses.

The district has designated the following individuals to coordinate our compliance with federal laws on discrimination:
Human Rights/Affirmative Action Coordinator: High School Principal

Section 504	**Title IX**
Middle School Principal (coordinator)	Activities Director (coordinator)
Elementary Principal (alternate)	High School Principal (alternate)

Contact Info: ISD #186
30805 Olson Street
Pequot Lakes, MN 56472
Telephone: 218-568-4996
FAX: 218-568-5259

For further information, contact:

Minnesota Department of Human Rights
190 East 5th Street, Suite 700
St. Paul, MN 55101
Telephone: 651-296-5663
Toll Free: 800-657-3704
TTY: 651-296-1283
FAX: 651-296-9064

U.S. Department of Education
Office for Civil Rights—Chicago Office
500 W. Madison Street—Suite 1475
Chicago, IL 60661
Telephone: 312-730-1560
TDD: 312-730-1609
FAX: 312-730-1576

BULLYING/HARASSMENT

It is the goal of the secondary school to create a "refuge" for our students. Therefore, we will continue to work to create and maintain a bully free/harassment free environment through prevention and intervention. We will continue to educate students and staff on the meaning and effects of bullying/harassment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. The High School Staff has implemented an anti-bullying program.

Please refer to the school district policy 514 for more details.

PARKING

The parking lot is provided for both staff and student use. All vehicles using the lot must bear a tag indicating the vehicle has been registered in the Attendance Office. Students utilizing the parking lot are to use spaces designated for student parking only.

- No parking is permitted in driving lanes, visitor or staff spaces, lawns, sidewalks, fire lanes, etc. This may result in the vehicle being ticketed and/or towed at the owner's expense, and student's may have their parking permit and privileges revoked.
- The permit must be hung from the rearview mirror and must be readable to someone standing outside of the vehicle. Failure to do so may result in the vehicle being ticketed and/or towed at the owner's expense.
- The speed limit on campus is 5 mph. Students breaking any Minnesota traffic regulations, or driving in an unsafe manner will be referred to law enforcement. Students found to be performing such actions may have their parking permits and privileges revoked.
- The school district is not responsible for vandalism, theft or injury of items in school parking lots. Please lock your vehicles while at school. Other criminal charges can be issued at the victim's discretion.
- A student may lose their parking privilege due to truancy or other inappropriate conduct at school. Parking permits **MAY NOT** be issued for students who were habitually truant the previous year.
- Student parking passes will be prioritized by grade based on parking availability. A system will be developed by the HS office to provide parking priority to seniors, juniors, then sophomores.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

POSTERS, NOTICES & ADVERTISEMENTS

Permission from Administration or designee is necessary, in order to display any materials for public viewing in the hallways and/or any other part of the school campus. Approval will be granted according to the same expectations as locker displays (see lockers, item 4, parts A, B and C)

POWER SCHOOLS / SCHOOLOGY

Pequot Lakes Schools uses the PowerSchools platform as its student information system. This system populates student information throughout the system including demographic data, schedule, academic history, health history, and other critical student information. It is important that any information included in PowerSchools be accurate and up to date. Any move, change in family living arrangements, health records, or other pertinent information relating to students should be updated through the High School office.

PLHS will be using Schoology as our Learning Management System (LMS) to conduct the daily business of classroom instruction. Schoology will contain the gradebook, lessons, assignments, assessments, and instructional plan for each course a student is enrolled in during each semester.

SECURITY DRILLS

PLHS routinely conducts security drills to ensure the training and safety of all persons on campus. These drills employ a variety of responses and may include; evacuation, shelter in place, or active resistance. The school will routinely conduct searches using search aides to monitor campus safety. The school will also provide training and awareness for all students.

THEFT AND LOSS OF VALUABLES

Students should leave large sums of money and valuables at home. If you must bring large sums of money to school, then take it to the high school office so a staff member can place it in the vault for safe keeping. The school cannot be responsible for items lost or stolen from hall lockers or physical education lockers. Lockers should be locked at all times and are not safe places to leave money or valuables.

VISITORS

No student visitors are permitted during the school day. Exceptions may be granted by prior approval of the administration. In accordance with MN Statute § 609.605, Subd. 4, all visitors must report to an administrative office upon entering the building. All visitors to the high school, (vendors, salespeople, recruiters, etc.) are required to obtain school permission to be on the premises. Please check in and obtain a visitor's badge whenever visiting any of our school facilities. The school and its officials reserve the right to request proof of identity and limit movement throughout the facility.

SECTION 2
ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Pequot Lakes High School values honesty, fairness, responsibility, and respect in regards to academic achievement. Dishonesty, such as cheating on assignments and tests, plagiarizing, and forging or falsifying documents in an attempt for academic gain, may result in loss of credit for that assignment, and consequences are deemed appropriate by school administration a second incident on the same class in the same semester will result in a N/C for the course.

AREA LEARNING CENTER (ALC)

The district offers limited alternative options for current senior students. Students will participate in the creation of a Continuous Learning Plan that will create an academic plan to address unearned credits or credits that need to be recovered to graduate.To be eligible in the alternative education program, students must meet risk criteria and be referred by the High School Principal.

COURSE DROP/ADD POLICY

Once counselors have received all the student registration forms, office personnel create a master schedule that works best for students. Students are required to provide alternate semester courses on their registration
form. There will be no drop/add. Changes to a student schedule will occur prior to the start of the semester up
through the first three days of the semester only if:

- a schedule is incomplete (usually indicated by NEEDS A CLASS on the schedule)
- a student has been academically misplaced
- there is a necessity to balance class size, and/or staffing issues
- there is a medical reason that requires a student to change a course

Students are not allowed to request a schedule change for the following reasons:

- to request a specific teacher or change a teacher
- to request a specific lunch period
- to accommodate work or sports schedule

COURSE WITHDRAWAL POLICY

A student who withdraws from a class after the drop/add period at the start of a semester will receive a WF (withdraw/fail) on their transcript. Students qualify for a non-penalty withdrawal from a course for the following reasons:

- Medical Withdrawal: Students must provide a doctor/therapist letter recommending a change in a student's academic schedule due to physical or mental health issues.
- Academic Misplacement: Counselors and/or administration have the ability to approve a withdrawal without penalty if a student registers for the wrong course, or does not meet prerequisite requirements to successfully complete a course.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Every three weeks during the school year, the school district administration will evaluate student academic performance and report them to students and parents/guardians. A student will be ineligible for extracurricular activities if they fail one or more classes or receive an incomplete. The specific evaluation dates will be posted on the school website. A student will be ineligible for extracurricular activities if they fail one or more classes or receive an incomplete. They can still practice while they are on probation.

Non-traditional students (PSEO, Odyssey, etc.) will be held to the same standards. These student's grades will be evaluated when they are made available to the school from the supervising party.

Rules of Ineligibility

1. Probation: Students failing at the three week grade check will be given an academic probation sheet on the following Monday by their coach/advisor. They have one week to get their grade above passing. After a one week probation period, they can't compete until the probation sheet is completed.

2. One Failing Semester Grade: Ineligible for one event or one week of competition whichever is greater.

3. Two or more Failing Semester Grades: Ineligible for two events or two weeks of competition, whichever is greater.

4. Incomplete: May be eligible as soon as the incomplete is made up.

5. Fine Arts Eligibility: Students in band and/or chorus (grades 7-12) will be eligible to perform in concerts even though they may have received an "F" or an "I" in any class. However, they will not be eligible for MSHSL sponsored Fine Arts performance contests.

GRADES & PROGRESS REPORTS

Grade and attendance reports will be mailed home and/or posted online at semester grading terms. Student progress information is also readily available online through Family Access on the district website at http://isd186.org under parent portal on left column. Student progress will be posted weekly by teachers. Grades are earned in each course on an A, B, C, D, F, NC (no credit), I (incomplete). F grades are entered as 0.00 in student grade point averages. Students have ten school days to make arrangements with instructors to resolve any incompletes (I's) after the final day of each semester. Per our attendance policy, students who miss more than 10 days per semester in any class will receive an NC in that course. Credit may be reinstated at the end of the semester pending an administrative review of the reasons for the absences. Unexcused absences will decrease the chances of credit being reinstated.

GRADING SCALE AND WEIGHTED GRADES

Grades are earned on an A, B, C, D, or F (Failure) basis. Under special circumstances, students may be eligible for a 'P' (Pass) grade. Unweighted Grade point averages are determined by the following scale: A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0. The implementation of weighted grades is effective for the Class of 2018 and all classes that follow. Weighted Grade point averages are determined by the following scale: A = 4.33, B = 3.33, C = 2.33, D = 1.0, and F = 0. Cumulative Grade Averages are determined by grades accumulated by course, not the credit of the class. Weighted grades are earned in recognized college courses and AP Courses.

Grading Scale		Unweighted /Weighted GPA
94 – 100	A	4.00/4.33
90 – 93	A-	3.67/4.00
87 – 89	B+	3.33/3.67
84 – 86	B	3.00/3.33
80 – 83	B-	2.67/3.00
77 – 79	C+	2.33/2.67
74 – 76	C	2.00/2.33
70 – 73	C-	1.66/1.66
67 – 69	D+	1.33/1.33
64 – 66	D	1.00/1.00
60 – 63	D-	0.67/0.67
59 – lower	F	0.00/0.00

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right.

- Students who have completed the requirements for graduation by the last day of school will be allowed to participate in commencement.
- Students will not be allowed to participate in commencement if they quit attending any scheduled classes or will not have completed the required credits to graduate by the last day of school.
- Participation may be denied for appropriate reasons which may include discipline.
- Graduation exercises are under the control and direction of building administration.

GRADUATION REQUIREMENTS

26 credits are required for graduation. (9.5 elective credits)

4 credits English	1 credits Art
3 credits Math	1 credits Physical Education/ Health
3.5 credits Social Studies	9.5 credits Elective
3 credits Science	

For **Summa Cum Laude** recognition, students must earn a cumulative weighted 3.75 GPA through the second semester of 12th grade.

For **Cum Laude**, students must earn a cumulative weighted 3.5 GPA through the second semester of 12th grade.

CLASS RANK

PLHS will not publish class rank. Class rank is the option of the student to post on their transcript.

HONOR ROLL

At the conclusion of each semester, an Honor Roll is posted designating those students who have qualified for the A and B Honor Roll. The criteria are as follows:

• A Honor Roll-Must have a weighted "A" average of 3.666 or higher.
• B Honor Roll-Must have a weighted "B" average of 3.000 or higher.

INDEPENDENT STUDY

Independent study classes may be arranged on an individual basis by the student and advising teacher. Students must have a cumulative grade point average of at least 3.0 or instructor approval. Courses require a course outline and syllabus submitted by the instructor.

TESTING

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA)

These tests are administered to guarantee that all MN public school students have essential knowledge and skills in reading, writing and mathematics. Students in grades 9-12 are required to take assessments in Mathematics, Reading and Written Composition. Retest dates will be posted on the school website. Students in grades 3-8 are required to take the MCA Reading and Mathematics and the MCA Science Test in grades 5, 8 and high school. The purpose of the MCA testing program is:

- To measure student achievement against the Minnesota Academic Standards,
- To measure the proficiency of Minnesota graduates
- To measure the academic progress over time.

TEXTBOOKS & EQUIPMENT

Textbooks are distributed free of charge at the beginning of each class.. Students are responsible for these textbooks and will be charged for lost or damaged textbooks. This also includes any special equipment loaned to the student as part of the class.

POST-SECONDARY EDUCATION OPTION (PSEO)

This program allows juniors and seniors who meet admission requirements to attend an eligible post secondary institution, full or part-time. The program is generally designed as an opportunity for qualified students to pursue more challenging course work. When a PLHS student enrolls in a PSEO course, they become a student of the institution where that course is taught. This means that PLHS counselors and administration are unable to monitor progress of the student. Parents and students are responsible for logging into course websites to monitor progress or contact student services at the college for assistance.

Students must have a qualifying class rank and GPA as well as take the college readiness assessment and meet the placement scores for college level work. Participating students must meet the following Central Lakes College requirements: Seniors must be at or above the 50th percentile in class rank or have a minimum overall GPA of 2.5. Juniors must be at or above the 66th percentile in class rank or have a minimum overall GPA of 3.0. These are minimum requirements at CLC for admission as a post secondary student.

Sophomores may take a CIS course if they meet the eligibility requirements. Sophomores will be restricted to one CIS course for semester one and two courses for semester two in the core areas.

Freshmen are not eligible to register for CIS courses but may take the same course for high school credit.

Students must also take the college readiness assessment and meet the placement scores required for college level work.

Students must inform the PLHS counselor of their intentions to enroll in a Post-Secondary Option and submit their completed forms no later than May 31st each year.

PSEO / CIS RECOMMENDATION

PSEO and CIS courses are intended to provide students with rigorous academic options to help in their preparation for college. It is the recommendation of pLHS that students meet the following criteria to be eligible for these options.

PSEO - 11th or 12th grade, 3.0+ GPA, 23+ ACT score, 870+ or 1160+ MCA score, or recommendation of academic aptitude from classroom teacher.

CIS - 10-12th grade, 3.0+ GPA, 23+ ACT score, 860+ or 1150+ MCA score, or recommendation of academic aptitude from classroom teacher.

STUDENT ASSISTANTS

All students are expected to enroll in a full course load or seven classes (3.5 credits) each semester of attendance. Student assistants may be allowed if scheduling problems arise and a full schedule cannot be made for a student. Assistants work as tutors and peer helpers in classrooms and assist teachers with classroom tasks. The following guidelines also apply:

- A teacher has completed a request form prior to the 1st day of the term in which they are requesting help.
- All student assistant positions must be approved in advance by the high school principal.
- Students can be assigned a student assistant position only once while in high school unless approved by administration.
- Students must be a junior or senior.
- Students must have a cumulative grade point average of at least 2.5 or administrative approval.

Student assistants are expected to report to class on time and stay with the supervising teacher.

SECTION 3
STUDENT CONDUCT

ACADEMIC DISHONESTY/CHEATING

CHEATING

Students who have been determined to have plagiarized or cheated on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the Principal and parent/guardian of the violation as soon as possible.

PLAGIARISM

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't actually write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit.
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may be subject to the following:
not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. Or, asked to do it over, and may or may not get full credit for the assignment. It is the student's responsibility to be aware of plagiarism issues.

ATTENDANCE (Policy 503A): Attendance Phone Line: 568-9574

Absences

Daily attendance is extremely important. The students that are consistently in school have a better chance to reach their potential. The school realizes that some absences are unavoidable. However, every effort should be made to have good attendance. Please schedule appointments, shopping, and other incidental trips outside of the school day. Unique situations that may occur must be cleared by the Principal and/or Designee prior to the absence. Whether an absence is excused, unexcused, or truant shall be determined by the Principal and/or Principal Designee.

If a student is absent more than 10 days in a class per semester, credit CAN BE denied. Credit may be reinstated at the end of the semester pending an administrative review of a student's attendance records. Truancy (unexcused absences) severely jeopardizes the likelihood credit will be reinstated. School-related activities do not count against the limit. Pre-arranged trips or vacations do count toward the limit. Parent Notification: Parent(s) will be notified via mail before credit is denied and of the student's right to appeal the credit denial.

I. ATTENDANCE PROCEDURES: FOR ATTENDANCE PURPOSES, THREE TYPES OF ABSENCES WILL BE USED: EXCUSED ABSENCES, UNEXCUSED ABSENCES, AND TRUANCY.

A. Excused Absences

A. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

B. The following reasons shall be sufficient to constitute excused absences:

(1) Illness. (A medical note may be required after three (3) consecutive absences from school or 10 cumulative absences during a semester.)

(2) Serious illness in the student's immediate family.

(3) A death or funeral in the student's immediate family or of a close friend or relative.

(4) Medical, dental or orthodontic treatment, or counseling appointment. (Medical note from clinic required.)

(5) Court appearances occasioned by family or personal action.
(6) Religious instruction not to exceed three hours in any week or as agreed upon by the parent and school district.
(7) Physical emergency conditions such as fire, flood, storm, etc.
(8) Official school field trip or other school-sponsored outing.
(9) Pre-arranged and school approved family trips or vacations.
(10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
(11) Family emergencies
(12) Active duty in any military branch of the United States.
(13) A student's condition that requires ongoing treatment for a mental health diagnosis.

The following procedure should be used when absent from school:

(1) A parent or guardian should call the high school attendance line at (218-568-9574) or e-mail the high school attendance secretary.

(2) The following information should be provided: name of student, date of the absence, and reason for the absence.

(3) If it is not possible to call, a written note from a parent/guardian giving the name, date of absence, and reason for absence should be brought to the main office immediately when the student returns to school. Students have a maximum of 2 days to provide documentation for an excused absence, otherwise the absence will be unexcused.

C. Procedure for academic coursework for excused absences.
(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
(2) Students will be granted one day makeup for each day excused, from the date of the student's return to school. Work will be given ½ credit for one day late. No credit given after one day late. Work for pre-approved absences should be completed prior to the absence or at the conclusion of or by teacher arrangement. The building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

B. **Unexcused Absences**
a. The following are examples of absences that will not be excused:
(1) Truancy. An absence by a student that was not approved by the parent and/or the school district.
(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
(3) Oversleeping.
(4) Missing the bus.
(5) Personal appearance appointment.
(6) Shopping.
(7) Work at home.
(8) Work at a business, except under a school-sponsored work release program.
(9) Vacations with family (unless approved ahead of time by school administration or designee).
(10) Personal trips to schools or colleges (unless approved ahead of time by school administration or designee).
(11) Arriving to class more than 10 minutes late will be considered an absence unless the student has a note.
(12) Any other absence not included under the attendance procedures set out in this policy.

b. **Consequences of Unexcused Absences**
(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) If a student accumulates more than 10 unexcused absences from a class, credit will be denied. An administrative review will be conducted at the end of each semester to determine whether credit may be reinstated. The administrative review will include evaluation of a student's continued truancy/unexcused absence record. School-related activities do not count against the limit. Pre-arranged trips or vacations may count toward the student's 10 day unexcused absence limit.

(5) Parent Notification: Parent(s) will be notified in the following manner.

(a) At five (5) absences, a letter will be mailed home with a copy of this policy and the student's attendance report.

(b) At seven (7) absences, the student will meet with a school representative and another letter will be mailed out with the student's current attendance record.

(c) At 10 absences, you will receive a loss of credit letter, a copy of the student's attendance record, and a copy of the appeals process.

C. TRUANCY

(Defined as after 8:20 a.m., and is therefore, considered an unexcused absence.)

A student is truant whenever he/she misses any part of the school day without approval. You will be considered truant, including but not limited to, if you:

1. Do not attend school without knowledge of parents.
2. Leave school anytime during the day without authorization.
3. Are absent from class without permission or do not attend class while in school.
4. Stay in a restroom or other area without authorization.
5. Do not report to detention when assigned.
6. Falsify or forge an absence note.

***Failure to verify absences**

Notes or phone calls are required to substantiate absences, tardies, early dismissals, etc. Notes are preferred for absences and early dismissals. **The school is not obligated to accept the validity of the note.**

*Consequences for truancy will be as follows:

First Truancy: The student will be required to meet with the principal and a student referral of truancy will be sent home. Detention may be assigned.

Second Truancy The principal/dean will contact the parent/guardian and a parent conference with the student may be required. Detention may be assigned.

Third Truancy: The student may be suspended for one to three days. A parent readmission conference will be required. An early intervention referral may be filed with Crow Wing or Cass County.

Fourth Truancy: The student may be suspended for five days. A parent readmission conference will be required to discuss the student's future educational goals/placement. Loss of credit may result.

Seventh Truancy - A truancy offense report may be filed with Crow Wing/Cass County. Students who are truant are NOT permitted to make up work.

Tardiness.

1. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students that are more than 10 minutes late are considered unexcused/truant and should report to the office.
2. Excused Tardiness
   Valid excuses for tardiness are:
   a. illness;
   b. serious illness in the student's immediate family;
   c. a death or funeral in the student's immediate family or of a close friend or relative;
   d. medical, dental, orthodontic, or mental health treatment;

e. court appearances occasioned by family or personal action;
f. physical emergency conditions such as fire, flood, storm, etc.;
g. any tardiness for which the student has been excused in writing by an administrator or faculty member.

3. Unexcused Tardiness
   a. An unexcused tardiness is failing to be in an assigned area at the designated time a class period commences without a valid excuse.
   b. Arriving to class more than 10 minutes late will be considered an absence unless the student has a note.

   1st and 2nd tardy – Teacher discretion
   3rd and 4th tardy – lunch detention, after school detention, or loss of one open hour
   5th and 6th tardy – one day of in-school suspension (ISS)
   7th tardy in a class would warrant a conference with the student, parent, teacher, and an administrator and two days of in-school suspension (ISS).
   ***Every 3 tardies equals an unexcused absence**

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs.
   1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
   2. School-initiated absences will be accepted and participation permitted.
   3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
   4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
   5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program. Students must be in school by the start of period four to participate that day. If a student is to be absent in the afternoon, advance permission to participate must be obtained from the Principal.

E. Absences due to PLHS Extracurricular Activities
   1. Students participating in PLHS extracurricular activities are expected to notify teachers and make arrangements for classwork in advance of their absence.
   2. All PLHS sponsored activities that require students to miss during the school day will be counted as an excused absence
   3. Absences related to extracurricular participation will not grant students additional accommodations such as; extended testing timelines, extra days to complete assignments, waivers from classroom activities.

F. Blended / Online course attendance policy
   1. Definitions
      a. Blended course - A course that combines required in person meeting days with online class days
      b. Online course - A course that is taught exclusively online
   2. Attendance tracking - Attendance is taken for any required in person meeting days. For any online learning, attendance is fulfilled by consistent weekly check-ins and meeting deadlines. Failure to meet deadlines for assignments and tests or check in on a consistent basis weekly in an online class will constitute the equivalent of an unexcused absence and will count toward any absences for the course.
   3. Consequences for unexcused absences
      a. Warning (1-3 absences) - for any student who demonstrates concerning academic behavior by failing to attend in-class dates or fail to meet deadlines, they will be required to conference with the teacher where they will be redirected to the expectations for attendance.
      b. Probation (4-5 absences) - if a student's attendance concerns continue, the student will enter a probationary status for 2 weeks for each unexcused absence in the probationary period. Probation

requires students to meet in class on campus on dates specifically required by the teacher for the period of two weeks.

c. Dismissal - Students who continuously fail to make successful progress in an online or blended learning course will be evaluated for dismissal. If the student continues to be absent, fails to make changes to behavior following a period of probation, and is failing to perform academically, they will be recommended for dismissal to administration. The recommendation will be reviewed by administration and will result in a meeting to include the student, parents, teacher, and administrator. If a student is dismissed from a course, they will be placed in an on campus alternative of that same course, be given a Fail or No Credit if no other course option is available, or enrolled in another course at the discretion of the building principal. If a student is dismissed from an online or blended course, they must get approval of the building principal prior to registering for an online or blended course in the future.

Bullying/Cyberbullying (Policy # 514)

It is the goal of the secondary school to create a "refuge" for our students. Therefore, we will continue to work to create and maintain a bully free/harassment free environment through prevention and intervention. We will continue to educate students and staff on the meaning and effects of bullying/harassment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. The High School Staff has implemented an anti-bullying program.

Bullying means any written or verbal expression (to include texting, social media or instant messaging), physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.

a. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
   (1) harming a student;
   (2) damaging a student's property;
   (3) placing a student in reasonable fear of harm to his or his person or property; or
   (4) creating a hostile educational environment for a student.

b. Reporting procedure:
   (1) Any person who believes that he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
   (2) The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the district office, but oral reports shall be considered complaints as well.

(3) The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

(4) A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might lead to bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

(5) Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

(6) Submission of good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

(7) The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Discipline for students involved in bullying may include one or more of the following: conference with student, parent, and administration, warning notice, detention, school service, suspension, exclusion, expulsion, transfer, or remediation/counselor referral.

BUS TRANSPORTATION

Bus transportation is a privilege, not a right. Bus safety regulations are enforced according to school policy and state law. All students in grades seven through ten are required by law to pass a bus safety competency course and exam. Should disciplinary action be required, a student may lose bus riding privileges for a specified period of time.

BUS PASSES

On June 13, 2005, the Pequot Lakes School Board adopted a new Student Transportation Safety Policy which states: *Students may be released from school bus at only two points: the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate <u>one</u> location to be their student's AM school bus stop and <u>one</u> location to be their student's PM school bus stop. The locations must be in the attendance area of ISD #186 and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent.*

THEREFORE, **BUS PASSES WILL NOT BE ISSUED** FOR STUDENTS TO BE DROPPED AT A LOCATION OTHER THAN THEIR ASSIGNED STOP. *Changes to the designated stop location will require TEN BUSINESS DAYS TO COMPLETE.* **<u>THE HIGH SCHOOL OFFICE WILL NOT BE ISSUING BUS PASSES.</u>** <u>Any changes to a student's assigned bus stop must be made ten days in advance by calling the Transportation Director at 218-568-8541</u>.

CHEMICALS

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

Use of Alcohol (Policy # 506A)

Students are prohibited from the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages on school premises. Look alike products will be treated the same and any violation of this policy is severe and will be subject to disciplinary action. The minimum consequence shall include:

1. Out-of-school suspension and suspension from all school related activities during the suspension;
2. Confiscation of alcohol including any equipment or devices involved;
3. Police/law enforcement notification;
4. Parent or guardian notification;
5. Referral to Student Assistance Program for evaluation.

More than one infraction during a student's enrollment in the Pequot Lakes High School system:

- **A second infraction will result in a recommendation to the Superintendent for a change of placement up to one semester.**
- **A third infraction will result in a recommendation to the Superintendent for expulsion for one calendar year.**

Use of Drugs (Policy #506A)

Students are prohibited from the use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, mood altering substance, CBD products, or narcotic substance, equipment and devices used for preparing or taking drugs or narcotics on school premises. This includes cannabis oils and other derivatives or over-the-counter medications if abused by the student. Any violation of this policy is severe and will be subject to disciplinary action. The minimum consequence shall include:

1. Out-of-school suspension and suspension from all school related activities during the suspension;
2. Confiscation of substance(s) and/or any equipment/devices involved;
3. Police/law enforcement notification;
4. Parent or guardian notification;
5. Referral to Student Assistance Program for evaluation;
6. Recommendation to the Superintendent for exclusion, change of placement or expulsion.

In addition:

Possession of illegal drugs, chemicals or drug paraphernalia will result in the recommendation to the Superintendent for a change of placement for up to one semester. Distributing or using illegal drugs or chemicals will result in the recommendation to the Superintendent for expulsion for one calendar year.

Use of Tobacco (Policy #506A)

It is the intention of the school district to be tobacco free. Students are prohibited from the use or possession of tobacco and tobacco products on school premises. Look alike products will be treated the same and any violation of this policy is severe and will be subject to disciplinary action. The minimum consequence shall include:

1. First Offense in a School Year: Confiscation of tobacco and/or any equipment/devices involved; Police/law enforcement notification; Parent or guardian notification; The student is subject to a one-day in-school suspension and is required to complete a smoking cessation curriculum.
2. Second Offense in a School Year: Confiscation of tobacco and/or any equipment and/or devices involved; Police/law enforcement notification; Parent or guardian notification; The student is subject to a one-day out-of-school suspension. The student's parents will be notified of the violation and the consequences.
3. Third Offense in a School Year: Confiscation of tobacco and/or any equipment/devices involved; Police/law enforcement notification; Parent or guardian notification;The student is subject to a two-day out-of-school suspension. A parent/student/principal conference will be scheduled.

Further similar offenses by the student during the school year shall result in referral to the Superintendent for possible long term suspension from school.

Professional personnel should carry on a program of education designated to fully inform students of the hazards of tobacco use.

DISCIPLINE (Policy # 506) / DISCIPLINE REFERRALS

Consequences for failing to follow the rules or meet expectations will first be handled in the classroom. In the case of a discipline referral to the office, teachers will fill out a hard copy discipline referral. The office will notify the parent by phone or by mail. Appropriate consequences will be assigned. **If a student is dismissed from class for disciplinary reasons, he/she is to report to the office/designated area.**

1. Statement of Policy:

It is the position of Independent School District #186 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted. It is the responsibility of the school board, administrators, and all staff to safeguard the health and safety of each student. The school board and district administrators will support district personnel when in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

2. Rules of Conduct:

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights and property of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

A. Damage to School or Personal Property.

1. **Vandalism:** Damage to, or destruction of, school property or property of other students.
2. **Theft:** Theft is the act of intentionally and without claim of 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.

B. **Physical Assault.**

Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. Students who are involved in fights or other assault related behavior in/on Pequot Lakes School property or at Pequot Lakes School activities may be suspended. In addition, any students involved in a fight or assault may be referred to law enforcement for a more formal investigation to determine whether the students involved should be charged with assault or disorderly conduct. Court consequences for students convicted of such charges have ranged from probation to placement at Central Minnesota Juvenile Center. Students who repeat such behavior may also be referred to the Board of Education for a possible change of placement or expulsion.

C. **Verbal Assault.**

Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or toward another student including conduct that degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps. Vulgar language, verbal assault on others, or fighting will not be tolerated. Violations may be reported to law enforcement.

D**. Threats and Disruptions.**

1. **Terroristic Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. **School Disruptions:** Any students who disturbs or interrupts the peace and good order of the school or school sponsored activities will be subject to disciplinary action. Threats and major disruptions are considered a severe behavior and will result in examination of the Severe/Habitual Policy.

E**. Dangerous, Harmful, and Nuisance Substances and Articles.**

1. **Alcohol**: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.
2. **Drugs**: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities, or on school grounds.
3. **Tobacco**: Tobacco use by students is prohibited at school, at school-sponsored activities, and on school grounds.
4. **Dangerous Weapons, Harmful or Nuisance Articles**: The possession or use of items that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school, at school sponsored activities, and on school grounds.

F. **Failure to Identify Oneself**.

Failure to provide proper identification upon request of a staff member is unacceptable behavior.

G. **Violation of any state or local law** or the violation of any federal law is unacceptable behavior. Students may be

disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

H. **The following constitute unacceptable behavior**:

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy; or
4. Violation of the School District Harassment or Non-Discrimination Policy

3. <u>Disciplinary Action:</u>

Disciplinary action may include but is not limited to the following:

Student conference with teacher, principal, counselor or other school district personnel, and verbal warning; Written incident report; Parent contact; Parent conference; Removal from class; In-school suspension (ISS); Behavioral Intervention; Suspension from co-curricular activities; Detention; Lunch Detention, School Service; Restriction of privileges; Loss of school privileges; In-school monitoring or revised class schedule; Referral to in-school support services; Referral to community resources or outside agency services; Financial restitution; Referral to police, other law enforcement agencies, or other appropriate authorities; A request for a petition to be filed in district court for juvenile delinquency adjudication; Out-of-school (OSS) suspension under the Pupil Fair Dismissal Act; Preparation of an admission or readmission plan; Educational placement change; Exclusion under the Pupil Fair Dismissal Act; Expulsion under the Pupil Fair Dismissal Act.

<u>BEHAVIORAL GUIDELINES Note:</u> This table is intended to be used as a reference guide and is not all-inclusive. School officials have discretion regarding matters of student discipline.

	First Intervention	Second Intervention	Third Intervention
Truancy	Parent notification; no credit; ISS or detention	Parent notification; no credit; ISS or detention; loss of parking permit	Referral to county truancy service worker
Tardiness	3-4 tardies = lunch detention or open hour suspension	5-6 tardies = 1 day of ISS	7 tardies = school conference w/student, parent, and administration
Fake call/note	Behavior Intervention or 1 day in-school suspension	3 day suspension	3-5 day suspension
Inappropriate behavior	Behavior Intervention or 1-2 day suspension from class; Intervention program	1-3 day suspension from class; intervention program	Behavior Plan developed with parent involvement or possible reassignment
Academic dishonesty (cheating)	Parent notified by teacher Possible No Credit or Re-do assignment or assessment	Parent, teacher, administrator conference	Recommend removal from course; no course credit
Insubordination	Behavior Intervention, parent contacted, possible suspension	Parent conference, suspension	3-5 day suspension
Failure to identify self	Parent Conference, behavior intervention	Detention	Suspension
Parking violation	Warning	Tow at owner's expense	Loss of parking privilege
Vandalism	Behavior Intervention or 1-2 day suspension; police citation; pay damages	1-3 day suspension; Police Citation	Parental conference for possible reassignment
Weapon/terroristi c threat	suspension; Possible expulsion		
Theft	Behavior intervention or 1-2 day suspension; police citation	1-3 day suspension; Police Citation	
Tobacco use/possession	Behavior Intervention, police warning, possible suspension	1 day suspension; police citation	

Alcohol/drug use or possession (includes paraphernalia)	Behavior Intervention or 1 day suspension; police citation; CD evaluation	suspension; police citation; CD assessment	suspension; police citation; administrative conference
Alcohol/drug distribution (includes: sharing, selling, trading, exchanging)	Behavior Intervention or Parent conference with school administration and police, suspension	Parent conference with school administration and police, suspension	
Profane language	Warning; possible detention	Detention	Detention / suspension
Verbal assault	Behavior Intervention	Parent Conference, Suspension	Suspension
Harassment/ Hazing	Behavior Intervention or suspension, parent conference	Suspension and Parent Conference	Possible referral to law enforcement
Sexual assault	Referral to law enforcement, suspension		
Physical assault (fighting)	Behavior Intervention or suspension, parent conference	suspension, referral to law enforcement	
Physical assault on staff	Referral to law enforcement,		
Electronic Device Violation	Device taken; picked up by student at end of day	Device taken; picked up by parent/guardian; and possible suspension	Device taken; conference with student, parent/guardian, and administration

Dress Code/Personal Appearance (Policy # 504)

The responsibility for proper dress rests with students and parents. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so the learning atmosphere can be maintained and does not constitute a health or safety hazard. **INAPPROPRIATE** clothing includes, but is not limited to, the following:

(1) Clothing that fails to adequately cover the chest, butt, or other private areas of the body
(2) Clothing containing messages referring to alcohol, tobacco, drugs, nudity, violence, gang-related symbolism,
(3) offensive language, or pictures (sexual, racial, or religious harassment; profanity)
(4) Objectionable emblems, badges, belt buckles, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, including, but not limited to, confederate flags, swastikas, etc.
(5) Hats, hoods, or masks that cover the face or hide the student's identity with the exception for a medical need for which approval has been granted by school nurse or high school administrator.

District personnel will be the final authority as to whether or not students have dressed in a proper manner. A student wearing inappropriate clothes will be asked to contact their parent and be sent home to change.

Repeated violation of this policy may be subject to disciplinary action.

Harassment / Abuse Policy (Policy # 525)

Students are to follow this practice if they are mistreated:

1. Make clear to the violator that his/her actions are unwelcome.
2. Document specific incidents; report it to staff/administration.

In cases of verbal, written, physical, racial or sexual harassment, incidents will be reported to the district's Human Rights Officer (the Superintendent). An investigation shall be made and a determination will be made based on all the facts.

In all cases of harassment/abuse, discipline may include one or more of the following: conference, detention, school service, suspension, expulsion, transfer, or remediation. Additionally, the student may be referred to the proper legal authorities for action.

Hazing Prohibition Policy (Policy # 526)

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 in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Hazing may include one or more of the following:

1. Any type of physical brutality.
2. Any type of physical activity or other type of activity that subjects the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
3. Any activity that discourages the student from being in the school.
4. Any activity that is in violation of the law or school rules.

Discipline for students involved in hazing may include one or more of the following: conference with student, parent, and administration, warning notice, detention, school service, suspension, exclusion, expulsion, transfer, or remediation/counselor referral.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public Displays of Affection are not appropriate in any school setting. Kissing, “making out,” groping, lap sitting, prolonged hugs, or hands/arms wrapped around others will not be tolerated. These acts are offensive to students and adults, in addition to being disruptive to our positive school climate. Students who engage in this behavior may have their parents called and receive additional consequences

SECTION 3
Student Conduct

REASONABLE FORCE STATEMENT

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain or correct a student; or prevent bodily harm or death to another.

SEARCH AND SEIZURE (Policy #502)

In conjunction with tobacco/drug free and weapons policies, statewide, school policy allows officials to inspect lockers. A student's personal possessions within a school locker will be searched only when school authorities have a reasonable cause that the search will uncover a violation of school rules. Any vehicle parked on school grounds is subject to complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warrant for any reasonable purpose.

TECHNOLOGY USE

RESPONSIBLE USE OF ELECTRONIC DEVICES, GOOGLE EMAIL/APPS AND INTERNET USE

ISD 186 Pequot Lakes Public Schools holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Many devices are capable of creating and transmitting email, pictures, videos, and text messages and these capabilities shall be used with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. ISD 186 is not responsible for lost/stolen/damaged personal devices. Usage standards for personal devices follow the same guidelines as school-owned devices.

- The internet use agreement form for students must be read and signed by the student and the parent or guardian. The agreement must be signed at the beginning of 3rd grade, 6th grade, and 10th grade in order to be granted access to the internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
- A student's email account with username and password is the same as the school login and password. Parents and students will understand that ownership of this account stays with ISD 186 and has limited privacy rights.
- Students will not photograph or videotape other individuals at school or at school sponsored activities or email, post, or electronically transmit said images/video without their knowledge and consent.
- Students are prohibited in using any electronic device for cheating, bullying, harassment, gang activity, etc.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
- Students will not disclose personal information about another student via email, internet, or other electronic venues.
- Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students will not agree to meet someone they have met online.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
- Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
- Users will not use another person's property without the person's prior approval or proper citation;
- Users will not plagiarize works they find on the internet or other information resources.
- E-Mail communication is a standard practice for almost every career, profession and post-secondary pursuit. Students need to learn to communicate electronically – including attending to e-mail messages, writing e-mail

messages and collaborating electronically on projects. Pequot Lakes Public Schools students in grades 3-12 will receive a Pequot Lakes e-mail address to use for communicating and collaborating with teachers and classmates. This account also allows access to web-based learning tools which require an e-mail address. All student e-mail addresses will be stored in Skyward.

- Pequot Lakes Public Schools uses Google Apps for Education, a non-commercial, secure, filtered, and archived suite of tools for schools. Pequot Lakes student e-mail accounts will be issued through Gmail and may contain a student's name, or just an ID number, such as 29jsample@isd186.org.
- District provided e-mail addresses have a direct relationship to school and are subject to all school policies (including Acceptable Use Policy and Code of Conduct policies), even if sent between students outside the school day or for purposes unrelated to school. Students should always use their e-mail appropriately and never send anything that they wouldn't be comfortable with a teacher, a principal, a parent, a police officer reading. The District has the ability and responsibility to monitor and archive e-mail.

WEAPONS AND ASSAULT

A. Weapons Policy (Policy # 501)

No student shall possess a weapon when in the school building, on school grounds, or on any school sponsored trip or activity. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school trip/activity. Possession of an illegal or dangerous weapon will not be tolerated. Violations may be reported to the police for legal action. The parent/guardian will also be notified and the weapon will be confiscated.

"Weapons" are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are firearms, whether loaded or unloaded; knives; clubs; metal knuckles used in a threatening manner; nunchucks; throwing stars; explosives; shotguns; ammunition; chains; pellet guns; look-alike guns; and other non functioning guns that could be used to threaten others.
2. Articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses, and letter openers. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

Corrective action shall include: initial suspension for five days, confiscation of weapon, notification of police, parent notification, and possible recommendation to the school board for expulsion proceedings for up to one calendar year.

B. ASSAULT

Assault will result in:

- A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of 1 - 10 days for students.
- A student who threatens bodily harm or death to another without material contact while in possession of a weapon shall be dealt with under the preceding section of this policy (I. Weapons).
- Students in who engage in fighting with another person will be suspended from the classroom or from the building for 1 - 10 days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."
- Direct attack with a weapon: shall be dealt with under the preceding section of this policy (I. Weapons).
- Direct attack on another person: Students in grades 9-12 will be initially suspended one (1) to ten (10) days and may be recommended to the superintendent for expulsion. Incidents of assault, battery, or fighting will be reported to the police for documentation and follow-up.

MORNING AND AFTER SCHOOL DETENTION

Detention is held after school from 3:20 P.M. to 4:20 P.M. and in the morning from 7:30 A.M. to 8:15 A.M. the scheduled days available. A behavior packet may be assigned to be completed during detentions. **Failure to complete assigned detention may result in additional detention, suspension, or school service.**

IN-SCHOOL SUSPENSION/BEHAVIOR INTERVENTION

Students placed in In-School Suspension shall report to the assigned In-School Suspension room upon being assigned and/or by 8:15 A.M. Students are to bring academic work to do. A student may receive up to full-credit for student assignments in progress or missed provided arrangements are made with the instructor(s). **It is the student's responsibility** to get work from teachers before school if they know in advance they will be in In-School Suspension. Students placed on In-School Suspension are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Students assigned to behavior intervention may be allowed to return to class upon the successful completion of an assigned intervention. Any student suspended In-School shall not be allowed to be on the school grounds or attend any school functions at the conclusion of the instructional day for the duration of the suspension.

OUT OF SCHOOL-SUSPENSION(OSS)

Any student suspended Out-of-School shall not be allowed to be on the school grounds or attend any school functions before, during or after the instructional day for the duration of the suspension. Students placed on Out-Of-School Suspension are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

SEVERE AND/OR HABITUAL CLAUSE

Severe and/or Habitual abuse of the rules and policies and/or excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences:

Disciplinary conference with the student, parent and administration, detention, extended detention, behavior intervention, suspension, dismissal from any activity or school sponsored program, or referral to the School Board for a possible change of educational placement or exclusion/expulsion proceedings. Suspensions made by the administration are not appealable.

SECTION 4
HEALTH AND SAFETY

***EMERGENCY CONTACT INFORMATION

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call the building secretary or go to District website under PARENTS to access Skyward and update accordingly.

ACCIDENTS

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

COLLABORATIVE RESOURCE WORKER

The Collaborative Worker provides prevention and early intervention services to students regarding attendance and family issues that may affect learning. The Collaborative Worker works with families, the principal and guidance counselors to coordinate services through outside agencies and community resources. Students are to obtain a pass from the high school office or teacher prior to meeting with the Collaborative Worker. The Collaborative Worker can be reached by calling the High School Office at 218-568-9210.

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COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

CRISIS MANAGEMENT

The school district has developed a Crisis Management policy. Each school building has its own building-specific crisis management plan. The school district may be contacted for more information regarding district- and school specific plans.

The Crisis Management policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

STUDENT SAFETY DRILLS

The learning process can be impaired when students don't feel safe at school. When staff is confident about emergency procedures, children in their care are more calm, cooperative and trusting. Each year, Pequot Lakes staff and students practice fire, tornado, dangerous intruder, and bomb threat drills. Though one can never prepare for every specific

twist or detail of an emergency, we know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all.

On the day of a drill, we will broadcast over our intercom to students and staff that we are practicing a drill. Teachers calmly talk through the drill with students ahead of time so they know exactly what to do. We take
great caution to not cause fear among children during drills, but do stress the importance of listening, moving quickly, and not talking. Parents are asked to discuss this issue with their child so they can better understand the importance of these drills.

GUIDANCE SERVICES

The guidance counselor provides assistance to students with such concerns as suitable course selection, vocational choices, course or schedule changes, personal concerns, college information, scholarship applications and other problems which might be solved through discussion with a concerned adult. It is advisable for the student to initiate an appointment with the counselor, although it will be necessary at times for the counselor to contact the student. The counselor's office is located near the high school office.

SCHOOL NURSE

When a student becomes ill during the school day, he/she must have a pass from his/her teacher to go to the high school office. Students will be sent to the school nurse if she is available. If the school nurse is not available, parent and/or guardian contact will be made to pick up their student. Students going home ill must check out through the office.

Medication Administration:

The following contains directives and information from Pequot Lakes Medication Policy

- "Authorization for Administration of Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- This form can be obtained from the school nurse office or through the Pequot Lakes School website http://http://isd186.org/index.cfm?pageid=9803
- Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Over-the-counter medication must also come in the original container.
- The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- No medication, including over-the-counter medications such as acetaminophen or ibuprofen will be given to students without parent and physician written request.

According to Minnesota Asthma Inhaler Statute, medicines that are **prescription asthma inhalers may be self-administered by a student IF**:

- the school district has received a written authorization from the pupil's parent and physician permitting the student to self-administer the medication;
- the inhaler is properly labeled for that student
- the parent has not requested school personnel to administer the medication to the student

As with any medication, the parent must submit written authorization for the student to self-administer the medication each school year.

In addition, "In a school district that employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers." Retrieved from https://www.revisor.mn.gov/statutes/?id=121A.221

IMMUNIZATIONS

Minnesota state law requires that every student be immunized while in school attendance. Failure to have the appropriate immunizations may result in disallowing the student to attend school until appropriate papers have been turned in to the nurse's office.

MINNESOTA STATEWIDE TESTING INFORMATION

DEPARTMENT OF EDUCATION

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Posted May 2018

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

Posted May 2018

DEPARTMENT OF EDUCATION

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required ***each year*** *parents/guardians wish to opt the student out of statewide assessments.*

Date_____(This form is **only** applicable for the 20____to 20____school year.)

Student's Legal First Name_____ Student's Legal Middle Initial_____

Student's Legal Last Name_____ Student's Date of Birth_____

Student's District/School_____ Grade_____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE website (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

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