

PEQUOT LAKES PUBLIC SCHOOLS



K-12 STUDENT HANDBOOK 2025-2026

ISD 186
30805 Olson Street
Pequot Lakes, MN 56472
www.isd186.org

School District Policies
<https://www.isd186.org/domain/19>

"A Place to Connect, Learn, and Thrive"

This handbook contains general information about Pequot Lakes Public Schools policies, procedures, attendance, academics, health, safety and general information. This student handbook is for you to use as a reference and guide to our school policies and rules. Students and parents/guardians are responsible for information contained in the handbook. Information is presented in an alphabetical arrangement by topic. Policies, procedures and general information for each of the three campuses can be found in the appendices of this document.

District Office	District Operations	Eagle View Elementary School	Pequot Lakes Middle School	Pequot Lakes High School
Main Office: 218-568-4996 Fax: 218-568-5259	Community Education Main Office: 218-568-9200 Community Ed Director Joell Tvedt 218-568-9352 jtvedt@isd186.org	Main Office: 218-562-6100 Fax: 218-562-6106 EV Attendance: 218-562-6110 evattendance@isd186.org	Main Office: 218-568-9357 Fax: 218-568-9202 MS Attendance: 218-568-9354 msattendance@isd186.org	Main Office: 218-568-9210 Fax: 218-568-9250 HS Attendance: 218-568-9574 ntriebenbach@isd186.org
Superintendent Kurt Stumpf 218-568-9205 kstumpf@isd186.org	Transportation Main Office: 218-568-8541 Transportation Director Randy Maxfield 218-568-8541 rmaxfield@isd186.org	EV Principal Melissa Hesch 218-562-6102 mhesch@isd186.org	MS Principal Michael O'Neil 218-568-9358 moneil@isd186.org	HS Principal Aaron Nelson 218-568-9211 aaronnelson@isd186.org Activities Director Bill Magnuson 218-568-9213 bmagnuson@isd186.org
Business Manager Heidi Hagen 218-568-9201 hhagen@isd186.org HR/Payroll Megan Carlson 218-568-9203 megancarlson@isd186.org	Buildings and Grounds Director Mike Renford 218-568-9244 mrenford@isd186.org	School Counselor Lisa Loven 218-562-3419 lloven@isd186.org	School Counselor / 504 Coordinator Stacy Arellano 218-568-9285 sarellano@isd186.org	Counselors TBD Chris Palmer 218-568-9586 cpalmer@isd186.org
Director of Teaching and Learning Kari Maryn 218-568-9332 kmaryn@isd186.org	Food Services Director Patty Buell 218-568-9363 pbuell@isd186.org	Social Worker / 504 Coordinator Ashley Ingman 218-562-6103 aingman@isd186.org	Social Worker Chelsea Haglin 218-568-9326 chaglin@isd186.org	Behavior Interventionist Haley Mackenthun 218-568-9215 hmackenthun@isd186.org
Systems Administrator Kerri Nordby 218-568-9356 knordby@isd186.org	School Liaison Officer Dukatz 218-568-9208 mdukatz@isd186.org	Elementary Secretary Heather Sangren 218-562-6100 hsangren@isd186.org	Middle School Secretary Kendall Corrow 218-568-9357 kcorrow@isd186.org	Registrar Robynn Pullen rpullen@isd186.org Attendance Nikki Triebenbach ntriebenbach@isd186.org High School Secretary Robin Olson rolson@isd186.org
Administrative Assistant Brenda Williams 218-568-9334 bwilliams@isd186.org	District Nurse Tracy Princivalli 218-568-9207 tprincivalli@isd186.org	EV Nurse Anne Sweeney 218-562-6105 asweeney@isd186.org	MS/HS Nurse TBD 218-568-9207	

School Board						
Kim Bolz-Andolshek 218-562-2017	Mariah Hines 480-204-3042	Curt Johnson 218-831-1776	Pamela Johnson 218-316-1822	Dena Moody 218-232-0789	Ross Nelson 320-522-0100	Amy Sjoblad 218-232-4940

**ISD #186, PEQUOT LAKES
NON-DISCRIMINATION STATEMENT**

The Pequot Lakes Public Schools are committed to providing equal education and employment opportunities to all persons and do 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, 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://www.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 <i>Alternate:</i> Elementary Principal	Title IX Coordinator: Activities Director <i>Alternate:</i> High School Principal	Section 504 Coordinator: Middle School Principal <i>Alternate:</i> Elementary Principal	Contact Information ISD #186 30805 Olson Street Pequot Lakes, MN 56472 Phone: 218-568-4996 FAX: 218-568-5259
Minnesota Department of Human Rights Griggs Midway Building 540 Fairview Avenue North, Suite 201 St. Paul, MN 55104 Telephone: 651-539-1100 Toll Free: 800-657-3704 MN Relay: 701 or 800-627-3529 Email: info.mdhr@state.mn.us		U.S. Department of Education Office for Civil Rights - Denver Office Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Telephone: 303-844-5695 TDD: 800-877-8339 FAX: 303-844-4303 Email: OCR.Denver@ed.gov	

Disability Accommodations

Any qualified individual with a disability attending events held at ISD #186 facilities may request an accommodation. Contact: Bill Magnuson, Activities Director, 218-568-9210.

Mental Health/Suicide Prevention Information

Crisis Lifeline (988)
 Crisis Line and Referral Services (218-828-HELP or 1-800-462-5525)

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PART I – INFORMATION

Calendar

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 <https://www.isd186.org/Page/1#> under the District tab.

Class Assignments

See appendix for building-specific information.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Complaints specific to student discipline should refer to the Student Discipline section of this handbook.

E-Learning Day Plan

More information will be provided at a later date.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

The school district [Staff Directory](#) can be found on the district website.

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary

[*] Notice required by statute
[**] Notice required by policy

and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

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, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- 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.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- 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 or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the corresponding school office.

Food in the Classrooms

See appendix for building-specific information.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by building administration. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

[*] Notice required by statute
[**] Notice required by policy

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

See appendix for building-specific information.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

The library/media center is open to students during the school day. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by building. Students will be notified of their assigned lunch time on the first day of school. Lunch schedules may change at quarter and/or semester breaks for some students. If schedules change throughout the year, indicate when notice of lunch schedules will be given. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

See appendix for building-specific information.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the High School Principal as the district's human rights officer to handle inquiries regarding nondiscrimination.

[*] Notice required by statute
[**] Notice required by policy

Notice of Violent Behavior by Students []**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent/Guardian and Teacher Conferences

Parent/Guardian and Teacher Conferences will be posted on the district calendar. Parents/Guardians can request a meeting with school staff by communicating directly with the classroom teacher.

Parent/Guardian Volunteers

To volunteer in the school district, parents/guardians should speak to the building administrator. To volunteer in the school building or classroom, parents/guardians need to follow the volunteer policies as outlined on the district webpage <https://www.isd186.org/domain/54>

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.

Schedule

A schedule is needed to ensure smooth operation of the school. The daily school schedule is building specific and within the building principal's authority to determine.

See appendix for building-specific information.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Pequot Lakes School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

[*] Notice required by statute
[**] Notice required by policy

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activity Director.

School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over When weather conditions or an emergency has occurred, school closing and/or at home learning (through Schoology) announcements 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.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials 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 officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

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.

[*] Notice required by statute
[**] Notice required by policy

Vehicles on Campus []**

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises []**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 1*).

School-Sponsored Student Media or Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Advertises or promotes any product or service not permitted for minors by law;

[*] Notice required by statute
[**] Notice required by policy

- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 1*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be viewed at the school district website <https://www.isd186.org/domain/19>

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 1*). A complete copy of the school district's "Student Surveys" policy may be obtained at the school district website <https://www.isd186.org/domain/19>

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.

[*] Notice required by statute
 [**] Notice required by policy

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II – ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the building administrator.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment may be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 1*).

Class Rank/Academic Standing

See appendix for building-specific information.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy. A complete copy of the school district's "Graduation Requirements" policy may be obtained at the school district website <https://www.isd186.org/domain/19>

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For

[*] Notice required by statute
[**] Notice required by policy

more information on extended school year opportunities for students with an IEP, contact the building administrator.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Online grade reports may be reviewed through a student’s Schoology account.

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Pequot Lakes High School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests.

Course Credits Required

To receive a diploma, students must successfully complete at least:

Minimum High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.

[*] Notice required by statute
 [**] Notice required by policy

Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Physical Education / Health	1	
Elective Courses	10½	

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the building administrator.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

See appendix for building-specific information.

[*] Notice required by statute
 [**] Notice required by policy

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the HS Registrar by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the HS Office.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building administrator.

Summer School

The school district may provide summer school learning opportunities.

See appendix for building-specific information.

[*] Notice required by statute
[**] Notice required by policy

PART III – RULES AND DISCIPLINE

Attendance [**]

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy (*Appendix 1*).

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” policy (*Appendix 1*).

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver’s directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

[*] Notice required by statute
[**] Notice required by policy

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day or as permitted by school administration and/or teachers. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

See appendix for building-specific information.

Discipline [*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 1*).

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, 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, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

[*] Notice required by statute
[**] Notice required by policy

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

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.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 1*).

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 1*).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available online through the district webpage <https://www.isd186.org/domain/19>

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

[*] Notice required by statute
[**] Notice required by policy

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the high school.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the high school principal;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day and at lunch;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 1*).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying

[*] Notice required by statute
[**] Notice required by policy

or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 1*. Contact the appropriate building administration if you have questions or wish to report violations.

A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. A copy of the school district's "School Weapons Policy" is available online through the district webpage <https://www.isd186.org/domain/19>

PART IV – HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to building administration. 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 parent(s).

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be obtained by contacting the Building and Grounds Director.

[*] Notice required by statute
[**] Notice required by policy

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed 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.

See appendix for building-specific information.

Health Information

First Aid

The Health Office in each building is equipped to handle minor injuries requiring first aid. If the health office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

See appendix for building-specific information.

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 or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the building 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.

Health Service

The student health office is staffed by a licensed nurse.

Students who become sick at school should go to the health office. In the event of an emergency, first aid and life-saving measures will be administered if needed. The building nurse, building administrator, or assigned staff will arrange for students who get sick at school to go home early if necessary. A parent/guardian should follow the school's attendance procedure if his/her child is unable to attend school because of illness. Any questions can be directed to the health office staff.

[*] Notice required by statute
[**] Notice required by policy

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of any medication or drugs at school requires a completed signed request from the student's parent or guardian, and signed by a licensed prescribing provider. An "Authorization for Administration of Medication" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

Crisis Lifeline (988)

Crisis Line and Referral Services (218-828-HELP or 1-800-462-5525)

Lead in Water Notice [*]

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. The Pequot Lakes Public School District has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

For more information on Pequot Lakes Public School District's lead reduction program and testing results, please contact the Buildings & Grounds Director.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the Building and Grounds Director.

[*] Notice required by statute

[**] Notice required by policy

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office, scanned through the Raptor system, and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

Appendix 1: <https://www.isd186.org/district-home-page/district-policies>

Topic	Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
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Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527
Student Dress and Appearance	504
School Meals Policy	534
School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

[*] Notice required by statute
 [**] Notice required by policy

Appendix 2: Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student’s participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student’s learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student’s School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student’s school to learn more about locally required assessments.

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[*] Notice required by statute
[**] Notice required by policy

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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Appendix 3: Discipline Complaint Procedure & Form

Discipline Complaint Procedure (DCP)

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The process is initiated by submission of a complaint in writing to the Superintendent. The complaint must be submitted in writing and dated by the person making the complaint.

A Discipline Complaint form is on the District website and available in administration offices. The process is initiated by filling in the form and submitting it to the Superintendent of Schools within the required timeline.

1. The form must be submitted to the Superintendent no more than three (3) school days following the alleged disciplinary action and no more than 10 school days following an expulsion decision.
2. The person completing the form must meet the Family Educational Rights and Privacy Act (FERPA) requirements for any educational data disclosure.
3. Upon receipt of the complaint, district representatives will investigate the complaint. The investigation will commence within three (3) school days of receipt of the complaint. The Superintendent will direct the investigation. The District may use outside counsel as it sees fit. The Superintendent may designate staff responsible for any aspect of the process.
4. Upon completion of the investigation, written determination will be provided to the complainant addressing each allegation. The determination will contain findings and conclusions, with appropriate application of the Minnesota Government Data Practices Act.
5. If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, the Superintendent will require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future.
6. Reprisals or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. District administration will apply appropriate consequences for a person who engages in reprisal or retaliation.

Pequot Lakes School District
Discipline Complaint Form

Name of Person Completing Form _____ Date _____

Email Address _____ Cell Phone _____

Student Name _____ Grade _____

Relationship to the Student _____

Applicable Governing Discipline Documents

[Minnesota Pupil Fair Dismissal Act](#)

[Pequot Lakes School District Policy 506 - Student Discipline](#)

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school discipline policy or how the procedures in these two documents are being discriminately applied.

List below any other information you would like the District to consider:

Signature _____ Date _____

Pequot Lakes School District
Discipline Complaint Form
For Administrative Use (Notes)

Date Received: _____

Assignment of Investigator: _____

Date Investigation Complete: _____

Notice of Decision Sent to Complainant: _____

Data Practices Act Compliance Conducted: _____

Corrective Action Required: _____

Corrective Action Taken: _____

Matter Closed: _____

Data Practices Act Compliance Conducted: _____

Appendix 4: Eagle View Elementary School



Dear Eagle View Elementary Parents and Students,

On behalf of the teachers and staff, I would like to welcome you to Eagle View Elementary School. We are excited to have you as part of our school family. We believe that individual student success at school is directly related to the strength of the partnership that exists between school staff, students, and their parents. Our motto is **EVERY child, EVERY day!**

Eagle View utilizes Positive Behavior Intervention and Supports (PBIS) which is a school-wide system to provide support for teachers and students to create a positive climate in our school. The PBIS philosophy is based upon a consistent set of school wide expectations. Specific expectations for all areas of the school are posted and will be explained and modeled for students throughout the year. Students demonstrating positive choices will be recognized for their efforts. PBIS focus of Positive Climate + Academic Instruction = Achievement

Eagle View Elementary School PBIS

Patriot Pride ~ Be Respectful ~ Be Responsible ~ Be Safe

Parents are a strong part of our educational team at Eagle View Elementary School. We would ask that parents assist us in helping your child to develop responsible attitudes and behaviors that are consistent with the school expectations. We want to work together to provide the best educational experiences for our students. You are welcome to volunteer in various aspects of Eagle View as well as joining or participating through the many opportunities the PTA provides to make a difference in our schools.

As students, we ask that you come to school each day prepared to learn and willing to do your best. Making good decisions and being a responsible individual will lead to great success at Eagle View Elementary School.

As a staff, we will work to create a safe and positive learning environment in which every student will be given the opportunity to learn. Student success is of the utmost importance at Eagle View. We provide differentiated educational programs with rigorous and relevant curriculum. Staff use best practice teaching methods along with purposeful technology to maximize the learning potential of each student. We look forward to working with you throughout this exciting school year.

If you have any questions or items that require clarification, please contact the elementary office (218-562-6100) and we will help you. It is our hope that your child will embrace the positive, exciting, learning opportunities at Eagle View Elementary. They should feel safe, cared for by all, and most importantly achieve their best!

Melissa Hesch
Elementary Principal
Eagle View Elementary

Go Patriots!

At Eagle View Elementary School, we treat each other with respect, take responsibility for our learning, and strive for a safe and positive school for all.

On Campus Matrix	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ALL SETTINGS	Positive attitude Use kinds words, tone, and faces Listen to adult directions Appropriate voice	Ready to learn Clean up after yourself Keep track of belongings Follow directions	Keep body & objects to yourself Maintain distance from each other Report problems to adults
SHARED SPACES (Classroom, Hallways, Stairs)	Wait your turn Listen Respect artwork & other displays Take care of materials	Give your best effort Stay to the right Walk in 1 line	Eyes forward Walking feet
BATHROOM	Respect privacy of others Wait your turn Quiet voices	Quickly in & quickly out 1 pump soap & 2 paper towels	Wash hands Walking feet Make sure towels get into the garbage
PLAYGROUND	Return equipment Wait your turn	Be active, include all Line up quickly & quietly	Stay in the playground area Dress for the weather
BUS	Listen to driver Sit in assigned seat with backpack in your lap Quiet voices	Be on time Sit in assigned seat with backpack in your lap	Keep body & belongings inside the bus Stay in your seat Keep aisles clear Keep body & objects to yourself

I. INFORMATION

Arrival and Dismissal

School hours are 8:15 a.m. - 3:00 p.m.

7:50 - 8:15	Breakfast for Grades 2-4
8:15	Attendance is taken, announcements, school day begins
8:15 - 3:00	Academic School Day
8:20 - 9:00	Breakfast for EC, Kdg, PA, & 1st
3:00 - 3:15	Parent Pick-Up & Bus Dismissal
3:15	Students not in a supervised activity must be out of the building

Arrival and Dismissal Procedures [Eagle View Parent-Pick-up and Drop-off Procedures](#)

Drop-off following the procedures no earlier than 7:50 a.m. Students can not arrive earlier than 7:50 a.m. The main areas are not supervised until 7:50 a.m. If your child regularly arrives earlier than 7:50 a.m., they need to be enrolled in Kid Konnection (218-513-7134). Parent Pick-up will begin at 3:00 p.m.

Dismissal Change/Early Pickup

If there is a change to the regular routine or time. Email evattendance@isd186.org and the classroom teacher or call the office (218-562-6100) **prior to 2:00 p.m.**

For pick-ups prior to 2:30:

1. Notify the classroom teacher and school office with the child's name and the time you will need them excused. **Please send a written note or email to the office and classroom teacher.**
2. When you have arrived at the school, **pull up to the front door, call the EV office 218-562-6100.** Tell office staff which child you are picking up.
3. Your child will be sent out from the office to your vehicle.

(After 2:30 p.m. - follow the normal end of the day Pick-up routine.)

After School

After dismissal, all students should be picked up by 3:15 p.m., on a bus, at Kid Konnection or in a school-sponsored supervised activity. All students must be supervised by an adult after school. If the activity doesn't start until after 3:15, the student must be enrolled in Kid Konnection until the event begins or the supervising adult picks them up.

Cell Phones/Phones

Device Use: Students may **NOT** use personal electronic devices during the academic day - first bell to last bell. (8:15 a.m. - 3:00 p.m.*)

**Staff will allow students to check devices at 2:50 p.m. for messages prior to dismissal.*

**All end of day changes or communications should still go through the office. evattendance@isd186.org or 218-562-6100.*

Personal Electronic Devices: cell phones, headphones, iPods, smart watches, earbuds, tablets

Device Storage: All personal electronic devices are to be kept in a locker during school hours or at home.

Confiscation and Consequences

- **Unauthorized Use:** If any personal electronic device, including cell phones, is seen or heard during school hours, it may be confiscated by any staff member.

- First Infraction: A verbal reminder to put the device away.
- Second Infraction: The device will be taken to the office and the student will pick it up at the end of the school day. The teacher will contact the household and document in the Infinite Campus contact log.
- Third Infraction: The device will be confiscated by office staff. Office will contact the household and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Fourth Infraction: The device will be confiscated by office staff. Office will contact the household and a parent/guardian must pick up the device. Parents/Guardians devise a plan together with school administration which may include the phone being held in the office by administration during days or not allowed on site.

Class Assignments - [Educational Placement Form](#)

Educational placement requests should be reserved for special circumstances and are to be submitted to the office by early May. The request form is available via newsletter and EV website. Submitting a placement request form does not guarantee a particular placement.

Classroom assignments are communicated to families in mid August via Infinite Campus. Once communicated to students and families no changes will be made to placements.

Communications

Check the District website www.isd186.org for school information. PLS uses **Infinite Campus Messaging** which provides our district with an effective means of communicating with families and employees. Your family will be assigned an **Infinite Campus** account, username and password.

Eagle View regularly communicates with all parents utilizing the following communication tools:

- Eagle View Update - regularly via Infinite Campus
- Classroom newsletters and communications monthly
- EV feedback surveys
- PTA meetings
- Fall Open House for grades K/PA-4
- Email
- Scheduled conferences - Fall and winter
- District website
- Red Communication folders for grades K-4

We have provided numerous ways to keep our communication lines open and we do expect that parents read these communications. Please find and 'like' the Eagle View Elementary Facebook page for more news and information. <https://www.facebook.com/EagleViewElem/>

Dress Code - PE/Recess/E-Stem

Students should be dressed appropriately to participate in outdoor physical education class, E-STEM class and noon recess.

During the winter, snow pants and boots are necessary along with other appropriate winter clothing. Students will go outside for recess when the temperature is at or above 0 degrees F with wind chill at or above -10 degrees F. Shorts are not recommended unless the outside temperature is suitable. Flip flops and sandals are not appropriate for recess or physical education.

Food & Food in the Classrooms

Food is to be eaten in designated areas only.

PAYMENT OF MEALS

Extras only for 3rd and 4th grade students

Classroom snack times and processes will be communicated by the classroom teachers. All snacks must be a commercially prepared and purchased item.

Milk breaks are offered to Kindergarten & Patriot Academy students. Students who choose milk will be charged \$10.00 for their milk program for the school year. This payment should be made **separately** from any other lunch payment.

Holiday Celebrations and Parties

School parties are planned on a cooperative basis by pupils and teachers. Teachers will communicate specifics about classroom celebrations, keeping in mind that any treat should include all students.

Children are permitted to bring a **commercially prepared** and purchased treat on their birthday under the supervision of the teacher and in adherence to any allergies in the classroom.

Flowers or balloons should be delivered to a student's home rather than to school to avoid distractions to the classroom. Eagle View is a latex-free site. After-school parties should be organized outside school hours.

"Kid Konnection" (Community Education - before and after school program)

Kid Konnection meets daily at Eagle View Elementary School. This program is also available on most break days, early dismissal/late starts and during the summer. Contact Community Education at 218-568-9200 or at <http://www.isd186.org>, click on Kid Konnection.

Financial assistance is available through the Crow Wing County Child Care Assistance at 218-824-1140 or from the Cass County Health, Human and Veterans Services at 218-547-1340.

Kindergarten Registration

Children eligible to attend kindergarten must be five years of age on or before September 1 of the year that he/she enters kindergarten. All children entering kindergarten are required to have Early Childhood Screening (ECS), which takes place twice a year for children 3-1/2 to four years old. If your child has not completed their ECS, please contact the Early Childhood Center office at 218-562-7520. Kindergarten Information Night will be held mid-year.

Legal Custody/Guardians

If there is a situation pertaining to legal custody or guardianship of your child, it is the **parent's responsibility** to provide a copy of the legal document for the school to have on file and to notify the school of any changes in legal custody.

Library/Media Center

Check-out limits (per loan period):

PreK, PA/K - 1 book 1st gr. - 2 books 2nd gr. - 2 books 3rd gr. - 3 books 4th gr. - 4 books

Overdue, lost/damaged books & check-out privileges:

Students lose library check-out privileges if books are more than 30 days overdue. Printed library late notices will be sent home with students. At 45 days, overdue books are assumed "lost", at which time the student is responsible for book replacement costs. Students may not check out library books until

lost or damaged books are paid for. Once the book is paid for, it becomes the property of the student. No refunds.

Lost and Found

Found items are located on a "Lost and Found" table located near the cafeteria. Jewelry, glasses, etc. are kept in the office. Whenever something is missing, please check in the "Lost and Found" first. Items will be donated or disposed of at the end of each quarter. Please ensure that your child's clothing is labeled; especially coats, boots, shoes, hats.

Parent/Guardian and Teacher Conferences

Conference dates will be posted on the district calendar. Parents/Guardians can request a meeting with school staff by communicating directly with the classroom teacher.

EC-4th grades have scheduled conferences that will be communicated with families throughout the year.

Parent Volunteers

Classroom teachers may have parent volunteers for specific events or activities. Teachers will communicate needs for activities. To volunteer in the school district, parents/guardians should speak to the building administrator. To volunteer in the school building or classroom, parents/guardians need to follow the volunteer policies as outlined on the district webpage <https://www.isd186.org/domain/54>

Parking

When visiting EV, park in the designated parking lots. At no time should a vehicle be left unattended in areas POSTED AS NO PARKING ZONES, which includes the red curb/front circle drive. In case of an emergency, police, fire trucks and ambulances need access to the school 24 hours a day. Breezy Point Police Department patrols our school parking areas and will ticket unattended or inappropriately parked vehicles.

Pets

Due to allergies and safety, pets visiting the school must have prior approval (a minimum of 24 hours) from the teacher **and** administration. On the day of the visit, parents must transport the pet in a portable pet carrier to and from the classroom. Pets are allowed on site for a visit but are not to remain at school all day.

Posters, Notices, Flyers, etc.

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. Community flyers and notices should be directed to Community Education for the Community Backpack.

Recess

During the winter, snow pants and boots are necessary along with other appropriate winter clothing. Students will go outside for recess when the temperature is at or above 0 degrees F with wind chill at or above -10 degrees F.

Please discuss the importance of following our playground safety rules with your child.

We do not allow **tackle** football, rough games, fighting, hard balls, snowballs, in-line skates, skateboards, roller shoes, or other objects that may cause injury. Students should use school provided equipment.

General Playground:

- Obey the playground assistants at all times.
- See the Playground assistant for any injury or serious issue.
- Permission from a playground assistant must be obtained before going back inside the building.
- Any student with habitual recess issues will be sent to the office.
- Stay inside the playground area/fences and do not climb on the fence.
- Include others in games/play.
- In the winter, snowballs are not allowed to be thrown to avoid injury.

Equipment:

- PAs may close all or some of the equipment or games based on weather or behavior issues.
- Slides are for sliding down, not climbing up.
- Sliding will be feet first only.
- Sand stays in the sandbox.
- Gravel or wood chips stay on the ground, not on the equipment. Rocks or chips are not to be thrown.
- Jump Ropes are for jumping rope, not for any other purpose.
- Monkey bars are to hang from by hands or bent knees only.
- Swings are for forward and backward not sideways and twisting. Take turns on them and the tire swings.

Games:

- Tag should be played in the field not around the equipment.
- All games should have fair teams and agreed-upon rules to start.
- All are held to good sportsmanship.
- Football is to be flag football not tackle.
- No football or soccer on the blacktop.
- Avoid water/ice/puddles.
- If a ball goes over the fence, ask a PA to help. Do not go get on your own.

Remember: Is it Respectful, Responsible and Safe?

Valuables/Money/Toys, etc.

Valuable items, including large sums of money, should not be brought to school. Money is not to be given from one student to another at school. No items (toys, cards, etc.) should be sold or traded or exchanged at school.

II. ACADEMIC INFORMATION

Eagle View Elementary 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 deemed appropriate by school administration.

Curriculum

Director of Teaching and Learning, Kari Maryn 218-568-9332, kmaryn@isd186.org

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption.

Eagle View Elementary School provides learning experiences for all students focused on meeting students at their level and accelerating learning through differentiated activities. Students receive instruction of a standards-based curriculum in grades K-4 in all subject areas. A typical academic day framework for a student would include ELA (English Language Arts: reading, writing and phonics/word work), math, science or social, and specials.

Eagle View Elementary School utilizes these resources to teach the MN standards:

ELA - Wonders (K-4), UFLI Foundations (K-2)

MATH - Math Expressions (K-4)

SCIENCE - K-5 Discovery Education with techbooks and kits

SOCIAL - Scholastic Map skills, Studies Weekly, Discovery Education

SPECIALS - include vocal music, visual arts, physical education, Environmental-STEM are taught by specialists on a rotating schedule.

MTSS (Multi-tiered systems of support)

K-4 students have the opportunity for interventions in reading, math and social-emotional learning. Intervention needs are determined by the classroom teacher as a component of Tier 1 core instruction.

Students requiring more intensive, specific academic support based on data may receive intervention instruction as Tier 2 and 3 instructional support with interventionists. during the school day in addition to the Tier 1 instruction. Tier 2 curriculum resources for ELA include PRESS, UFLI, and Hill-rap. Tier 2 Math curriculum resources include Math Expressions and SpringMath.

Eagle View Elementary School's Title 1 program is classified as "Targeted". This means that a student can receive Title 1 assistance from a certified teacher or para whenever the classroom teacher assesses that such a service would be beneficial to the student's academic growth and achievement.

Eagle View Elementary's School-Parent Compact

Dear Parent,

Eagle View Elementary School's Title 1 program is classified as "Targeted". This means that a student can receive Title 1 assistance from a certified teacher or para whenever the classroom teacher assesses that such a service would be beneficial to the student's academic growth and achievement.

Your child may never require Title 1 services this year. Your child may benefit from Title 1 services for a short period of time or the entire school year, depending upon how he/she progresses. Teachers are continually monitoring and assessing student progress. It is our goal to assist students in reaching a high bar of success.

School's Responsibility:

- We will provide high quality curriculum and instruction in a supportive and effective learning environment.
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child's progress, and how to establish a successful homework setting and routine.
- We will provide opportunities for regular communication between you and teachers through: parent-teacher conferences; frequent reports about your child's progress; opportunities to talk with staff, volunteer in class, and observe classroom activities, ensuring regular communication between family members and school staff to the extent possible, in language that family members can understand.

Parent's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to use positive school behavior
- Set regular times for homework and support effort, completion, and correctness
- Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child's additional time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

Field Trips

All field trips are educational. Field trips are privileges and not rights. While on a field trip, all school rules apply. Students are representing Pequot Lakes School and are expected to behave in an appropriate manner. Parents will be notified with details as each field trip is scheduled. At times a sack lunch may be required and/or a small fee to cover costs.

Homework

Homework will be work not completed in class or to review materials. If you have questions about assignments please contact the classroom teacher. Families are encouraged to read with students at night.

Gifted and Talented

Beginning in 3rd grade, students may participate in advanced learning opportunities in reading and/or math based on demonstrated strengths and learning needs. Placement is flexible and responsive, allowing many students to experience enrichment and extension opportunities at different points in their learning journey. Programming is designed to challenge and support each student's growth in areas where they show exceptional potential.

Grading - Standards Based

Students in grades K - 4 receive a standards based report card, twice a year at the end of each semester - January and May/June. Report cards are based on the MN State Standards with three levels of mastery. Growth is measured in academic areas for mastery of all standards by the end of the school year. Behavior standards are also assessed in regards to respect, responsibility and safety.

The reporting categories are:

- Meets Expectations - student has mastered this standard at grade level independently
- Developing - student is working toward mastery at grade level, may not be able to do independently
- Below Expectations - student has not mastered the skill and requires additional support and instruction

Behavior standards are also assessed in regards to respect, responsibility and safety.

Parent Right to Know [*]

Eagle View Elementary School is a Title I school and must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- Whether the teacher has met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived.

- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and majors) or areas) of concentration.
- If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the principal at 218-562-6100.

III. RULES & DISCIPLINE

Attendance - EV attendance line - 218-562-6110 or email evattendance@isd186.org

At Pequot Lakes School we consider attendance to be of the highest priority. Children are more likely to be successful when they attend school on a regular basis. Vast research has shown that regular school attendance is a strong indicator of success in academic achievement and in life in general. As parents, you can set your child up for success by making regular attendance a priority. We strive to partner with parents to ensure students attend school. The following procedures should be followed when a student is absent from school.

When students will be absent from Eagle View Elementary, parents MUST call or email the attendance line by 9:00 a.m.

EV Attendance line 218-562-6110 or evattendance@isd186.org

- School begins at 8:15 a.m. and ends at 3:00 p.m.
- Students are expected to be in class at 8:15 a.m. or will be considered tardy.
3 tardies = 1 unexcused absence.
- Students not in attendance by 9:00 a.m. will be considered absent for the morning. If students leave before 2:15 they will be considered absent for the afternoon.
- If no communication is received within 24 hours of an absence, the absence will remain as unexcused.
- Please notify the school in advance for family vacation or extended absence by completing the advanced absence form (found on the school website) at least a week in advance.

All absences beyond 12 absences will be considered unexcused. Exceptions to this include:

- Absences accompanied with a physician's note indicating the student couldn't attend school due to illness, injury or surgery. Notes from a physician for appointments will be considered parent/guardian excused and will not be an exception.
- Absence when a student is sent home from school by the nurse.
- Absence due to the funeral of a family member.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session. It is the responsibility of the district administration to determine if a student's absence has a valid excuse or not. All schools are required to observe the MN Compulsory School Attendance Laws. The state of MN, Crow Wing & Cass County have laws pertaining to regular student attendance, educational neglect and truancy. Professional ethics and moral responsibility dictate that Pequot Lakes Schools and Eagle View Elementary will adhere to these laws and report violations of attendance to the appropriate agency.

Students are considered by law to be "habitual truants" if they have seven (7) or more unexcused absences a year. a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or

more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school. Truancy, which is educational neglect for younger children, in MN law is reported to Crow Wing or Cass County Attorney's Offices or Social Services (depending on the age of the student) who will work with local law enforcement to ensure regular school attendance for each student.

Excused Absence Work Expectation

Parents of students who are absent two or more consecutive days may call the school **before 9:00 a.m.** to request make-up work. Assignments and books will be in the elementary office by 3:00 p.m. that day.

<u>ABSENCE</u>	<u>WORK EXPECTATION</u>
<p>Vacation (pre-approved) ~In the event of a pre-planned absence of more than a couple of days</p> <ul style="list-style-type: none"> • Notify the office. • Complete the pre-approval form. 	<ul style="list-style-type: none"> • Communicate with the office/teacher. • Complete and return the form to the office for pre-approval of vacation within a reasonable timeframe. • Go on the vacation. • Make up work will be prepared for when your child returns.
<p>Illness ~In the event your student is absent</p> <ol style="list-style-type: none"> 1. First notify the Eagle View Attendance Line at 218-562-6110. 2. Then communicate your student's absence to the classroom teacher. 3. 	<ul style="list-style-type: none"> • Call the attendance line at 218-562-6110 and indicate he/she will be absent from learning for that day. • Make up work will be prepared for when your child returns.
<p>Student is too tired, doesn't want to come to school, misses the bus, etc. . .</p>	<ul style="list-style-type: none"> • Students need to be in class onsite. • It is not a choice to attend remotely. • This is not an excused absence.

Discipline [Policy # 506](#)

Student Rights: *All students have the right to an education and the right to learn.*

We believe that it is important to teach Eagle View Elementary school students positive, appropriate choices for behavior - Being Respectful, Responsible, and Safe – (Patriot Pride). When inappropriate choices are made, relevant consequences to fix the situation are needed. Consequences for failing to follow the rules or meet expectations will first be handled in the classroom or office (see chart).

Classroom Managed Behaviors (Minors)	Office/Admin Managed Behaviors (Majors)
<p>Behaviors addressed in the classroom and documented.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inattention <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Mild disruptions <input type="checkbox"/> Non-compliance <input type="checkbox"/> Mild horseplay <p>Behaviors should be addressed by the teachers with immediate consequences, documentation, and communication home:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeated behaviors of the ones listed above <input type="checkbox"/> Inappropriate language toward peer or staff <input type="checkbox"/> Disrespect <input type="checkbox"/> Tardies <input type="checkbox"/> Minor property damage <input type="checkbox"/> Inappropriate use of technology 	<p>Behaviors that should result in automatic referral to the office:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat/Persistent behaviors <input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Severe disrespect <input type="checkbox"/> Truancy <input type="checkbox"/> Serious Safety violations <input type="checkbox"/> Physical Violence <input type="checkbox"/> Possession of illegal substances/objects <input type="checkbox"/> Theft <input type="checkbox"/> Alcohol, Tobacco or Drug related offenses <input type="checkbox"/> Weapons <input type="checkbox"/> Property damage (major) <input type="checkbox"/> Repeated bus violations <input type="checkbox"/> Sadistic, malicious behaviors

In the case of a discipline referral to the office, disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor or other school district personnel
- Parent contact and/or conference
- Removal from class
- In-school suspension (ISS)
- Detention or restriction/loss of 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
- Out-of-school suspension (OSS) under the Pupil Fair Dismissal Act
- Expulsion/Exclusion under the Pupil Fair Dismissal Act
- Other disciplinary action as deemed appropriate by the school district

IV. HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the elementary 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 parent/guardians.

Contact Information

Parents/guardians must provide updated contact and emergency information annually or upon changes. To update information, please call the building secretary at 218-562-6100 or log in to Infinite Campus to make the necessary changes.

Student Safety Drills

School staff and students practice fire, tornado, and safety threat drills. We know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all. We take great caution to not cause fear among children during drills, but

do stress the importance of listening, moving quickly, and orderly.

Parents/Guardians are asked to discuss this issue with their child so they can better understand the importance of these drills. Families may elect to opt out of an active shooter drill. Please communicate with the EV Office if you would prefer that your student not participate in a drill of this type.

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.

Health Information

School health records will be maintained electronically. It is important to update this information as often as necessary to ensure your child's needs are being met while in school. Current emergency phone contacts are important in the event a student is injured or becomes ill in school. Be sure emergency contacts know you have them listed as a contact resource for the school.

Head Lice

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

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 nurse. If the school nurse is not available, the student will go to the elementary office where parent/guardian contact will be made to pick up their student. Students going home ill must be checked out through the nurse's 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, the middle level office or through the District's website: <http://district.isd186.org/departments-programs/operations/health-services>
- 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/guardian has not requested school personnel to administer the medication to the student;
 - As with any medication, the parent/guardian 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>

[Should I send my child to school?](#) Many students and parents are concerned about when students should stay home or attend school. If your child is absent due to illness, please call the school attendance line ([EV](#), [MS](#), [HS](#)).

The following information is intended to help with this decision. If the student:

- **Has a fever of 100 degrees or more**
The student should stay home for 24 hours after the temperature returns to normal without medication.
- **Has vomited or had diarrhea**
The student should stay home until 24 hours after the last episode without medication.
- **Has any rash for which you do not know the cause**
Check with your family physician/clinic before sending the student to school.
- **Has an illness**
Keep the student at home and call the school daily to report the illness. If a child becomes ill at school, parents or the designated emergency contact is notified.

*** First aid is provided to students with minor injuries. If the injury is serious, 911 will be called and parents will be notified.*

Immunization Requirements

Minnesota state law requires that every student be immunized while in school attendance. State law does not allow students to attend school until appropriate immunization papers have been turned into the nurse's office.

Visitors in District Buildings

In accordance with MN Statute § 609.605, Subd. 4, all visitors must report to the administrative office upon entering the building (door 2). Requests to meet with a teacher before, during or after school must be pre-arranged. The teacher will notify the office staff of the pre-arranged meeting.

Video Intercom System for Office Entrance

A video intercom system has been installed at each of the six main entrances. Anyone wishing to access the building during the school day hours (8:15 a.m. to 3:15 p.m.) will need to use the video intercom system in order to be verified and allowed access. The video intercom system is located inside the entryway.

All visitors to Eagle View (parents/guardians, vendors, salespeople, recruiters, etc.) need to enter the elementary school office, **bringing their state-issued ID with them**, to be scanned through the RAPTOR system. All individuals on the premises are required to wear a RAPTOR-issued badge whenever visiting any of our school facilities.

No parents/guardians/former-student visitors are permitted in the hallways/classrooms during the school day. Exceptions may be granted by prior approval of the administration or in unique circumstances. All exterior entry doors to the school will remain locked during the school day to ensure school security. The school and its officials reserve the right to request proof of identity and limit movement throughout the facility.

Lunch visits

Parents may join their child for school lunch for special occasions. **Bring your state-issued ID** to the office for a Raptor tag and wear while in the building. Exit through the office after lunch.

EARLY CHILDHOOD PROGRAMS

Early Childhood Family Education (ECFE)

Early Childhood Family Education (ECFE) strengthens and supports the ability of all families to provide the best possible environment for the healthy growth and development of their children. ECFE sets the stage for parent involvement and children’s success in K-12 education by offering a variety of programs. Curriculum is based on developmentally appropriate practice for children and individualized for parents. The ECFE Program meets in the Early Childhood Center at Eagle View Elementary School.

Early Childhood Special Education (ECSE)

Early Childhood Special Education is a program that is available for families with children ages 0-5 who qualify to receive services. Any parents or caregivers who have questions or concerns regarding their child’s development should feel free to contact the school district. Services for children aged 0-3 meet at the child’s primary residence, while services for 3-5 year olds meet at Eagle View Elementary School.

Early Childhood - School Readiness (September – May)

The Pequot Lakes School Readiness program is staffed by Minnesota pre-primary – grade 6 licensed teachers. The comprehensive curriculum is MDE approved and helps children strengthen the skills they will need when entering kindergarten. Classes are held at the Early Childhood Center at Eagle View Elementary School.

Early Childhood Screening (ECS)

Minnesota recommends screening at age 3, and it is required for kindergarten entrance. Early Childhood Screening is a check-in of how a child is learning and growing. ECS includes a developmental assessment, vision & hearing tests, height & weight measurements and an immunization and health history review. ECS can answer parenting questions and connect families to early childhood programs and community resources and services. To schedule a screening for your 3-5 year old contact the Early Childhood Center office at 218-562-7520.

Early Childhood Expectations Matrix

	BE KIND	BE RESPONSIBLE	BE SAFE
CLASSROOM	Share/Take Turns Kind Words Help Others	Talking Voice Take Care of Materials Try Your Best	Use Walking Feet Gentle Hands Gentle Body
BATHROOM	Wait Your Turn Respect Privacy	Quiet Voices Keep It Clean	Use Walking Feet Wash Hands
HALLWAY	Body to Self	Quiet Voices Hands to Self	Eyes Forward Stay with the Group
PLAYGROUND	Share/Take Turns Ask to Play Use Body Safely	Take Care of Materials Follow Directions	Use Materials Safely Dress for the Weather
CAFETERIA	Use Good Manners Wait Your Turn	Talking Voice Raise Hand for Help Keep It Clean	Hands/Feet to Self Stay in Your Seat
BUS/VAN	Wait Your Turn	Listen to the Driver Talking Voice	Stay in Your Seat
GYM	Use Body Safely Share/Take Turns	Take Care of Materials Follow Directions Participate	Use Materials Safely

Appendix 5: Middle School



Pequot Lakes Middle School Students and Families:

It is our pleasure to welcome you to this new school year. To help you be successful this year, we are providing you the Pequot Lakes Student Handbook. It contains general information about Pequot Lakes School policies, procedures, attendance, academic, and general information. This portion of the Student Handbook is for you to use as a reference and guide to our school policies and expectations at PLMS. Students and parents are responsible for information contained in the handbook. If you have any questions, please feel free to ask, and know that we will review this content with our students several times throughout the year. The middle school program provides an excellent core curriculum, with many practical arts opportunities, and a Homeroom program devoted to our students' development and extra-curricular activities to help them expand their horizons.

All students at PLMS are entitled to a safe and positive school environment. It is expected that the adults and students carry themselves with Respect, Responsibility, and Integrity. We strive to inspire a passion for learning; creating a successful environment for each student.

Please check your child's Schoology account or the parent tab on our school webpage on a regular basis. The strategic use of these support tools, for organization and planning, will allow your student to experience greater success. 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 school year. Go Patriots!

A handwritten signature in black ink, appearing to read 'Michael O'Neil', is written in a cursive style.

Michael O'Neil
PLMS Principal

PLMS PBIS	RESPECT	RESPONSIBILITY	INTEGRITY/ RELATIONSHIPS
HALLWAYS / LOCKERS	<i>Appropriate language</i> <i>Be patient with those around you</i> <i>Respect others property</i>	<i>Keep your locker combo and space private</i> <i>Keep food and drink out of lockers</i> <i>Keep our school clean!</i>	<i>Share space</i> <i>Appropriate student to student contact</i> <i>Offer to help others</i>
CAFETERIA	<i>Wait your turn</i> <i>Demonstrate good manners</i>	<i>Clean up after yourself</i>	<i>Share your table with others</i> <i>Welcome and be friendly towards those you don't know.</i> <i>Say thank you.</i>
RESTROOMS	<i>Keep the area clean</i> <i>Wash your hands</i>	<i>Use as intended</i> <i>Don't waste time</i>	<i>Respect the privacy of others</i> <i>Report Vandalism</i>
CLASSROOMS	<i>Be courteous, value yourself, others and property</i> <i>Accept peoples' differences</i> <i>Use appropriate language, volume, tone</i>	<i>Arrive quietly, on time and prepared for class</i> <i>Complete assignments on time</i>	<i>Do your own homework</i> <i>Treat others how you want to be treated</i>
SCHOOL-RELATED ACTIVITIES	<i>Use appropriate language</i> <i>Cheer for OUR team and not against other teams</i> <i>Stand and remove hats for National Anthem</i>	<i>Leave your area clean</i> <i>Follow all Minnesota State High School League regulations</i> <i>Represent Pequot Lakes</i>	<i>Show good sportsmanship</i> <i>Treat visitors with respect</i>
LOT/BUS AREA	<i>Use appropriate language</i> <i>Respect others</i> <i>Be patient</i>	<i>Think "SAFETY"</i> <i>Follow all bus policies</i>	<i>Share a seat</i> <i>Report any Negative Behavior</i>
TECHNOLOGY	<i>Use technology wisely</i>	<i>Treat materials with respect</i> <i>Keep "searches" related to school work</i>	<i>Do unto others as you would like done to you.</i>

Arrival and Dismissal Hours

School building hours are 7:30 a.m. - 3:30 p.m. Please do not drop off your child before 7:30 a.m. as staff supervision does not begin until that time. School breakfast starts at 7:45 a.m. Upon completion of the school day, all students are expected to leave campus, unless they are participating in a supervised activity or have permission from a teacher to work in a classroom. Parents should make every effort to pick up students after school no later than 3:30 p.m. if the students do not ride the bus. Staff supervision ends at 3:30 pm. Only students in an activity are allowed to remain on campus after hours.

Attendance - MS attendance line - 218-568-9357 or email msattendance@isd186.org

At Pequot Lakes School we consider attendance to be of the highest priority. Children are more likely to be successful when they attend school on a regular basis. Vast research has shown that regular school attendance is a strong indicator of success in academic achievement and in life in general. As parents, you can set your child up for success by making regular attendance a priority. We strive to partner with parents to ensure students attend school. The following procedures should be followed when a student is absent from school.

When students will be absent from school, parents MUST call or email the attendance line by 9:00 a.m.

- School begins at 8:20 a.m. and ends at 3:15 p.m.
- Students not in attendance by 11:00 a.m. will be considered absent for the morning. If students leave before 2:15 they will be considered absent for the afternoon.
- If no communication is received within 24 hours of an absence, the absence will remain as unexcused.
- Please notify the school in advance for family vacation or extended absence by completing the advanced absence form (found on the school website) at least a week in advance.

All absences beyond 12 absences will be considered unexcused. Exceptions to this include:

- Absences accompanied with a physician's note indicating the student couldn't attend school due to illness, injury or surgery. Notes from a physician for appointments will be considered parent/guardian excused and will not be an exception.
- Absence when a student is sent home from school by the nurse.
- Absence due to the funeral of a family member.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session. It is the responsibility of the district administration to determine if a student's absence has a valid excuse or not. All schools are required to observe the MN Compulsory School Attendance Laws. The state of MN, Crow Wing & Cass County have laws pertaining to regular student attendance, educational neglect and truancy. Professional ethics and moral responsibility dictate that Pequot Lakes Schools and Eagle View Elementary will adhere to these laws and report violations of attendance to the appropriate agency.

Students are considered by law to be "habitual truants" if they have seven (7) or more unexcused absences a year. A child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school. Truancy, which is educational neglect for younger children, in MN law is reported to Crow Wing or Cass County Attorney's Offices or Social Services (depending on the age of the student) who will work with local law enforcement to ensure regular school attendance for each student.

Excused Absence Work Expectation

Parents of students who are absent two or more consecutive days may call the school **before 9:00 a.m.** to request make-up work. Assignments and classwork can be found on the teachers' Schoology pages.

<i>ABSENCE</i>	<i>WORK EXPECTATION</i>
<p>Vacation (pre-approved) In the event of a pre-planned absence of more than a couple of days</p> <ul style="list-style-type: none"> Notify the office. Complete the pre-approval form. 	<ul style="list-style-type: none"> Communicate with the office/team of teachers. Complete and return the form to the office for pre-approval of vacation within a reasonable timeframe. Go on the vacation. Work on missing work remotely (if possible) Make up work will be prepared for when your child returns.
<p>Illness In the event your student is absent</p> <ul style="list-style-type: none"> First notify the PLMS Attendance Line at 218-568-9357. 	<ul style="list-style-type: none"> Call the attendance line at 218-568-9357 and indicate he/she will be absent from learning for that day. Make up work will be prepared for when your child returns.
<p>Student is too tired, doesn't want to come to school, misses the bus, etc. . .</p>	<ul style="list-style-type: none"> Students need to be in class onsite. It is not a choice to attend remotely. This is not an excused absence.

Cell Phone Policy

Any student who wishes to use a personally owned electronic device within ISD 186 must read and sign the user agreement form with the parent/guardian signature.

- Student will take full responsibility for their device and keep it inside their locked locker from the start of period 1 (8:20 am) until the end of period 7 (3:15 pm).
- The school is not responsible for the security of the device while on school grounds.
- Students may access their phones during passing periods only and are not to leave the student's locker.
- Devices are not allowed in classrooms, locker rooms, lunch or recess/break.
- Students who cannot follow expectations regarding personal devices may be subject to discipline.
- School reserves the right to inspect a student's personal device if there is a reason to believe the student has violated ISD 186 School Board policies, administrative procedures, school expectations or has engaged in other misconduct while using their personal device.
- Student may not use the device to record, transmit or post photos or video of a person or persons on school grounds. Nor can any images or video be recorded at school be transmitted or posted at any time without the express permission of a teacher and filmed subject.
- Student will use the "ISD 186student" wireless network while in school. Use of wireless connections (e.g., 3G, 4G, 5G) are not allowed.

Confiscation and Consequences

- Unauthorized Use:** If any personal electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.
- First Infraction:** The device will be confiscated by office staff. The student will pick it up at the end of the school day. Teacher will contact household and document in the Infinite Campus contact log.
- Second Infraction:** The device will be confiscated by office staff. Office will contact household and a parent/guardian must pick up the device. Additional consequences may be assigned.
- Third Infraction:** The device will be confiscated by office staff. Office will contact household and a parent/guardian must pick up the device. Additional consequences may be assigned.
- Fourth Infraction:** The device will be confiscated by office staff. Office will contact household and a cell phone plan will be created. Phone may be held by administration during days or not allowed on site. Parents/Guardians devise a plan together with school administration.

Class Assignments

Classroom assignments are within the school district's discretion. Districts may include information on how and/or when students will be informed of classroom assignments, if requests for changes to classroom assignments will be considered, and, if so, the factors that will affect this decision. A student's classroom assignment can be designated as directory information and, if so, can be listed publicly.

If a student demonstrates academic difficulty, the following steps may be taken:

- Team may meet along with the school's interventionist to discuss the student's academics.
- Team may meet with parent(s) and student.
- Team will communicate in writing with the parent(s) informing them of their child's academic difficulties. A conference may be scheduled with parents, administrators, and teachers to develop a plan to improve academic performance.
- Parents/Guardians of students known to be in danger of not earning the minimum required credits will be notified by mail and a Team meeting will be scheduled with the administrator and parent(s) to discuss appropriate interventions.
- The administration will meet to determine promotion or retention of the student.

Criteria

Student change of academic placement is based on many factors, each contributing to the overall academic progress of the student. The following criteria will be considered in student alternative programming:

- Failure to earn a minimum of 18 quarter / 9 semester credits a year.
- Attendance
- Social /physical maturity
- Individual ability; students with special needs
- Effort shown; (utilizing supplemental services)

Students who are not making academic progress will be reviewed. In the event a decision is made for alternative educational placement, goals must be written indicating what will be accomplished during this time.

Course Change Policy

Changes to a student schedule will occur prior to the start of the semester and only if:

- a schedule is incomplete
- 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
- teacher recommendation

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

- to request a specific class with a classmate
- to request a specific teacher
- they don't "like" the class or a specific teacher
- the course is "too hard"

Course Change Criteria:

- Students enrolled in a course must see that course through completion of the semester before any changes can be made.
- No schedule changes will be considered without a meeting with the household and all staff involved in the change, along with completing the necessary paperwork/process for a course change.

Practical Arts:

- During the student registration process students are asked which of the Practical Arts courses (Music, PLTW, Art, Keyboarding/Digital Media, Patriots on Stage, World Languages, Yearbook,

FACS, etc.) would be their top two selections. Students are then guaranteed one of the two choices. The rest of the courses are auto-scheduled to balance classes and are not changeable.

Curriculum

The school district curriculum is aligned with state standards and state testing. Each year several subject areas may undergo a major examination and are revised as needed. The subjects are reviewed according to the district curriculum cycle. As a result, District 186 is continually updating the curriculum to provide a rigorous and relevant educational program for all students. Please contact the district Director of Curriculum, Assessment, and Technology at 218-568-9332 or the Middle School Office if you have any questions.

Dances

Dances are for Pequot Lakes Middle School students only; guests must be approved by the principal. The deadline for approval is no less than 24 hours prior to the event.

Discipline Categories

Minor Offenses: Offense Categories
Tardiness <ul style="list-style-type: none"> • Less than 10 minutes late to class. • Tracked by the classroom teacher. <i>(Minor)</i>
Inappropriate behavior <ul style="list-style-type: none"> • Mild disruptive behavior. • Mild push/shove or horseplay. • Mild Handbook violations. <i>(Minor)</i>
Academic dishonesty/cheating <i>(Minor)</i>
Inappropriate language <ul style="list-style-type: none"> • Profanity/Swearing • Non-directed <i>(Minor)</i>
Electronic Device/Cell Phone Violation <i>(Minor)</i>

Major Offenses: Offense Categories
Truancy/Skipping Class <i>(Major)</i>
Fake call/note <i>(Major)</i>
Insubordination <i>(Major)</i>
Failure to identify self <i>(Major)</i>
"Disruptive student" <i>(Major)</i>
Vandalism <i>(Major)</i>
Weapon/School Violence/Terroristic threat <i>(Major)</i>
Theft <i>(Major)</i>
Tobacco use/Possession (including simulated substances) <i>(Major)</i>
Alcohol/drug use or possession (includes paraphernalia and simulated substances) <i>(Major)</i>
Alcohol/drug distribution (includes: sharing, selling, trading, exchanging) <i>(Major)</i>
Verbal assault <i>(Major)</i>
Bullying/Harassment/Hazing <i>(Major)</i>
Sexual assault <i>(Major)</i>
Physical assault/Fighting <i>(Major)</i>
Malicious or Sadistic Bullying/Harassment/Hazing <i>(Major)</i>
Physical assault on staff <i>(Major)</i>

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Head coverings, including hats, hoods or head coverings are allowed in the hallway.
 - Teacher discretion and expectations apply to the classroom learning environment.
 - Administrative discretion will be applied to unique circumstances. (i.e. student undergoing chemotherapy, medical situations, religious practices/beliefs)

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Any apparel or footwear that would damage school property. (i.e. marking soles on the gym floor)
- Blankets, flags, capes and other non clothing articles.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

E-Learning Day Plan

See website for more information.

Food and Water in the Classrooms

Food is to be eaten in designated areas only (Cafeteria). Water is allowed in a student's locker. No caffeinated beverages are to be consumed at school. Specific expectations for food and water in the classroom will be shared by the teacher or grade level team and may take into consideration health plans of other students, etc.

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. Grade point averages are determined by the following scale: A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0. A teacher's course syllabus determines the standards for grading in each course. Final grades are not subjected to rounding.

<u>Grading Scale (%)</u>		<u>GPA</u>	
94 - 100	A	4.00	(credit earned)
90 - 93	A-	3.666	(credit earned)
87 - 89	B+	3.333	(credit earned)
84 - 86	B	3.000	(credit earned)
80 - 83	B-	2.666	(credit earned)
77 - 79	C+	2.333	(credit earned)
74 - 76	C	2.000	(credit earned)
70 - 73	C-	1.666	(credit earned)
67 - 69	D+	1.333	(credit earned)
64 - 66	D	1.000	(credit earned)
60 - 63	D-	0.666	(credit earned)
59 - lower	F	0.000	(no credit earned)

Other: Grading Scales may include "Pass" (credit earned) or "Excused" (no credit earned)

Online grade reports may be reviewed through your student's Schoology account.

Students must receive a minimum of 18 credits in 5th and 6th grade and 22 credits in 7th and 8th grade.

- In addition, a student who fails a single subject four times will not be promoted until summer school is completed.
- Summer school is available for students who do not meet the minimum requirements.
- Intervention resources are available.

Grade 5 Credit Accumulation			Grade 6 Credit Accumulation		
<i>Courses</i>	<i>Credits/Semester</i>	<i>Credits/Year</i>	<i>Courses</i>	<i>Credits/Semester</i>	<i>Credits/Year</i>
Reading Language Arts	0.5	1.0	Reading Language Arts	0.5	1.0
Math	0.5	1.0	Math	0.5	1.0
Science	0.5	1.0	Science	0.5	1.0
Social	0.5	1.0	Social	0.5	1.0
<i>Practical Arts Courses:</i>			<i>Practical Arts Courses:</i>		
Art	0.25	0.25	Art	0.25	0.25
PLTW	0.25	0.25	PLTW	0.25	0.25
Media Literacy/Keyboarding	0.25	0.25	Cyber Civics 1/Computer Apps	0.25	0.25
Music	0.25	0.25	PE	0.25	0.25
Vocal Music	0.25	0.25	Choir/Band	0.25	0.5
Intro to Music	0.25	0.25	Patriots on Stage	0.25	0.25
Total Possible Credits		5 Sem	Total Possible Credits		5 Sem

Grade 7 Credit Accumulation			Grade 8 Credit Accumulation		
<i>Courses</i>	<i>Credits/Semester</i>	<i>Credits/Year</i>	<i>Courses</i>	<i>Credits/Semester</i>	<i>Credits/Year</i>
English	0.5	1.0	English	0.5	1.0
Math	0.5	1.0	Math	0.5	1.0
Science	0.5	1.0	Science	0.5	1.0
Social	0.5	1.0	Social	0.5	1.0
PE	0.5	1.0	PE	0.5	1.0
<i>Practical Arts Course Options: (Students receive 4)</i>			<i>Practical Arts Course Options: (Students receive 4)</i>		
Art	0.25	0.25	Art	0.25	0.25

Computers	0.25	0.25	Digital Publishing /Yearbook	0.25	0.25
FACS	0.25	0.25	Yearbook	0.25	0.25
Music	0.25	0.25	Music	0.25	0.25
PLTW	0.25	0.25	PLTW	0.25	0.25
Coding/Cyber Civics 2	0.25	0.25	World Language	0.25	0.25
Choir/Band	0.25	0.5	Choir/Band	0.25	0.5
Total Possible Credits		6 Sem	Total Possible Credits		6 Sem

Holiday Celebrations and Parties

School parties are planned on a cooperative basis by pupils and teachers. Teachers will communicate specifics about classroom celebrations, keeping in mind that any treat should include all students.

Children are permitted to bring a **commercially prepared** and purchased treat on their birthday under the supervision of the teacher and in adherence to any allergies in the classroom. Flowers or balloons should be delivered to a student's home rather than to school to avoid distractions to the classroom. After-school parties should be organized outside school hours.

Honor Roll

At the conclusion of each semester, the 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 an "A" average of 3.666 or higher.
- B Honor Roll-Must have a "B" average of 3.000 or higher.

Honors Programming

The Honors programs are designed to provide academically qualified students with an enhanced and enriched learning experience. It is essential that students in this program perform at the highest levels of: participation, effort, independent analysis, creativity, collaboration, leadership and intellectual skills. Program developed in accordance with MN Statute § 120B.15 and Board Policy #513.

Entrance Criteria for Math:

- **Grade 5 Mathematics**
 - 4th Grade Cogat VII = >6 (Indicator of Cognitive Ability)
 - 4th Grade MCA Percentile Rank = >84 percentile (Indicator of achievement relative to standards)
 - Fall to Spring **STAR** percentiles for 3rd and 4th Grade = >84 percentile (indicators of history of levels of growth)
 - 4th Grade report card assessments in content area greater than a C- (Indicator of achievement on district common summative assessments)
 - 4th Grade teacher recommendation
- **Grades 6-8 Mathematics**
 - Current grade's MCA Percentile Rank = >84 percentile (Indicator of achievement relative to standards)
 - Fall to Spring **STAR** percentiles for previous 2 grades = >84 percentile (Indicators of history of levels of growth)

- Current grade's report card assessments in content area greater than a C- (Indicator of achievement on district common summative assessments)
- Teacher recommendation

Probationary Criteria

- **One out of the four required for a student to be placed on "probation" within the Honors Program:**
 - Current grade's MCA Percentile Rank has dropped below the 85th percentile
 - Current **STAR** grade level score average has dropped below the following percentiles:
 - 5th - 90th percentile
 - 6th - 85th percentile
 - 7th - 85th percentile
 - 8th - 80th percentile
 - Report card math grade average of C+ or below in content area (including end of the quarter assessment data)
 - Teacher recommendation
 - Probationary letters will be mailed at the end of each quarter.

Exit Criteria

- **Two out of the four required for a student to be exited from the Honors Program:**
 - Current grade's MCA Percentile Rank has dropped below the 85th percentile
 - Current **STAR** grade level score average has dropped below the following percentiles:
 - 5th - 90th percentile
 - 6th - 85th percentile
 - 7th - 85th percentile
 - 8th - 80th percentile
 - Report card math grade average of C- or below in content area (including end of the quarter assessment data)
 - Teacher recommendation

Criteria for Language Arts

- **Note: The honors programming for English Language Arts classes follows a "cluster model" where students are grouped with like-ability peers in the general education setting.**
 - Grade 5 Language Arts
 - 4th Grade Cogat VII = >6 (Indicator of Cognitive Ability)
 - 4th Grade MCA Percentile Rank = >84 percentile (Indicator of achievement relative to standards)
 - Fall to Spring **STAR** percentiles for 3rd and 4th Grade = >84 percentile (Indicators of history of levels of growth)
 - 4th Grade report card assessments in content area greater than a C- (Indicator of achievement on district common summative assessments)
 - 4th Grade teacher recommendation
 - Grades 6-8 Language Arts
 - Current grade's MCA Percentile Rank = >84 percentile (Indicator of achievement relative to standards)
 - Fall to Spring **STAR** percentiles for previous 2 grades = >84 percentile (Indicators of history of levels of growth)
 - Current grade's report card assessments in content area greater than a C- (Indicator of achievement on district common summative assessments)
 - Teacher recommendation

Gifted and Talented Programming

Gifted and Talented programming is designed to provide academically qualified students with an enhanced and enriched learning experience relative to their ability level. Students who qualify are afforded the opportunity to access this program through services provided by PLMS's Gifted and Talented staff. Program developed in accordance with MN Statute § 120B.15 and Board Policy #513.

Entrance Criteria for Gifted and Talented Programming at PLMS:

- Cogat Composite Score of a 9

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Library and Media Center

The library/media center is open to students during the school day. Students may use the library/media center during the school day and before and after school only when a supervisor is present and between the hours of 7:45 a.m. and 3:30 p.m.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by building. Students will be notified of their assigned lunch time on the first day of school. Students may receive lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Specific Lunch times can be found in the school schedule below.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Students can access their cell phone during the 5-minute passing period between classes.

Parents/Guardians needing to contact their student or leave a message should route their message through the Middle School Office at 218-568-9357.

National Junior Honor Society

National Junior Honor Society is an organization of selected students who exhibit outstanding scholarship, leadership, service, citizenship, and character. Students in grades 7 with a cumulative GPA of 3.8 or above are invited to apply. Students fill out an application and are required to provide three letters of recommendation. Selected members must demonstrate not only good grades, but also strength in leadership, service, citizenship, and character. Once inducted, NJHS members must maintain a minimum of 3.5 GPA, attend meetings, and participate in chapter service projects. Members who fall below the standards that were the basis for selection may be dismissed.

Safety Drills

School staff and students practice fire, tornado, and safety threat drills. We know that rehearsing emergency plans and discussing possible scenarios helps make our reaction to a real emergency more organized and safe for all. We take great caution to not cause fear among children during drills, but do stress the importance of listening, moving quickly, and orderly.

Parents/Guardians are asked to discuss this issue with their child so they can better understand the importance of these drills. Families may elect to opt out of an active shooter drill. Please communicate with the MS Office if you would prefer that your student not participate in a drill of this type.

School Schedule

Grades 5-6

Breakfast and Open Gym	1	2	3	4A	4B	4C	5	6	7
7:45-8:15	8:20-9:05	9:10-10:00	10:05-10:55	11:00-11:25 Homeroom	Lunch/Recess	Lunch/Recess	12:35-1:25	1:30-2:20	2:25-3:15

Grade 7

Breakfast and Open Gym	1	2	3	4AB	4AB	5	6	7
7:45-8:15	8:20-9:18	9:23-10:21	10:26-11:24	11:24-11:54 Lunch/Break	11:56-12:19 Homeroom/Intervention	12:21-1:17	1:22-2:20	2:25-3:15

Grade 8

Breakfast and Open Gym	1	2	3	4AB	4AB	5	6	7
7:45-8:15	8:20-9:10	9:15-10:13	10:18-11:14	11:16-11:42 Homeroom/Intervention	11:42-12:12 Lunch/Break	12:14-1:10	1:15-2:12	2:17-3:15

School Counseling and Social Worker Services

The Middle School Counselor and Social Worker provide assistance to students in grades 5-8 that may be dealing with personal/social struggles, academic planning and access to resources. Students may also wish to see the counselor for any 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.

Mental Health/Suicide Prevention Information:

- Crisis Lifeline (988)
- Crisis Line and Referral Services (218-828-HELP or 1-800-462-5525)

Student Health

When a student becomes ill during the school day, he/she must have a pass from his/her teacher to go to the nurse's office. 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 Middle School 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, the middle level office or through the District's website: <http://district.isd186.org/departments-programs/operations/health-services>
- 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/guardian has not requested school personnel to administer the medication to the student;
 - As with any medication, the parent/guardian 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>

Should I send my child to school? Many students and parents are concerned about when students should stay home or attend school. If your child is absent due to illness, please call the school attendance line ([EV](#), [MS](#), [HS](#)).

The following information is intended to help with this decision. If the student:

- **Has a fever of 100 degrees or more**
The student should stay home for 24 hours after the temperature returns to normal without medication.
- **Has vomited or had diarrhea**
The student should stay home until 24 hours after the last episode without medication.
- **Has any rash for which you do not know the cause**
Check with your family physician/clinic before sending the student to school.
- **Has an illness**
Keep the student at home and call the school daily to report the illness. If a child becomes ill at school, parents or the designated emergency contact is notified.

*** First aid is provided to students with minor injuries. If the injury is serious, 911 will be called and parents will be notified.*

Posters, Notices, Flyers, etc.

Permission from building 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. Community flyers and notices should be directed to Community Education for the Community Backpack.

Visitors in District Buildings

In accordance with MN Statute § 609.605, Subd. 4, all visitors must report to an administrative office upon entering the building. All visitors to PLMS (parents/guardians, vendors, salespeople, recruiters, etc.) need to enter the middle school office, **bringing their state-issued ID with them**, to be scanned through the RAPTOR system. All individuals on the premises are required to wear a RAPTOR-issued badge whenever visiting any of our school facilities.

No parents/guardians/former-student visitors are permitted in the hallways/classrooms during the school day. Exceptions may be granted by prior approval of the administration or in unique circumstances. All exterior entry doors to the school will remain locked during the school day to

ensure school security. The school and its officials reserve the right to request proof of identity and limit movement throughout the facility.

Lunch visits - Parents may join their child for school lunch for special occasions. This must be pre-approved by the building administrator.

Appendix 6: High School

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			

ATTENDANCE

Any absence with parent notification will be marked as parent excused, up to 12 absences per year. All absences beyond 12 absences will be considered unexcused. Exceptions to this include:

- Absences accompanied with a physician’s note indicating the student couldn’t attend school due to illness, injury or surgery. Notes from a physician for appointments will be considered parent/guardian excused and will not be an exception.
- Absence when a student is sent home from school by the nurse.
- Absence due to the funeral of a family member.

Attendance Protocol

- In order for an absence to be excused, the student’s parent/guardian must contact the school via phone (218) 568-9574 or email (ntriebenbach@isd186.org) to verify the reason for the absence. If the office is not contacted or no reason is given, the absence will be unexcused.
- If the student will be coming in late, they must enter the building through the High School Office and sign in to receive a pass to class.
- If the student will be leaving the building during school hours, the office must receive prior notice and the student will need to exit through the High School Office and sign out.

Advanced Absences

For any planned absence that will be longer than 2 days (i.e. family vacation), an Advanced Absence Request Form will need to be filled out and returned to the office one week prior to the absence. This request must be pre-approved by the administration. Previous absences, trancies, illnesses and academic progress will be factors considered in the approval process. If approved, credit may be received for work missed and the absence will be excused. If the request is NOT approved, it is an unexcused absence and no credit is received for any work missed. If the absence is approved, it will be the student’s responsibility to notify their teachers and take care of any work they may miss during the absence.

Absences and Activities

If the student participates in sports or activities, they will need to be in school by 11:00 am with a valid reason for the absence (i.e. a doctor’s note) or have the absence pre-excused by the Principal or Activities Director, otherwise they will be unable to participate in their sport or activity for that day. If

the student has an unexcused absence or suspension in any class period, they will be unable to participate in their sport or activity for that day.

Excused Absences

Any absence for which a parent or guardian provides notification to the office prior to the student being absent

Unexcused Absences

- Truancy (any absence not approved by the parent or school district)
- Any absence in which the student failed to comply with reporting requirements
- Work at home or at a business (except under a school-sponsored work release program)
- Vacations with family (unless approved ahead of time via an Advanced Absence Request)
- Personal trips to schools or colleges (unless approved ahead of time by school administration or designee)
- Arriving to class more than five minutes late unless the student has a note or the office has been notified
- Any other absence not included under the attendance procedures set out in this policy

Student attendance will be recorded on the student transcript. Attendance criteria will be used to determine qualification for open hours.

Open Lunch

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 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.

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.

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.

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 students 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.

Posters, Notices, and 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

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.

Cell Phone Policy

Any student who wishes to use a personally owned electronic device within ISD 186 must read and sign the user agreement form with the parent/guardian signature.

- The policy of the High School will be "Bell to Bell, No Cell".
- Cell Phone Use: Students may NOT use personal electronic devices during the class period - bell to bell.
- Personal Electronic Devices: cell phones, headphones, iPods, smart watches, earbuds, tablets
- Device Storage: Cell phones be kept in the provided classroom storage. All other devices must be kept in the locker or backpack.
- School reserves the right to inspect a student's personal device if there is a reason to believe the student has violated ISD 186 School Board policies, administrative procedures, school expectations or has engaged in other misconduct while using their personal device.
- Student may not use the device to record, transmit or post photos or video of a person or persons on school grounds. Nor can any images or video be recorded at school be transmitted or posted at any time without the express permission of a teacher and filmed subject.
- Student will use the "ISD 186student" wireless network while in school. Use of wireless connections (e.g., 3G, 4G, 5G) are not allowed.

Confiscation and Consequences

- Unauthorized Use: If any personal electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.
- First Infraction: The device will be taken to the office and the student will pick it up at the end of the school day. Teacher will document in Infinite Campus.
- Second Infraction: A parent/guardian must pick up the device, and additional consequences may be assigned. Household will be contacted and teacher will document in Infinite Campus.
- Third Infraction: A parent/guardian must pick up the device, and additional consequences may be assigned. Household will be contacted and teacher will document in Infinite Campus.
- Fourth Infraction: Cell phone plan created. Phone may be held by administration during days

or not allowed on site. Parents/Guardians devise a plan together with school administration.

Student Schedules

Students are required to have a full schedule of 7 classes each semester. These courses can be a combination of in person classes, online classes, open hour, and special programs such as internship. Schedules are determined by the counseling department in consultation with students and families.

Open Hours

Students in grades 11 & 12 are eligible for open hours, class periods where they are not scheduled for a course. During these open periods, students are allowed to work independently in the commons, media center, and Patriot Cafe. Students are allowed to leave campus but must sign in and out of the office.

Eligibility:

- Juniors - Students who qualify to participate in College in the Schools (CIS) coursework (4-credit minimum) and meet minimum attendance requirements are eligible to register for an open hour. Attendance requirements are based on previous semester attendance.
- Seniors - Students on track for graduation and meet minimum attendance requirements are eligible to register for an open hour. Attendance requirements are based on previous semester attendance.

Course Drop/Add Policy

Once counselors have received all of 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. Students with two or more failing grades are not allowed to leave school early to attend away events.
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 Infinite Campus. 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 & 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.

<u>Grading Scale</u>		<u>Unweighted /Weighted GPA</u>
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 credit Art
3 credits Math	1 credit 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.

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.

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.

Morning & 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.**

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:

- Clothing that fails to adequately cover the chest, butt, or other private areas of the body
- Clothing containing messages referring to alcohol, tobacco, drugs, nudity, violence, gang-related symbolism,
- Offensive language, or pictures (sexual, racial, or religious harassment; profanity)
- 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.
- 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.