Mission Statement

The Mission of Park Rapids Area High School (a partnership of communities) is to work together to prepare today’s learners for tomorrow’s challenges through: sharing of ideas and acceptance of diversity, efficient use of resources—including staff, finances, curriculum, physical plant, technology and area wide support services—thereby providing for maximum academic and personal growth.
HIGH SCHOOL FACULTY
S. Aldrich ----------------------------- Social
M. Baumgartner ------------------------ Math
C. Brand -------------------------------- Math
M. Brandt ----------------------------- Special Education
K. Buckholtz ------------------------ Language Arts
K. Cederstrom ----------------------------- Special Education
M. Clark ----------------------------- Health/Phy Ed
L. Coborn -------------- Alternate Learning Center
T. Coborn - Social/Alternate Learning Center
J. Cook ----------------------------- Instrumental Music
M. Cool ----------------------------- Social
P. Deegan ----------------------------- Special Education
J. Dravis ----------------------------- Industrial Tech
D. Etter ----------------------------- Math
T. Fritz ------------------------------- Swimming/Phy Ed
M. Goeden ----------------------------- Phy Ed
S. Graham ----------------------------- Science
T. Griffin -------------- Alternate Learning Center
T. Guida ----------------------------- CCCC
M. Hartung ----------------------------- Art
J. Jackson ----------------------------- Nurse
K. Johnson ----------------------------- Language Arts
A. Kuehn --------------- Business Ed
G. Kuehn ----------------------------- EBD
M. Lorden ----------------------------- Social
JT. Luther ----------------------------- Science
T. Miller ----------------------------- Language Arts
K. Mitteness ----------------------------- ELL
A. Morris ----------------------------- LD
S. Ross ----------------------------- Spanish
T. Schroeder -------------- Alternate Learning Center
V. Schroeder ----------------------------- Academic Advisor
D. Sleen ----------------------------- Industrial Tech
W. Steinke ----------------------------- Vocal Music
S. Thorson --------- Science
B. Vandal ----------------------------- Science
A. Westberg ----------------------------- Math
K. Winters ----------------------------- Language Arts

ADMINISTRATION
Lance Bagstad ------------------------ Superintendent
Jeff Johnson ------------------------ Principal
Shelli Walsh ------------------------ Education Services
Jeremy Nordick ------------------------ Activities Director

BOARD OF EDUCATION
Sherry Safratowich ------------------------ Chairperson
Gary Gauldin ------------------------ Vice Chairperson
Dennis Dodge ------------------------ Treasurer
Clayton Hoyt ------------------------ Director
Jay Pike ------------------------ Director
Stephanie Carlson ------------------------ Clerk

SUPPORT STAFF
T. Boyd ------------------------ Comm. Ed. Sec'y
JT. Clark ------------------------ Food Service
K. Dent ------------------------ Paraprofessional
J. Dickinson ------------------------ Community Ed. Director
K. Hanisch ------------------------ Paraprofessional
M. Evink --------- Administrative District Office/HR
K. Fritze ------------------------ Business Manager
L. Henderson ------------------------ Paraprofessional
J. Hoernemann ------------------------ Paraprofessional
W. Holden ------------------------ Administrative Assistant
T. Jensen ------------------------ Accounts Payable
T. Kumpula------------------------ Technology Technician
D. Larson ------------------------ Indian Education
C. Leach ------------------------ Transportation Director
S. Litzau ------------------------ Paraprofessional
J. Marth ------------------------ CTSS Mental Health
RJ McCarthy ------------------------ Payroll
S. Miller ------------------------ Testing/Technology
Park Rapids Police Dept. ------ Police Liaison
E Pohl ------------------------ Special Education Director
A. Rice ------------------------ Student Services Secretary
D. Seifert ------------------------ Activities Secretary
K. Splet ------------------------ Supt. Secretary/Food Service
C. Wagner ------------------------ Media Secretary
Open------------------------ Indian Education Paraprofessional
Open------------------------ Paraprofessional

Preparing Today’s Learners for Tomorrow’s Challenges

Behavior Expectations—Display tact
Member of:
- Northwest ECSU
- PAWN Special Education Cooperative
- North Country Vocational Cooperative
- Mid-State Athletic Conference
- Minnesota State High School League (MSHSL) Region 8A
- National Forensic League (NFL)

Visit our Web Page
www.parkrapids.k12.mn.us

Ask us about ParentVue
See your child's grades, attendance and more on the Internet.

Preferential Learners for Tomorrow's Challenges

Serving Part of Hubbard and Becker Counties

School Board Meeting
6:00 p.m.
1st and 3rd Monday of every month.
Frank White Educational Center Community Room

Accredited by:
Minnesota Department of Education

Nickname: Panthers
School Colors: Orange & Black
School Song: Caissone Song
Park Rapids Area High School is located in west central Minnesota serving an area of approximately 600 square miles in the southwestern part of Hubbard and eastern part of Becker County. The Park Rapids School District is one of the larger school districts in Minnesota and is somewhat smaller than the State of Rhode Island. Our bus drivers drive approximately 3000 miles every day. Their safety record is excellent. The 2010 census data indicated a total district population of approximately 12,088 persons.

The economic stability and growth of the school district is dependent primarily upon agriculture, tourism, and logging within the boundary lines of the school district. The area around the school district is one of inherent beauty, being situated in a part of Minnesota blessed with a scenic countryside, many beautiful lakes (300 within a 50 mile radius of Park Rapids), and agricultural land which is being continually developed by improving farming methods and increased productivity. We are proud of Park Rapids, the Headwaters of the Mississippi River.

The curriculum of our four-year comprehensive high school is designed to meet the needs of approximately 400 students. The program of studies is outstanding in preparing students to make the transition into the world of work, military, or post-secondary education. The personal support of the school by the community is evident by the excellent education programs and student involvement in the co-curricular activities.

"Teachers open the door...you enter by yourself." This ancient Chinese proverb expresses that learning must contain the two active ingredients of a learner and a teacher. A teacher can open the door to an exciting and interesting experience. It is up to you, the learner, to make the most of that experience.

This Registration Catalog will acquaint you with the courses, graduation requirements and registration procedures at Park Rapids Area High School. You are urged to read this booklet carefully and seek advice from your parents, your counselors and other members of the school's staff. After carefully assessing your abilities, aptitudes, and interests, select courses consistent with your educational and career goals. If you select courses below your ability level, you are cheating yourself out of an education you deserve and are limiting yourself for future study and employment. In the long run it is not the grades you receive that are important, but the knowledge and skills you take with you that will enable you to lead a productive, fulfilling life.

Today's plans and efforts are tomorrow's joys and accomplishments. Best wishes for a rewarding school year as you make plans that affect your future.

Principal Jeff Johnson
SCHOOL ORGANIZATION

Our school year is divided into three trimesters (fall, winter, spring). Correspondingly, marking periods are at twelve-week intervals. Courses will be offered on the trimester plan, each carrying one (1) credit per trimester. Park Rapids Area High School is on a seven period day schedule.

Of necessity some courses require a pre-requisite and some sequence but many of the courses are independent and non-sequential. A student, through a pre-registration program, indicates the courses s/he wishes to carry for the upcoming school year. Students must plan a minimum of 18 credits for the year and list alternates. This is equivalent to 6 classes every day for each trimester during the year.

The trimester plan, combined with a seven period day, provides students with more variety and flexibility in subject choice. At the same time it requires more thought and care on the part of the student in making appropriate subject choices.

Students are urged to discuss their choice of subjects with their parents, their teachers, and school counselor. In selecting subjects, students should give thought to their overall high school program and to their post high school educational-vocational plans.

PHILOSOPHY

Park Rapids Area High School is committed to offering students a variety of experiences to prepare them for meeting the challenges of an ever-changing complex society. Comprehensive offerings in the academic core areas range from traditional secondary classes to advanced level courses in all subject areas. These programs are further supplemented and enhanced by a broad base of electives from which to choose. Graduates of Park Rapids Area High School are well prepared to continue studies at the college level; pursue post secondary vocational training; or enter into many entry level positions of the world of work.

We believe the primary purpose of the Park Rapids Area High School is to provide educational experiences which will enable people to acquire and apply knowledge. By the acquisitions and application of this knowledge it is hoped that each individual will be able to meet his or her greatest potential mentally, physically, emotionally, socially, and morally. Park Rapids Area High School is dedicated to offering quality education to students. It is imperative that school personnel, students, parents, and other residents work together to refine and maintain the high standard of educational programs in the district.

MESSAGE TO PARENTS

Parent involvement in the educational process is recognized by the Park Rapids Area High School staff as a major facet in the maintenance of a quality educational program. Every effort is made to involve parents in the educational process. There are several ways in which this may occur.

- Parent-teacher conferences are scheduled during the school year. You are encouraged to confer with teachers of your students in order to discuss mutual concerns about your child’s education.
- Midterm reports are given to all students so that parents and students can be made aware of the students progress for the trimester.
- Counseling personnel are available to help students with career information, college or technical college information and financial aid, graduation requirements, and to schedule changes. You are encouraged to contact a guidance counselor when concerned about your student’s education.

Only by working together can we mutually provide the best educational opportunities possible for all young people.
Welcome students and parents,

Welcome to the Park Rapids Area High School. On behalf of the faculty and school board, we would like to welcome you to the 2016-2017 school year. We hope that you will have a great year.

We are looking forward to assisting you in fulfilling your educational goals. PRAHS has a history of fine academic classes and a well rounded extra curricular list of activities. We expect you to meet the educational goals that you have set to carry on this tradition of excellence. You can benefit from everything that PRAHS has to offer by becoming involved in both the classroom and the stage or playing field.

Students and parents should feel free to contact the principal, assistant principal, school counselor or any teacher if you have questions or encounter difficulties. We are here to make your years in high school as successful, yet educationally challenging as possible.

It is the policy of the Park Rapids district to provide an equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

This student handbook has been prepared for your convenience in understanding the procedures and regulations of your/our school. This handbook is subject to change without notice at the discretion of the Board of Education. The school board adopted this handbook on May 2014. The Policy Manual of District 309 can be reviewed at the district and principal’s offices and on the district website.

The main high school phone number is 218-237-6400 (student services).
Principal's office is 218-237-6440
School Web Site: www.parkrapids.k12.mn.us

Looking forward to a great school year,
Jeff Johnson
Principal

John Schumacher
Assistant Principal

“Preparing Today’s Learners for Tomorrow’s Challenges”

ParentVue: a useful tool to track student progress. More info on page 4
ParentVUE on the Web!
ISD #309 is currently using a student information software called "Synergy". ParentVUE is the parent portal and StudentVue is the student portal of this web-based software.

The website is useful to parents and students for viewing information regarding items in the following areas:
- Attendance
- Demographics
- Health (immunizations)
- Student schedules
- Student grades
- Email to your child’s teacher

The information is available for you to view with a secure password. If you have further questions contact Wendy Hold- at 237-6403. or wholden@parkrapids.k12.mn.us

 Principal’s Office
Students are always welcome in the principal’s office. No student problem is too small to warrant the attention of the principal. However, to avoid conflicts and congestion when the principal is busy, the student should leave his/her name with the office secretary and return to class. The student will be called when the principal is free to see him/her.

 Student Rights
In all school activities, disciplinary procedures and teacher-student relationships, the students’ rights, as prescribed by law, State Department regulations, and school board policy, shall be protected.

NOTE: The Panther Guide is only a summary of the school district’s policy on Student Discipline. The policies in their entirety are on file in the district and principal's offices and on the district website.

 Counseling Service
The Guidance and Career Counseling Center is organized to assist students with education, career and personal concerns. Educational and vocational materials are available for student use in developing individual plans. The primary purpose of the counselor is to help students help themselves.

 Registration
The subjects you take should be chosen with care so as to best meet your future needs and interest. Certain subjects and credits are required for graduation as outlined in your registration booklet. However, there are a variety of courses in each area of study which will meet their requirements, plus a wide range of elective courses designed to meet your individual interest. When in doubt, confer with your counselor.

 Curriculum
Students are given the opportunity to plan their academic programs with the assistance of a counselor. Course offerings will be based on meeting individual needs, interest, and aptitudes.

 Academic Performance/Eligibility
The A, B, C, D, and F grading system is used in all classes. Three times during the school year, each student will receive a report of his/her progress. A student is urged to take the report card home for his/her parent’s observation. Only the final grade in a subject is recorded in the permanent records. An Honor Roll ("A" and "B") will be published each trimester. To make the A Honor Roll, you will need a 3.665 grade point average. To make the B Honor Roll, you will need a 3.00 GPA. Students who have a "D" or "F" will not qualify for the Honor Roll. Grade checks will be done every 2 weeks. If you are failing a grade and participating in Activities you will be put on academic probation for 1 week to become eligible. If after 1 week you are still failing you will become ineligible for the next week and or until the grade is passing.

 Behavior Expectations—Accept responsibility for own behavior

<table>
<thead>
<tr>
<th>Inside this issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headwaters Educ Learning Program (H.E.L.P)</td>
</tr>
<tr>
<td>Homebound Instruction</td>
</tr>
<tr>
<td>Inappropriate Behavior</td>
</tr>
<tr>
<td>Incompletes</td>
</tr>
<tr>
<td>Lettering</td>
</tr>
<tr>
<td>Lockers</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
</tr>
<tr>
<td>Lunch Periods</td>
</tr>
<tr>
<td>Make-up Work</td>
</tr>
<tr>
<td>Media Center</td>
</tr>
<tr>
<td>Medical Assistance</td>
</tr>
<tr>
<td>National Honor Society</td>
</tr>
<tr>
<td>Non-Discrimination</td>
</tr>
<tr>
<td>Parent Experience</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Plagiarism</td>
</tr>
<tr>
<td>Pledge of Allegiance</td>
</tr>
<tr>
<td>Post Secondary Enrollment</td>
</tr>
<tr>
<td>Principal’s Office</td>
</tr>
<tr>
<td>Registration</td>
</tr>
<tr>
<td>Release of Pupil Records</td>
</tr>
<tr>
<td>Removal from Class</td>
</tr>
<tr>
<td>Respect Property</td>
</tr>
<tr>
<td>Respect, Courtesy</td>
</tr>
<tr>
<td>School Song</td>
</tr>
<tr>
<td>Sportsmanship Creed</td>
</tr>
<tr>
<td>Student Assemblies</td>
</tr>
<tr>
<td>Student Assistance Program</td>
</tr>
<tr>
<td>Student Government</td>
</tr>
<tr>
<td>Student Records</td>
</tr>
<tr>
<td>Student Rights</td>
</tr>
<tr>
<td>Student Skip Days</td>
</tr>
<tr>
<td>Study Halls</td>
</tr>
<tr>
<td>Suspension</td>
</tr>
<tr>
<td>Technology/Internet</td>
</tr>
<tr>
<td>Testing</td>
</tr>
<tr>
<td>Theft, Damage</td>
</tr>
<tr>
<td>Threats</td>
</tr>
<tr>
<td>Tobacco</td>
</tr>
<tr>
<td>Tornado Drills</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Trespassing</td>
</tr>
<tr>
<td>Visitor Passes</td>
</tr>
<tr>
<td>Waste Management</td>
</tr>
<tr>
<td>Weapons, Explosives</td>
</tr>
<tr>
<td>Withdrawals</td>
</tr>
</tbody>
</table>
HOMEBOUND INSTRUCTION

Students qualify for homebound instruction if they are physically or mentally unable to attend class at the school site due to illness, injury or placement in some type of treatment facility. Social Services, the court, or a medical authority may make the placement. If the student has an IEP (Individual Education Plan) the IEP team may specify home placement. Examples of situations that are not considered homebound are:

- Students who are leaving home to attend work
- Students attending school at an alternative site
- Students attending school for part of the day

HOMEBOUND STATUS IS FOR THOSE STUDENTS WHO ARE PHYSICALLY OR MENTALLY UNABLE TO LEAVE THEIR HOME.

ADVANCED STUDY

Available to students on an individual contract basis for an advanced program of independent study which is not normally offered in the regular curriculum or there is a schedule conflict. To be considered, a student must:

1. Develop a contract with the sponsoring teacher and student.
2. Receive approval by the principal, for any proposal, prior to registration.
3. Grades for Advanced Study will be “Pass or Fail” except under special circumstances

GRADING

Grades are earned in each course on an A, B, C, D F (failure) basis. Students enrolled in certain courses may earn a “P” grade the same as for an A, B, C, D for passing. When applicable, plusses and minuses are used in calculating GPA. Grades are figured on a 90%, 80%, 70%, 60% basis. Some classes may alter this scale.

ACADEMIC LOAD

All students MUST enroll in and carry AT LEAST SIX CLASSES each trimester. There are 84 possible periods in the regular schedule in which students must earn the 72 credits required to graduate in 4 years.

SCHEDULE REVISION

1. Schedule changes will require a student-counselor conference. Parental involvement is expected before major changes are made.
2. A student requested schedule change after the first grading period of a trimester will result in a “WF” if the student is failing the class they are looking to drop.
3. A student can only make a schedule change within the first 3 days of a trimester.

HONOR ROLL

To make the ‘A’ Honor Roll, you will need a 3.665 grade point average.
To make the ‘B’ Honor Roll, you will need a 3.00 grade point average.
The student will not have a D or F.

REQUIREMENTS

**Freshman:** Full year of Science, Math, Language Arts, Social 9 and Physical Education.

**Sophomore:** Credits not earned in grade 9 will be made up in grade 10. You must successfully complete a minimum of a full year of American History, Language Arts, Chemistry, Math and one trimester each of Health and Physical Education

**Junior:** Credits not earned in grade 9 and 10 will be made up in grade 11. You must successfully complete a minimum of one full year of Social 11, Language Arts, Biology and Math.

**Senior:** Required classes, failed earlier in high school, will have to be repeated. During your senior year, you must take a minimum of 1 full year of Social Studies, Language Arts.

Graduation Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>12</td>
</tr>
<tr>
<td>Social Studies</td>
<td>11</td>
</tr>
<tr>
<td>Physical Education</td>
<td>5</td>
</tr>
<tr>
<td>Health</td>
<td>2</td>
</tr>
<tr>
<td>Math</td>
<td>9</td>
</tr>
<tr>
<td>Science</td>
<td>9</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Required credits</td>
<td>51</td>
</tr>
<tr>
<td>Minimum Elective</td>
<td>23</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td>72</td>
</tr>
</tbody>
</table>
ENROLLMENT OPTIONS
Students attending school in Minnesota have a number of educational opportunities which allow them to enroll in a public school or program located in a district other than the one in which they live. These “graduation incentives” give students alternative ways of getting their high school diplomas. Brief descriptions of some of these options are listed below. For additional information, you should contact your guidance counselor.

- Area Learning Centers offer alternative programs to help students graduate from high school.
- Minor Parents, Pregnant Minors: Eligible youth may choose from alternative programs to earn a high school diploma.
- Open Enrollment: A student must submit an Enrollment Options form to the non-resident district before January 15 for attendance for the following school year.
- PSEO — Juniors and Seniors have the possibility of arranging classes in a vocational school or college while still in PRAHS. The intent of this option is to promote academic excellence and increase options for ambitious students. Features which attract student interests include:
  1. Students interested in this option should start the necessary process with the high school counselor. Two application forms are used: a regular college or tech school application needs to be completed the first semester a student wants to enroll. Another more specific application concerning which courses and their equivalent credits needs to be completed each semester.
  2. Students have a time limit of two consecutive school years in which this option can be used during 11th & 12th grade. One could not use after expected graduation at the end of 12th grade. Similarly, if one first enrolls during 12th grade the limit is one year of option privilege.
  3. The high school counselor and the student should expect to work out the equivalency of credits prior to or during the enrollment process.
  4. Students are not eligible for state post-secondary financial aid while enrolled in the options program. Transportation money is also strictly controlled and therefore available to students who meet state financial guidelines.
  5. Students with PSEO status are high school students taking courses at another location for part or all of the day. Their grades will be recorded by the high school for the honor roll, calculated into the high school grade point average and other special awards. Students are responsible for delivering their post-secondary grades to the high school.
  6. Students are eligible to participate in Park Rapids Area High School extracurricular activities as long as all other eligibility requirements are met.
  7. Students may go half time or full time PSEO. They may not take PSEO over and above a regular school course load. Students must declare if they plan on doing PSEO by May 1st.

EQUAL RIGHTS STATEMENT
The Park Rapids School District, in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, religion, color, national origin, economic status or disability in the following areas:

Education Practices
- Access to course offerings
- Curricular materials
- Counseling practices
- Extra-curricular activities
- Athletics
- Use of school facilities

Employment Practices
- Employment criteria
- Hiring and termination
- Job classification and structure
- Marital or parental status, age
- Advertising
- Pre-employment inquiries

ALTERNATIVE LEARNING PROGRAM
H.E.L.P. (Headwaters Alternative Learning Program) is a year-round independent study program sponsored by the Park Rapids Area Schools serving learners from 16 to 21 years of age. Instruction is individualized and credits are awarded on a performance or independent study basis. Students who complete their credits through H.E.L.P. receive the needed high school credits that will allow them to graduate with their class or to graduate from Park Rapids at a later date. H.E.L.P. uses a unit system of completing work which combines seat time and written/project work. The course work can be completed during one trimester or stretched over a longer period of time.

Eligible students under age 21 are those who meet any of the following criteria: (1) are performing substantially below grade level; (2) at least one year behind in credits for graduation; (3) are pregnant or parents; (4) have experienced physical or sexual abuse; (5) are chemically dependent; (6) have mental health problems; (7) have been homeless recently; (8) have withdrawn from school or been chronically truant (usually age 16); or, (9) speak English as a second language or have limited English proficiency.

Contact the high school office for more information or to register for H.E.L.P.
CAREER PLANNING
To wisely choose your courses, you must consider your plans and then choose the courses that best fit your interests and capabilities. There should be room in your total high school program to fulfill the requirements of your post-high school goals and to sample other general areas. Hopefully, we will see: girls sampling industrial technology, more boys in human development; more vocational-bound students taking math and science; more college-bound students trying on the job experience, industrial technology and human development: all types of student sampling foreign languages, art and music.

REGISTRATION INFORMATION
1. Make a tentative decision about your after school plans; example, college, vocational school, military or work.
2. Know the graduation requirements
3. Read the course descriptions so you will choose courses that meet your interests and plans.
4. Discuss your selection with your teachers, counselors, and most importantly, your parents.
5. Take home your registration materials and have your parents approve your choices.

advanced standing credits
Students earn college credit from Northwest Technical College Bemidji, MN State Community and Technical Colleges (all campuses) or Northland Community & Technical College, (by completing certain high school courses. Students must meet the following criteria before they are eligible for credit.

➢ Graduate with at least a 2.0 high school GPA
➢ Enroll, register, and is a student in good standing at any above named technical college
➢ Applies for Advanced Standing within 36 months of completion of eligible high school course by submitting appropriate forms, available from the school counselor.
➢ Has completed a minimum of twelve (12) credits at any above named technical college with a minimum GPA of 2.0.

The following courses are eligible for Advanced Standing Credit:
- Keyboarding/MS Word
- Money Management
- Accounting I
- Medical Terminology
- Advanced Woods
- Building Trades

re-enrollment
Students who voluntarily dropout of school will be allowed to re-enroll only at the beginning of the next trimester.

college credit courses
A limited number of advanced level courses may be taken for both high school and college credit while staying in the regular high school setting. Students must have a CUM GPA 3.0 to enroll. Any courses below a C will not transfer and less than a 2.00 GPA in the college classes will cause the student to be dropped.

College in the high school courses are available in the areas of:
- English: College English
- Mathematics: College Algebra
- Social Studies: College Social
- Science: Physics and College Anatomy & Physiology.
- Business: MS Office Applications

University of MN - Crookston
- For English, each trimester is a 3 semester-hour course for college credit. College courses include Comp I, Comp II and Public Speaking
- Mathematics course may earn 3 semester-hour college credits for the full year of College Algebra.
- Social Studies courses earn 6 semester-hours for the full year sequence of College Social. Courses include Intro to Psychology and Intro to Sociology.
- Business: 3 semester hours are earned in the one trimester course. College course includes Intro to Microsoft Applications.

Bemidji State University
- Science—courses earn 5 semester-hours for the full year sequence of Physics

Northland Community College– TRF
- Science—courses earn 8 semester hours for the full year sequence of Anatomy & Physiology

registration
To receive college credit a student must have a grade of “C” or above. These courses may also be taken only as high school courses with no college credit. For further information, see your guidance counselor or principal.
Graduation Requirements

Park Rapids High School is on a trimester schedule and a seven period day. Students earn one credit upon successful completion of each course every 12 weeks. All students will be required to be enrolled in at least 6 academic classes. To graduate from Park Rapids Area High School a student needs to:

- Earn 72 credits,
- Must participate in State Testing

Graduation Credit Status

It is possible to earn 84 credits in the regular 3 trimester, 7 period per day schedule. Students must earn 72 trimester credits to graduate from Park Rapids Area High School. Credits are earned beginning with the 9th grade year.

The following chart lists the recommended number of credits that should be earned by the end of each trimester to be on pace to graduate in 4 years.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>60</td>
<td>66</td>
<td>72</td>
</tr>
<tr>
<td>11</td>
<td>42</td>
<td>48</td>
<td>54</td>
</tr>
<tr>
<td>10</td>
<td>24</td>
<td>30</td>
<td>36</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

For participation in Minnesota State High School League Activities, in order to be “on track” to graduate “on time” students must have accumulated credits according to the following criteria, at the end of the respective grading periods.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>58</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>37</td>
<td>44</td>
<td>51</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Student Records

Student’s grades and cumulative records contain confidential information and primarily reflect academic performance. Students and their parents have the right to a private interpretation of their records by principals or counselors. Students also have the right to question and add relevant and pertinent information to their permanent and accumulative records. Access will be in compliance with Minnesota State Laws.

The collection, security and dissemination of student records shall be done in compliance with Minnesota State Law, Chapter 479, Section, 15.162 to 15.168.

Any student and his/her parents or guardian shall have the right to examine; challenge or request copies of said student’s permanent records upon written request.

a. For students under 18 years of age, the request must be signed by the parent or guardian.

b. Students over 18 years of age may sign their own request, provided that an age 18 waiver form is on file. For additional information, refer to RELEASE OF PUPIL RECORDS.

Release of Pupil Records

Data and other records collected and maintained on pupils is classified as:

DIRECTORY INFORMATION -- is considered “public” and means information in an education record which would not generally be considered harmful or an invasion of privacy if disclosed. It includes: name; grade; weight & height of athletic team members. Does not include data, which references: religion, race, color, social positions or nationality.

Post Secondary Enrollment Option—PSEO

Sophomores, Juniors and Seniors have the possibility of arranging classes in a vocational school or college while still in PRAHS. A 10th grade pupil applying for PSEO must have received a passing score on the 8th grade Minnesota Comprehensive Assessment in reading as a condition of enrollment. The intent of this option is to promote academic excellence and increase options for ambitious students. Features which attract student interests include:

1. Students interested in this option should start the necessary process with the high school counselor. Two application forms are used: a regular college or tech school application needs to be completed the first trimester a student wants to enroll. Another more specific application concerning which courses and their equivalent credits needs to be completed each trimester.

2. Students have a time limit of three consecutive school years in which this option can be used during 10th, 11th & 12th grade. One could not use after expected graduation at the end of 12th grade. Similarly, if one first enrolls during 12th grade the limit is one year of option privilege.

3. The high school counselor and the student should expect to work out the equivalency of credits prior to or during the enrollment process.

4. Students are not eligible for state post-secondary financial aid while enrolled in the options program. Transportation money is also strictly controlled and therefore available to students who meet state financial guidelines.

5. Students with PSEO status are high school students taking courses at another location for part or all of the day. Their grades will be recorded by the high school for the honor roll, calculated into the high school grade point average and other special awards. Students are responsible for delivering their post-secondary grades to the high school.
**Student Assistance Program**

Many students are troubled by problems which interfere not only with their academic and co-curricular performance, but with their emotional, physical, mental and social development as well. The main goal of the Student Assistance Program is to systematically and professionally respond to student problems as they are manifested in school. The Student Assistance Program will provide a structured, organized approach for all schools within the district to offer assistance to students troubled by physical, emotional, social, legal, sexual, medical, familial, or chemical use problems. It will also provide a structured, organized liaison between the school and outside agencies. This would include monitoring the educational program of students in a treatment facility and assisting in the adjustment of the student returning from an outside placement.

The intent of the student assistance program is to offer a helping hand—not to attempt to pry or punish. The program is strictly confidential. The request for help may be initiated by the student, the student’s family, teachers, or other school employees. For more information contact one of the following:

- Principal
- Guidance Counselor
- School Nurse
- Assistant Principal
- Academic Advisor

**Medical Assistance**

Parents are primarily responsible for the medical and dental care of their children. Medical and dental appointments should be made by the parents, and the school notified so that the student may be properly excused from school. The school maintains only limited facilities for handling emergencies, but shall cooperate in every way possible to provide for the welfare of the student until the parent can be notified and assume responsibility. Parents are responsible for informing the school concerning whom to contact in case of emergencies. Students needing medical or dental assistance during the school day should contact the Student Services Office. In case of medical emergency the school will take whatever action is needed, possibly before contacting the parent. School personnel will not provide pupils with any medication with the exception of standard immunizations. If a student must take medication from home, s/he must bring the medication from home; s/he must bring the medication to the nurse’s office with written instructions from the parent or guardian as to how it is to be administered.

To be eligible to participate in commencement exercises, a student must be attending all classes in their last trimester that allows them to meet graduation requirements as of the graduation date. If a student drops or loses a required class due to poor attendance or to inappropriate behavior, the student forfeits the opportunity to participate in commencement exercises. It is the student’s responsibility to make certain that in his/her registration all graduation requirements are met. Please see the various department outlines in the Registration Catalog for specific requirements. Home school students should refer to School Board Policy 589 for credit and graduation policies.

**Media Center**

The Media Center is a place for research, leisure reading, quiet study and use of the non-print materials. Students must have a pass from a teacher to use the Media Center. The Media Center is a quiet independent study center. Students who fail a class or have an incomplete at the end of a grading period, will have limited pass privileges. They will be on “Pass Restriction” until academic performance becomes satisfactory.

Students on “Pass Restriction” will be permitted to sign out of a study hall to the Media Center only to work on a

**Building Entrances**

The entry doors in the Commons area and Bus Loop are designated as Main entrances to the Area High School. All doors except those with controlled access are locked from the outside during the school day.

**Behavior Expectations—Be on time**
Behavior Expectations—Come with Appropriate materials

Homebound Instruction

Physical limitations and/or other medical related conditions, which restrict a student’s attendance in school may be eligible for homebound instruction. Any such arrangements are to be coordinated through the guidance counselor and approved by the principal.

Students qualify for homebound instruction if they are physically or mentally unable to attend class at the school site due to illness, injury or placement in some type of treatment facility. Social Services, the court, or a medical authority may make the placement. If the student has an IEP (Individual Educational Plan) the IEP team may specify home placement. Examples of situations that are not considered homebound:
- Students who are leaving home to attend work.
- Students attending school at an alternate site.
- Students attending school for part of the day.
Homebound status is for those students who are physically or mentally unable to leave their home as determined by a physician or psychologist.

All cases coming under the above regulation shall be handled on a strictly confidential basis and in cooperation with parents/guardian and other proper authorities.

Visitor Passes

Park Rapids Schools programs and activities are for the benefit and welfare of our students. Only Park Rapids students and authorized visitors are to be on school premises during school hours.

Visitors to the high school must register in the Student Services Office upon entering the building. Passes to visit classes or other areas of the school shall be issued only by the principal or designee. Allowing visitors is a privilege at the sole discretion of the principal. Visitors will be required to wear a badge while in the Area High School.

Bus Service

Bus Service—Adverse Weather

In the event that bus service is suspended on any day due to adverse weather or road conditions, an announcement will be made on the following stations:
- KPRM 870 AM
- KDKK 97.5 FM
- KDLM 1340 AM
- KKDL 95 FM
- KTIG 102.7 FM
- KCCO-KCCW TV
- KKBJ 1360 AM
- 103 FM
- K106 FM
- KWAD 920 AM
- KCRB 88.5 FM
- KNBJ 91.3 FM

Lost and Found

Lost and Found

All articles found should be taken immediately to the Principals Office. A student seeking a lost article should check there first.

Cell Phones & Other Electronic Devices

Cell Phones & Other Electronic Devices

Non-curricular electronic devices are not allowed in classrooms and Academic Hallways. Some specifically identified devices are electronic games, personal iPods, and cell phones. Digital photography devices are not allowed in restrooms or locker rooms.

NO Phone Zone—Academic Hallways & During regular scheduled class time

The electronic devices will be confiscated and turned into the principal or assistant principal’s office.

First Offense—electronic devices will not be returned to the student until the end of the day.

Second Offense the electronic devices will not be returned to the student until the end of the following day.

Third Offense—Parent Conference

Failure of the student to give the cell phone or other electronic devise to the high school staff person will result in insubordination consequences.

Office phones are for school business only. Only emergency messages for students will be delivered. Students may only be excused from classes to use the telephone with teacher’s permission. Cell phones may be used in the commons, non academic hallways or outside the building during passing time.

Student Visitor Policy

Students are not allowed to have visitors during the school day.
Lockers

Lockers are assigned on the day you enroll in PRAHS. The school will not be responsible for articles taken from your locker, so your only protection is the secrecy with which you guard your combination. Each student will be assigned a locker. Two or more students are not to use the same locker. Contraband found in a locker will be considered the property of the student who is assigned the locker.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Study Halls

Study halls are available for those students who do not wish to take 7 classes a day. Study halls are for studying. Students should be quiet at all times and have materials to study with them. They may leave study halls under the following conditions:

- A pass signed by a staff member.
- Sign out for the washroom one at a time.
- Skipping study hall will be treated the same as skipping a regularly scheduled class.

Natural Disaster (Tornado Drills)

A natural disaster (tornado) plan is posted in each classroom. Students should study the plan and become familiar with it. When the natural disaster is announced over the P.A. system or by the faculty, everyone must go to the designated shelter area and remain there until the “all clear” is given. When going to the designated shelter area, WALK - PLEASE DO NOT RUN, PUSH, SHOVE OR CROWD. The main purpose is to get to a designated shelter area promptly, efficiently and safely.

Lunch Periods

Nutritious lunches are supplied to Park Rapids students in compliance with the State Department of Education regulations. Students are encouraged to participate in the hot lunch program or may bring sack lunches. All lunches must be eaten in the Commons. Hot lunches may be purchased on a daily basis. Students are not to be in the gym or academic hallways (100-900) during lunch.

For health and sanitation reasons, open food or beverage containers are not to be in the locker areas.

Announcements

Announcements will be read daily at the beginning of the second period. They must be written and in the principal’s office before 8:15 a.m. each day. No announcements are to be made without approval by the principal. Advisors or coaches are to sign all activity announcements before they are to be printed in the morning bulletin.

H.E.L.P. (Alternate School)

H.E.L.P. (Headwaters Educational Learning Program) is an independent study diploma program sponsored by the Park Rapids Area Schools serving learners from 16 to 21 years of age. Instruction is individualized and credits are awarded on a performance or independent study basis. Students who complete their credits through the H.E.L.P. program receive the same diploma as other high school graduates. They may elect to meet the graduation requirements for a diploma from Park Rapids Area High School, or they may have their credits transferred back to their home school. The program meets two evenings (Monday and Wednesday) per week, September through May, with an abbreviated summer program.

Examples of students who qualify are:

- At least age 16 and behind in credits to graduate with their class (for example: fewer than 51 credits at the end of their 11th grade year – see chart on page 3)
- Pregnant minors or minor parents
- Assessed as chemically dependent
- Excluded or expelled from school
- Extenuating circumstances that allow the principal to grant enrollment

H.E.L.P. uses a unit system of completing work which combines seat time and written/project work; units are accumulated until the required number of units is obtained.
Planning to drive to school? The following info must be on file in the Principal’s office on any car that a student parks in school parking lots. Vehicles not registered but parked on school property are subject to being towed at the owner’s expense.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>License plate</td>
<td>Make—Model—Year</td>
</tr>
<tr>
<td>Color</td>
<td></td>
</tr>
</tbody>
</table>

Parking Rules and Regulations

Parking areas adjoining the Park Rapids Area High School are for staff, student and visitor parking. Staff and student vehicle parking in school lots is permitted from 7:00 a.m. through 4:00 p.m. during regular school days as follows:

Usage of the school parking lot is a privilege and not a right. Failure to use the correct parking areas as identified on the parking lot map may result in loss of privileges. The permit parking area is restricted to students who receive permission from the principal or assistant principal for specific purposes such as athletic events. There shall not be overnight parking of vehicles on school property without administration approval. The speed limit is 10 MPH on school property. Park Rapids Area Schools assumes no responsibility for a vehicle or its contents at any time while it is parked on any school property. The Park Rapids Police Department will enforce parking and driving violations while on school property. Potential consequences may include: a warning, restriction of privileges or having improperly parked vehicles towed away at the expense of the owner.

Detection Canines

To maintain a safe, drug-free environment at PRAHS detection canines will make unannounced visits to buildings and grounds including parking lots.

Student Assemblies or Meetings

A. Students shall be permitted to hold student meetings on school property in accordance with state and local ordinances.

B. Procedures for student meetings or assembly of protest or grievances:
   1. Meetings must be scheduled in advance, a minimum of 24 hours with the building principal or designee.
   2. The group holding the meeting must designate two spokespersons at the time of the request for use of the school building or property.
   3. Class activities, student activities or scheduled activities shall not be disrupted.
   4. The student meeting or assembly shall not disrupt the educational process.
   5. The purpose of the meeting shall be clearly stated in writing when scheduled with the building principal or designee.

C. If a meeting or assembly is held during the regular class time or activity without following the above procedures, the following action will be taken.
   1. The principal, or designee representative, shall tell the students to go back to their classes that are in session or to leave the school property. Maximum of five minutes will be allowed for students to return to their normal scheduled class as recorded on the student’s daily schedule or to leave the school property if classes are not in session.
   2. If the students refuse to return to their normal class schedule or to leave school property if classes are not in session, the students will be suspended from school until the problem is resolved. Parents will be called by telephone and/or notified in writing.
   3. If the students do not return to their normal class schedule or leave school property, trespassing will be in effect.
   4. If the meeting is disorderly or interferes with the educational process, students will be removed from the school property by necessary legal means.

Student Driving Policy

With the convenient student bus transportation provided by the district, students are discouraged from driving cars to school unless absolutely necessary. If a student does drive a vehicle to school, the student and/or parent must accept full responsibility for any personal or property loss incurred as a result of that vehicle. Any student who uses a vehicle in a manner which may adversely affect the health, safety or well being of persons or property in the school area shall be subject to the policies regarding driving and parking.

Behavior Expectations—Listen to Authority
Attendance

DISPLAY A CONCERN FOR LEARNING
Attend School Daily: Being a student is a FULL-TIME occupation. Attendance must be a top priority since students cannot gather the information needed to master a concept if they are not in class.

Absence Limit -- To ensure that each student gains the maximum from class instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to "catch up" on missed work, a limit on the number of times a student can be absent from class has been established. At the 7th absence in a class, a letter of concern will be sent to the parent. The student’s parent or guardian and will be requested to attend a conference with the school administrator. After the 10th absence the student may lose credit for the class. The student’s parent or guardian will be notified.

Absences due to participation in school directed activities shall not be counted toward the seven-absence limit. School directed activities include, but are not limited to, field trips, athletic contests, school music lessons, scheduled school government meetings, counselor scheduled college visits, and conferences excused by counselors or the principal. All other absences such as illness, family concerns, appointments, non-approved school visits, job interviews, vacations, etc. are counted toward the seven-day limit.

Regardless of the reason for being absent from class, the student still has responsibility for work done on the day(s) during which they are not present.

Absences fall into the following categories:

A. EXCUSED
   • School sponsored activities; field trips, extra-curricular activities, conferences with counselors, etc.
   • Medical/Family: Illness, serious illness in the student’s family, death in the family or of a close relative, and doctor/dentist appointments pre-excused family concerns. Medical/dental/chemical health/psychological appointments that cannot be arranged at another time are excused absences. The student must present an appointment card from the facility visited in order for the absence to be considered an excused absence.
   • Family trips, car problems, and needed at home.

B. UNEXCUSED
   Any absence from school for a period, part of a day, or all day without the approval of the school is considered an unexcused absence. (i.e. haircuts, senior pictures, shopping, tanning, personal or family errands, driver education as it is not a school sponsored class. etc.) If this type of absence is confirmed to constitute skipping, the truancy policy shall apply. Grade reductions will not be applied for unexcused absences but these absences will count toward the absence limit for the trimester.

C. TRUANCY
   Truancy consists of simply “skipping” classes without an excusable reason by either the parent/guardian or school personnel.
   • Student’s grade will be reduced 4% for each truancy
   • Notice will be sent to the parent/guardian informing them of the offense and action taken.
   • Student shall have conference with a principal or designee.
   • Truant absences can be made up with 1 hour of seat time for each hour of school missed.
   • Parent/Student/Principal conference may be held.
   • If truancy continues to be a problem, then parent/student/principal conference shall be held to develop a behavior contract.
   • Student shall be given a copy of the Pupil Fair Dismissal Act and be suspended from school for up to three (3) school days, based on accumulation of offenses.

D. HABITUAL TRUANT
   Habitual truant means the student “…is absent without excuse for one or more class periods on seven school days…”
   Minnesota Compulsory School Attendance Laws: Every child between 7 and 16 years shall attend a public school or a private school in each year during the entire time the public schools of the district in which the child resides are in session. Habitual Truant also applies to a child who is 16 or 17 years of age and has not lawfully withdrawn from school.

When a student is absent without excuse for one or more class periods on three days, a letter is sent notifying parents that their student is considered a “habitual truant” and if the seven school day limit is reached, a truancy (CHIPS) petition may be filed with Social Services. In addition, a student may be referred to the Police Liaison Officer.
Reporting Absence and Tardiness

The Student Service Office is organized to help students who encounter individual problems from time to time. Students who need to be excused from school must seek permission through student services.

Section 1. Students are expected to bring notes from home verifying that parents were aware of the absence. Parents are asked to cooperate by calling the Student Service Office by 10:00 a.m. on the day a student is absent (237-6400). If this is not done, the parent will be called when possible. NO excused absence shall be granted until parent contact has been made. All absences that have not been verified as excused within one (1) school day shall automatically be considered truancy. Note to 18 year olds. Parent/guardian written notes are required for absences or other excuses regardless of student’s age. If the parent does not notify the school within 2 days of the student’s return to school, the absence will be considered truancy.

Section 2. Students must always report to the student services office before leaving the building. Failure to sign out will result in truancy and the truancy consequences may be applied. Students who fail to return to school after their lunch period will be considered as truant unless the parent/guardian notifies the school before the end of 5th hour.

Section 3. A pre-excused absence is any absence for excusable reasons which can be logically planned 24 hours in advance of the absence. For this type of absence:
- The parent must request the excuse by written note at least 24 hours prior to the absence.
- The pre-excused absence form must be presented to each of his/her teachers for assignments and signature at least one day prior to the date of absence.

Section 4. Participation in school activities. Students who are absent for more than one-half day shall not participate in school activities that day or evening. To be eligible to participate in extra-curricular activities, students must be in school no later than the start of 5th period and/or at least 3 class hours prior to departure time of the school activity on the particular day. This does not apply to absences due to school activities, college visits or other circumstances approved by the principal. When activity participants return late at night from games played during the week, the student is expected in school the next morning to attend all classes as usual.

TARDINESS. Getting to class on time is the responsibility of each student. All students are to be in classrooms when the period begins and remain there unless excused by pass or school bulletin. Students who are late for one class because they were kept by another teacher are to have a pass from that teacher. Students coming to school late, must sign in at the office before going to class. Students must have necessary class materials with them (pencils, notebooks, books, gym clothing, etc.).

Section 1. Tardiness reporting procedure. Students tardy at the start of the school day or period 5 must report to the Student Service Office for an admission slip. Tardiness between periods will be handled by the instructor.

Section 2. Excused tardiness. Parents are to call the office whenever a student is tardy at the beginning of the day. Valid excuses are the same as for excused absences.

Section 3. Unexcused tardiness. Any tardiness to school or class which is not verified as excusable by a school official is considered unexcused.

Section 4. Tardy Policy. With a four minute passing time, there is no acceptable reason to be late for class. Students who are tardy more than 5 minutes may be considered absent. The administration supports teachers reducing or denying daily credit when students are tardy as described by the teachers’ classroom expectations. Failure to correct continued tardiness may result in further discipline from the principal/assistant principal office.

Section 5. Three (3) tardies shall be equivalent to 1 unexcused absence. A supervised lunch period for 1 week may also be applied.

Incompletes

Incompletes will only be given for very extreme extenuating circumstances (i.e. medical or emergency). If the incomplete is not made up within two weeks after the end of a grading period, it automatically becomes a failing grade, unless other arrangements are made between the teacher, student and the principal. Arrangements for any exception must be made in writing and approved by the principal. No advance work or credit shall be given to students who do not complete school through the final days of a grading period.

No Student Skip Days

The school neither approves, condones nor excuses students for any form of student “skip day.” Group skipping is not only detrimental to the education progress of each student involved but is disruptive to the entire school program. Experience has shown that skip days also may encourage student drinking, reckless driving and other undesirables activities. Therefore, such skipping shall be considered as an exceptional violation of school policy and may result in more serious disciplinary action than would be the case for individual class or school skipping.

POLICY ON MAKE-UP WORK

For any type of absence from school or class, a student has the legal right and responsibility to make up work missed in compliance with the established school policy. Credit may be denied for truancy.

1. Students who are absent from excusable reasons may receive credit by completing make-up within 2 days of time for each 1 day of absence with a maximum of 10 days. A teacher may require additional assignments to compensate for any loss of class discussion and information.

2. Students with unexcused absences may receive credit only by completing make-up work on a date designated by the teacher.

3. Attendance in class shall constitute a part of a student’s grade. Although a student cannot be given nor denied credit on the basis of attendance alone, it must be a factor in determining a student’s overall grade. Participation in class shall constitute a part of the student’s grade.

4. There shall be no automatic credit nor automatic loss of credit.

5. Regarding students on school related excused absences: Individual teachers may request that students be prepared for class immediately upon his/her return. This includes taking tests, turning in homework, assignments or projects.

Behavior Expectations—Respect Rights of Others
Academic progress: Students will receive a mid-trimester report on academic standing and attendance. Parents who have concerns need to contact individual teachers and/or school administrators for more information (See attendance policy).

Failures

If a student plans to withdraw from school before the end of the school year, s/he must obtain a check-out slip in the principal’s office. When requesting the withdrawal slip, the student should have a signed statement from his/her parents or guardian requesting the withdrawal slip, and if possible, the new address of the student and the school the student will be attending.

The withdrawal slip is to be signed by all of his/her teachers, librarian, counselor, and the principal. When all books and other school owned supplies have been returned to the teacher who issued them, the student returns the slip to the office of the principal. A transcript of a student’s record will be sent to his/her new school when requested by the principal of the new school. Transcripts will not be sent with the student; however, a copy of the report card will be sent with the student upon their request.

Regular attendance is directly related to a student’s success. Every student between the ages of 7 and 16 must receive an education. Students between the ages of 16 and 18 who wish to discontinue their education must attend a meeting with their parent/guardian and school officials to discuss educational options available, and a written election to withdraw must be signed.

Procedural Code for Dealing with Suspension

SUSPENSION - prohibiting a student from attending school for a period no longer than ten days. If a student is suspended for more than 5 days at one time, a report will be filed with the superintendent.

IN SCHOOL SUSPENSION
Prohibiting a student from attending regular classes and keeping the student in school under supervision of school personnel.

EXPULSION - prohibiting a student from attending school for a period of up to one year.

DISCIPLINARY ACTION - discipline action for the unacceptable behavior described in The Panther Guide may include, but not limited to:

a. meeting with the teacher, counselor or principal
b. probationary period
c. noon detention
d. after school detention
e. Saturday detention
f. loss of school privileges
g. parental conference with school staff
h. modified school programs
i. removal from class
j. in-school-suspension
k. suspension
l. expulsion
m. exclusion

Failures

Withdrawals

If a student plans to withdraw from school before the end of the school year, s/he must obtain a check-out slip in the principal’s office. When requesting the withdrawal slip, the student should have a signed statement from his/her parents or guardian requesting the withdrawal slip, and if possible, the new address of the student and the school the student will be attending.

The withdrawal slip is to be signed by all of his/her teachers, librarian, counselor, and the principal. When all books and other school owned supplies have been returned to the teacher who issued them, the student returns the slip to the office of the principal. A transcript of a student’s record will be sent to his/her new school when requested by the principal of the new school. Transcripts will not be sent with the student; however, a copy of the report card will be sent with the student upon their request.

Regular attendance is directly related to a student’s success. Every student between the ages of 7 and 16 must receive an education. Students between the ages of 16 and 18 who wish to discontinue their education must attend a meeting with their parent/guardian and school officials to discuss educational options available, and a written election to withdraw must be signed.

Chronic Offenders

If a student has been suspended, either in-school or out of school for a total of ten school days during a trimester, any further short term suspension will be followed as soon as possible by a review of the student’s record. A report will be made with a copy to the superintendent stating the findings as to the facts of the latest incident and recommendations, if any, about dealing with the student in the future.

Field Trips

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

Instructional Trips
Trips that take place during the school day.

Supplementary Trips
Trips in which students voluntary participate and takes place out side the regular school day.

Extended Trips
Trips that involve one or more overnight stops. An extended trip request form must be completed and approved for extended trips

Removal from Class

Removal from class is the short-term exclusion of a student from class during which time the school retains custody of the student. Students removed from class shall be the responsibility of the principal or lawful designee. The removal of a student from class shall not exceed five class periods. The removal from class may be imposed as follows:

1. Willful conduct which materially and substantially disrupts the rights of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule of conduct established in the discipline policy.
4. If a student is removed from class for 2 or more class periods, a parent/teacher/principal conference may be required for re-admittance to the classroom.

The office will be notified immediately upon the need of this action. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Parents will be notified of their son/daughter’s removal from class.

Behavior Expectations—Use appropriate voice
Appropriate Dress Guidelines

Students are expected to be appropriately dressed and acceptably groomed for school at all times. A school dress code promotes a safe and respectful environment for teaching and learning. Student dress should comply with reasonable standards of cleanliness, safety, and should not be disruptive to the operation of the school or inappropriate for students.

All students of Park Rapids Area High School shall abide by the following appropriate dress policy:

Students who fail to abide by the above guidelines on “appropriate” dress will be asked to either change clothes or wear garments provided by the school. Continual infractions may result in suspension from classes.

Head coverings (hats etc.), outer coats and jackets, backpacks and other book bags will be left in students' lockers and MAY NOT BE WORN OR CARRIED IN THE ACADEMIC HALLS OR CLASSROOMS.

The appropriate dress guidelines may be amended without notice to prohibit attire that is deemed disruptive to the learning environment.

No hats may be worn between the hours of 8:15 and 3:00. The only exception will be student council dress-up days or a medical condition.

### Appropriate Dress Guidelines

<table>
<thead>
<tr>
<th>APPROPRIATE DRESS</th>
<th>INAPPROPRIATE DRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothes with acceptable pictures, prints or logos.</td>
<td>Clothes with writing or pictures depicting or promoting alcohol or illegal drugs. Clothes with writing or pictures depicting or promoting violence, cruelty, obscenity, racist or derogatory comments. Clothes that are sexually explicit or demeaning.</td>
</tr>
<tr>
<td>Headdresses worn indoors for religious and health reasons. Headbands, Scarves, Bandanas non gang related and appropriate as described as clothes above</td>
<td>Hats, inappropriate headbands, scarves, hoods, bandanas, wave caps, do-rags, etc. These shall be stored in locker.</td>
</tr>
<tr>
<td>Pants at the hip/waist.</td>
<td>Pants sagging below the waist to expose undergarments.</td>
</tr>
<tr>
<td>Skirts/pants and blouses/shirts that are continuous from the neckline to the waist or below (tops must meet bottoms and bottoms must meet tops) and without tears and rips. Skirt or Shorts length must extend to mid-thigh which usually means finger tips must reach the bottom hem.</td>
<td>Clothing that exposes the chest, abdomen, midriff, back or undergarments. Torn or dirty clothes</td>
</tr>
<tr>
<td>Non intimidating clothing or accessories</td>
<td>Jewelry, insignias, colors, paraphernalia, wristbands, gloves, chains, shoestrings, etc. which are likely to cause others to be intimidated by fear of violence. Face paint that is not for “special” school activities</td>
</tr>
<tr>
<td>Clothes promoting school spirit or other positive messages.</td>
<td>Articles of clothing, which either directly or indirectly promote or imply non-acceptable activities such as class “keggers.”</td>
</tr>
<tr>
<td>Footwear at all times.</td>
<td>Bare feet.</td>
</tr>
<tr>
<td>Tasteful jewelry or accessories.</td>
<td>Any jewelry that can cause physical harm: such as spiked accessories</td>
</tr>
</tbody>
</table>

Behavior Expectations—Listen to speaker
**Behavior Expectations**

**ABUSIVE LANGUAGE.** Students using profane (swearing), loud, or abusive language in the hallways or classrooms will be subject to immediate disciplinary action.

Depending upon the severity of the use of inappropriate language, a student may be immediately suspended from school.

**RESPECT FOR SELF AND OTHERS.** The current handbook’s policies relating to disrespect, bullying or harassment towards fellow students and staff will be maintained. Inappropriate comments or behavior relating to sex, sexual orientation, race, handicap, or religion will not be tolerated. Depending upon the severity, a student may be immediately suspended from school.

---

<table>
<thead>
<tr>
<th>Inappropriate Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who choose to continue to behave inappropriately will be subject to the following</td>
</tr>
<tr>
<td><strong>First offense</strong></td>
</tr>
<tr>
<td>Conference between the teacher and student with a written referral to principal’s/assistant principal’s office.</td>
</tr>
<tr>
<td><strong>Second offense</strong></td>
</tr>
<tr>
<td>Conference between the teacher, student and a principal/assistant principal with notice sent to parents or guardian notifying them of the circumstances.</td>
</tr>
<tr>
<td><strong>Third offense</strong></td>
</tr>
<tr>
<td>Conference between the teacher, student, principal and parent to develop a behavior modification contract.</td>
</tr>
<tr>
<td>Based upon the circumstances, the student may be referred to professional counseling.</td>
</tr>
<tr>
<td>Depending upon the severity of the incident, disruption of the education program or, safety of others, the student may be immediately suspended from school at any step in the pro-</td>
</tr>
</tbody>
</table>

---

**Respect Property**

**RESPECT FOR OTHER’S PROPERTY.** What belongs to someone else should be left in his or her possession, undamaged. Personal property, textbooks, lockers, school equipment on loan to students, school grounds and facilities must be valued by individuals and taken care of.

**RESPECT FOR THE ENVIRONMENT.** Recycling and other environmentally sound practices will be stressed.

**FOOD IN THE BUILDING.** Food in the classrooms will not be allowed. Students will be required to dispose of food, pop, candy, etc., before entering the carpeted areas. (Special events involving food will be up to teacher discretion). Food containers, wrappers, paper items, and other refuse shall be disposed of properly. Open beverage containers are not permitted to be brought into the Area High School. These items must be disposed of prior to entering the building.

---

**Care of School Property, Textbooks, Etc.**

A student is responsible for the proper care of all books, supplies and furniture provided by the school. A student who disfigures, loses or damages school property or equipment will be required to pay for it. As is provided by Minnesota Statute, “The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students....” Damage to property on campus or off campus may result in disciplinary action, ranging from suspension to expulsion, including restitution.

---

**Due Process**

It must be stressed that overall satisfactory behavior of students is of utmost importance. Therefore, offenses will be handled on an individual and cumulative basis.

**Due Process.** All school personnel will abide by the “Pupil Fair Dismissal Act” of 1974. M.S. 127.26-127.39, which is in keeping with due process for students.

---

**Appropriate Display of Affection**

High School age students are expected to understand appropriate and inappropriate physical contact in public. Public displays of affection are not appropriate in a school setting. Kissing, “making out,” groping, lap sitting, prolonged hugs, or hands/arms wrapped around others will not be tolerated. These acts are disruptive to our positive school culture. Students who engage in this behavior may have parents called and receive additional consequences.
Trespassing
School programs and facilities are provided and maintained for the benefit of students properly enrolled in the school.

Minnesota Statute makes it a misdemeanor:
1. For a person to enter or be found in a public or nonpublic school building unless the person:
   a. Is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district.
   b. Has permission or an invitation from a school official to be in the building
   c. Is attending a school event, class, or meeting to which the person, the public, or a student’s family is invited; or
   d. Has reported the person’s presence in the school building in the manner required for visitors to the school.

2. For a person to enter or be found on school property within one year after being told by the school principal or the principal’s designee to leave the property and not to return unless the principal or the principal’s designee has given the person permission to return to the property.

Further, Minnesota Statute makes it a gross misdemeanor for a group of three or more persons to be found in a school building unless the persons:
   a. Are enrolled students or their parents;
   b. Have reported to the school office or have permission to be in the building;
   c. Are attending an event to which the public is or the individuals are invited.

A peace officer may arrest a person without a warrant, if the officer has probable cause to believe the person violated this provision within the preceding four hours.

Weapons, Explosives and Dangerous Objects
No student shall while on school property (herewith defined to include handling, transporting, or possession on the student person, in the student’s locker or vehicle) possess, handle, transport any object that can reasonably be considered a weapon:
   a. on the school property at any time
   b. at any school activity or function
   c. within 300 feet of school property or activity.

This policy does not apply to any normal school supplies such as pencils or compasses. The rule does apply to any firearm including guns of any types: BB guns, stun guns, paintball guns, pellet guns, any knife, tool with knife or razor blade, box cutters, explosives, including firecrackers, num chucks, chains, look-alike weapons, electronic devices, laser pointers, chemical mace, tear gas, etc. and other devices that could be used or construed to be weapons carried for offensive or defensive purposes and capable of producing death or bodily harm or the fear of such, or any devise or instrument which is in the manner it is used or intended to be used is calculated or likely to produce death or bodily harm or the fear of such.

According to Minnesota statute, any violation of the above may constitute a felony and will be subject to the following disciplinary action:
1. A student who commits a weapons infraction will be immediately suspended from school, and
2. The expulsion process will be immediately initiated.

To help ensure a safe environment, students and staff have the responsibility to inform school authorities about the presence of any weapons on campus.

Behavior Expectations

Behavior Expectations—Respect Property

| Accept responsibility for own behavior | Be on Time |
| Be Prompt and Prepared                | Come with Appropriate materials |

Park Rapids Area Schools

Academic Honesty Policy

Academic integrity refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this ethical behavior in your academic conduct, and while there are many types of academic dishonesty, the two main concerns in the classroom are cheating and plagiarism.

Plagiarism: To steal and pass off the ideas or words of another as one’s own. To use another’s production without crediting the source (Merriam-Webster Online Dictionary, 2014).

Examples of plagiarism:
1. Copying any part of an article from the Internet or print source and adding it into your own paper with no quotation marks or no sources indicated.
2. Copying parts of articles from a number of sources.

(Continued on page 22)

Respect authority
Listen to authority
Follow directions promptly
First Offense:
- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment
- Parent contact will be made by the instructor
- Becomes part of students records
- Student will be reported to the NHS advisor and the Athletic Director

Second Offense:
- All of the first offense and the following
- Administrative discretion whether student will be on probationary status or removed from class
- Student will be reported to the NHS advisor and can be removed from NHS
- Student will be reported to the Athletic Director and can receive a Code of Conduct Violation from Minnesota State High School League

Cheating on Examinations, Tests, Quizzes or Major Projects:

Offenses are cumulative grades 9-12

First Offense:
- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment
- Parent contact will be made by the instructor
- Becomes part of students records
- Student will be reported to the NHS advisor and the Athletic Director

Second Offense:
- All of the first offense and the following
- Administrative discretion whether student will be on probationary status or removed from class
- Student will be reported to the NHS advisor and can be removed from NHS
- Student will be reported to the Athletic Director and can receive a Code of Conduct Violation from Minnesota State High School League

Cheating on Homework Assignments:

First Offense:
- Collection of unauthorized material
- Official warning to student conference with student and teacher
- Student will receive no credit for that assignment
- Parent contact will be made by the instructor
- Becomes part of students records
- Student will be reported to the NHS advisor and the Athletic Director

Subsequent Offense:
- All of the first offense and the following
- One-hour ISS
- Parent contact will be made by the instructor

Academic Honesty Violations Consequences

Offenses for Cheating and Plagiarizing are reported together as consecutive violations.

Plagiarizing or Reproducing the Work of Another:
Offenses are cumulative grades 9-12

First Offense:
- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment
- Parent contact will be made by the instructor
- Becomes part of students records
- Student will be reported to the NHS advisor and the Athletic Director
Respect, Courtesy and/or Threats

Park Rapids Area High School endorses a policy of “Zero Tolerance for Disrespect, Hazing, Harassment or Violence.” Deliberate disrespect toward any person will not be tolerated at any time on school property or any other place where students are participating in a school sponsored activity. Disrespect toward or harassment of, student, school staff or substitutes at any time will not be tolerated.

STANDARDS OF BEHAVIOR FOR STUDENTS:

Students will:
1. Follow reasonable direction, requests and instructions.
2. Use appropriate language at all times and not direct abusive, profane or disrespectful language toward any person.
3. Not be involved in intimidation, harassment, extortion or vandalism.
4. Not deliberately cause or attempt to cause physical injury to any person.

ASSAULTS:

Violation will result in the following disciplinary plan implemented:
1. A threat of bodily harm of another person, without material physical contact, will result in an initial suspension. A second offense will result in suspension and the initiation of expulsion proceedings.
2. A student assaulting (fighting) another person will be suspended from school and expulsion proceedings may be initiated.
3. An unprovoked assault which results in bodily harm or injury to another student may result in the initiation of expulsion proceedings.
4. Assault of a staff person will result in immediate suspension and recommendation for expulsion. (M.S. 609.224)
5. A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

NOTE: Assault of a public employee is a gross misdemeanor.

Use or Possession of Tobacco

Park Rapids Area Schools are tobacco free facilities. Violation of the “tobacco free” policy is a misdemeanor under Minnesota State Law. Possession and use of tobacco or tobacco paraphernalia, including electronic nicotine delivery devices, in any form by students and use by adults is prohibited in any school building, on any school land, or at any school activity. Furthermore, possession and use of tobacco is forbidden by state law by anyone under the age of 18. Students enrolled in Park Rapids Area Schools, regardless of age are not permitted to use or possess tobacco:

a. on school property or within sight of the Area High School, or
b. at any school activity or function

The following are considered violations of the school policy in regard to use or possession of tobacco:
1. Students smoking
2. Students carrying tobacco or tobacco like product in any form.
3. Students accompanying an individual or group smoking (i.e. loitering in a smoke filled rest room.)

The consequences for violation of this policy are aligned with the local law enforcement “diversion program” as follows:

First Offense:
1. Conference with principal
2. Notification sent to parent/guardian, and
3. Students under age 18 will be referred to the Hubbard County Smoking Diversion Program. This currently consists of a program called “Change Direction”. The attendance of a parent(s) and student is required at a meeting which cost $75 to attend. The student will be suspended from school.
4. Students over 18 years of age will be suspended from school for one day.

Second Offense:
1. Steps 1, 2 and 3 of first offense and
2. Student will be suspended for three (3) days.

Each Subsequent Offense:
1. Step 1 of second offense will be followed, and
2. Student will be suspended for five (5) days.

Hazing & Bullying

Bullying and hazing initiations are strictly prohibited. Participation in this type of activity will result in suspension and possible expulsion.

Hazing means committing an act against a student or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

The complete school board policy on bullying and hazing is on pages 23 through 28.

Electronic Bullying

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Read board Bullying Prohibition Policy for more information regarding bullying.

Gang Behavior or Graffiti

Gang behavior will not be tolerated and may result in suspension or expulsion. Students found to be in possession of, or having written “gang graffiti” may result in suspension and/or other disciplinary action.
Theft, Damage or Destruction of School or Personal Property

Theft, damage or destruction of school property at any time or private property during school hours, school activities or functions will not be tolerated and offenders will be subject to disciplinary action. A student will be subject to disciplinary and/or legal action if s/he deliberately destroys, damages or steals the personal property of a school staff member. Disciplinary action will result in one or all of the following:

a. Notification of parent/ guardian of the student involved, establishment of a parent conference by the principal and possible involvement of law enforcement officers.
b. Restricted privileges.
c. Suspension from classes.
d. Work programs (repair damage of destruction).
e. Restitution.
f. Referral to professional counselors.

False Fire Alarms

"Whoever intentionally gives a false alarm of fire, or unlawfully breaks, injures, defaces, or removes any such box or disturbs any of the wires, poles or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor."

Bomb Threats and Other Threats of Violence

Listed are the penalties that will be administered to any student or students who shall be guilty of any threat to endanger the well being of students, teachers or employees of the Park Rapids Public School system. These penalties shall apply to all accomplices and/or any person that has information relative to the threat and does not come forward with that information:

- The student(s) shall be suspended from school and/or expulsion recommended to the Board of Education.
- This person(s) shall be prosecuted under the Minnesota State Law 609.79 subdivision 1 which may lead to financial restitution for the cost of the event.

Student Health Policy on Chemical Dependency

District #309 schools recognize that chemical dependency is an illness often preceded by misuse and abuse. Because District #309 wishes to intervene early in the disease process, contact with students manifesting signs of misuse or abuse will be made to both educate and aid them should they need help. The following policy has been established by the Park Rapids School District: A student of the Park Rapids Area Schools, regardless of age, shall not consume, be under the influence of, or have in possession, alcoholic beverages, drugs or drug paraphernalia while in school, attending school activities, on school grounds or under school supervision.

Suspected use:
1. After witnessing indicators, a staff member may wish to talk privately with the student or make a referral to the school counselor, school nurse, principal or assistant principal to express his/her concerns.
2. Referral sources will remain confidential.
3. After initial contact has been made with the student and parent or guardian, recommendations for appropriate help will be made. This may include but is not limited to: determination of no chemical problem, individual counseling and participation in support groups.

Actual Use, Possession or Abuse

1. Immediate removal from the school activity and parent notified.
2. Notification of proper legal authorities.
3. Suspended from school for up to five (5) days.
4. Restriction from attendance at future activities if occurring at extra-curricular events. The severity of the offense will determine the length of the restriction.
5. Students will be referred for diagnosis and evaluation by a chemical counselor prior to the reinstatement of school.
6. Expulsion proceedings may be recommended.

Selling Chemicals or other illicit drugs.

1. Notification of legal authorities and the student will be removed by those authorities.
2. Parents will be notified.
3. Five day suspension, consideration given for expulsion proceedings to begin.
4. If there is a repeat of this offense, expulsion proceedings will start immediately.

For students involved in Minnesota State High School League sponsored activities, and/or intramural, the rules of the League shall apply. Offense shall carry over from year to year as a student is enrolled.

Behavior Expectations—Attend school daily
CHEMICAL USE VIOLATIONS

I. PURPOSE
The purpose of the Chemical Use Violations policy to provide information and guidance to students, parents and staff regarding the associated consequences and penalties of student chemical use.

II. CATEGORY ONE ACTIVITIES
These activities are Minnesota State High School League (MSHSL) sponsored scheduled interscholastic contests, exclusive of MSHSL sponsored tournaments.

A. First Violation:
After the first confirmed violation student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, (14 calendar days), whichever is greater, of a season in which the student is a participant. Student will also complete an educational component related to the violation as part of their penalty to be eligible to return to competitions. Confirmation of completion must be submitted to the Activities Director prior to reinstatement.

B. Second Violation:
After the second confirmed violation student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four weeks, (28 calendar days), whichever is greater, of a season in which the student is a participant. Student will also complete an educational component related to the violation as part of their penalty to be eligible to return to competitions. When appropriate, the student shall seek a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse before being eligible to return to competition. Confirmation of completion must be submitted to the Activities Director prior to reinstatement.

C. Third Violation:
After the third confirmed violation student shall lose eligibility for the next twenty consecutive interscholastic contests or eight weeks, (56 calendar days), whichever is greater, of a season in which the student is a participant. If after the third or subsequent violations, the student will complete a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering the program. Such certification must be issued by the director or a chemical dependency treatment center. Confirmation of completion must be submitted to the Activities Director prior to reinstatement.

D. Fourth Violation:
After the fourth confirmed violation the student will lose eligibility for one calendar year. The student must continue to participate in the activities they have in the past and must remain in good standing throughout the one-year violation period. The student will become a participant in a treatment program and successfully complete the program and be issued a certificate of completion. Confirmation of completion must be submitted to the Activities Director prior to reinstatement.

III. Category Two Activities:
These activities are not MSHSL sponsored scheduled interscholastic contests and defined as local school sponsored events and activities. All local school events will fall under category two. These events and activities include homecoming and snow days’ privileges (dance and coronation/royalty as a participant), prom, and all other school sponsored activities sponsored by school groups. Participation in graduation activities for graduating seniors will not fall under this policy.

A. First Violation:
After the first confirmed violation student shall lose eligibility for the next public performance or competition.

B. Second Violation:
After the second confirmed violation student shall lose eligibility for the next two public performances or competition.

C. Third Violation:
After the third confirmed violation student shall lose eligibility for the next four public performances or competition.

D. Clarifications:
a. Pep Band performances will not be considered a scheduled event.
b. Violations will result in loss of privileges for Homecoming and Sno Days Royalty for one year.

IV. VIOLATIONS: CAPTAINS AND LEADERS
See Board Policy 598
Fundraisers

Only fundraisers to help support student activities are permitted in the high school. A calendar of fundraisers will be developed within the first month of school in the fall. Following are guidelines for these fundraising activities.

1. The principal must approve all fundraisers.
2. There shall be no sale of home-prepared food items within the high school building during regular school hours.
3. Sale of commercially prepared and packaged food items within the high school shall be done only as part of a fundraising project approved in advance.
4. No sales may be conducted by any outside groups without approval of the principal.
5. Sale of fundraiser products should not take place during class time.
6. Violations of these guidelines may be grounds of discontinuance of the fundraising project on school property during school hours.

Lettering for Achievement

A uniform system of lettering shall be used to recognize students who achieve high standards through extra-curricular activities, and classroom performance. The following are guidelines to be used for the award of letters:

1. Lettering may be achieved in three categories: Academics -- 3.5 current GPA for 2 trimesters. Athletics -- As established by the Athletic Department. Fine Arts -- As established by Music and Drama Departments.
2. A standard chenille block “PR” letter will be used.
3. A chenille letter and insert appropriate to the particular activity will be awarded to a student who initially letters in any of the three categories.
4. When a student subsequently letters, for the first time in any of the other categories they will receive an insert appropriate to the particular activity.
5. Each time a student letters after the first time in any particular activity, they will receive a gold bar insert for their letter.

Activity Fee

Students who wish to participate in interscholastic activities will be assessed a fee for athletic participation and fine art activities. The fee will be assessed as determined annually by the school board and will allow students to participate in activities of their choice. Payment must be made prior to participation. Financial assistance is available on a need basis.

Early Dismissal for Activities

On occasion it becomes necessary to dismiss athletic teams or other groups from school. Early dismissals for teams or other groups for school related activities would be limited to 5 times per team/group/student per season (fall, winter, spring). A school day, or any part of, shall be counted as an “early out.” “Early out” does not apply to post-season competition.
Co-Curricular Program

Every student is encouraged to become involved in some activity in addition to his/her academic courses. The co-curricular program of the Park Rapids High School forms a very useful and important part of the school’s total curriculum. By voluntary participation, the student is able to develop skills, interests, and abilities, which they may not develop in the classroom.

Students participating in activities governed by the Minnesota State High School League (MSHSL) who violate certain rules are subject to the League’s as well as to the districts, discipline policies. MSHSL consequences range from loss of eligibility for two events or two weeks to loss of eligibility in all activities.

The Sportsmanship Creed

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials, and media. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules for the event should be respected and skill and performance should be recognized regardless of school affiliation. Sportsmanship is a cornerstone of any quality activity program.

The following rules will be adhered to:
1. No throwing of objects onto playing surface
2. All signs and locations for signs must be approved by the home site supervisor or administrator. Only signs of a positive nature will be permitted.
3. No profane or abusive cheers, gestures, spitting, or chanting will be permitted.
4. Fighting is prohibited
5. Use of drugs or alcohol is prohibited
6. No noisemakers allowed.
7. Band playing collectively or individually during the game is limited to time outs, intermissions, and quarter breaks, i.e. drums, trumpets, etc.
8. Official cheerleaders and a mascot only allowed on the floor. Mascot must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
9. At events, where a public address is available, the rules for sportsmanship shall be summarized or read.
10. Full-face painting, masks, or costumes that disguise identity are not permitted.
11. All spectators must wear clothing that covers the entire torso. Those who do not comply, or who wear clothing that is vulgar, obscene or that in some way is inappropriate will be removed from the arena/stadium if they do not cooperate with school personnel.

Students are expected to attend school if they are going to participate in activities. If the Attendance Office indicates a problem exists with a participant, the student will be notified and expected to correct the problem. If the problem isn’t corrected, the student will be suspended from activities until a solution is reached.

When activity participants return late at night from games played during the week, the student is expected in school the next morning to attend all classes as usual.

For additional information see the Activities Handbook for Students and Parents

ATTENDANCE, ADDITIONAL EXPECTATIONS

1. Participation in school activities: Students who are absent for more than one-half day shall not participate in school activities that day or evening. To be eligible to participate in extra-curricular activities, students must be in school no later than the start of 5th period/ and or at least 3 class hours prior to departure time of the school activity on the particular day. This does not apply to absences due to school activities, college visits or other circumstances approved by the principal.
2. When participants return late at night from games played during the week the student is expected in school the next morning to attend all classes as usual.
3. When coaches and team members approve additional rules for their activity, the rules will be a part of the Park Rapids High School Policy and must be adhered to by all members of the team.
4. When traveling to away contests students will travel in appropriate clothing for weather conditions. This includes coats hats and mittens during times of cold weather.

Behavior Expectations—Remain on task
**Student Government**

All students have an opportunity to actively participate in determining student affairs. This participation can come through serving as a class officer or Student Council Representative. Students are encouraged to file, campaign and run for elective offices. Students are encouraged to attend all open meetings of the Student Council and other organizations. Participation in co-curricular activities shall be governed by individual school regulations and by the Minnesota State High School League rules and regulations for activities under the League’s jurisdiction. A Student Council member is a non-voting member of the School Board.

**Pledge of Allegiance**

In accordance with state law, students will be asked to recite the Pledge of Allegiance Daily. If a student objects to reciting the Pledge of Allegiance, they need to inform their teacher in a timely fashion and special arrangements will be made. Also, proper etiquette, display and respect for the flag of the United States of America must be observed. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect another person’s right to make a choice.

**Waste Management Policy**

In an effort to conserve resources, both financial and natural, School District #309 has begun a comprehensive program to reduce the amount of solid waste generated throughout the district. The major components of the program include: **Reducing** waste, **Reusing** items and **Recycling**.

1. Students, staff and visitors will be encouraged to bring reusable food and beverage containers if they bring meals from home, this will cut down on the volume of "Brown Bags" and other disposable containers in the lunch rooms.
2. Students, staff and visitors will be encouraged to use both sides of the paper when writing or copying.
3. Organizations and events using the school facilities will be required to reduce waste and to recycle all materials that can be recycled.

**Recycling:** Uniformly labeled and color coded bins will be located throughout all buildings for convenient disposal of recyclables.

1. **Bins** designated for paper recycling. This includes paper from notebooks, legal pads, copy paper, colored and white paper, post it notes, junk mail and other paper. NOT candy wrappers, Kleenex, paper towels, magazines or newspaper.
2. **Bins** designated for plastic, tin and aluminum beverage containers. (Soda, juice, water and Gatorade).
3. **Black bins** will be for garbage only.

---

**National Honor Society**

Membership in National Honor Society is an honor bestowed upon a student for meeting the following criteria:

- Student at Park Rapids Area High School for at least one trimester.
- Member of the junior or senior class.
- Cumulative GPA of 3.5 or above.
- Demonstration of outstanding character, leadership and service.
- Top 10% of graduation class wears a Medallion and Gold tassel at graduation

Selection for membership is by a faculty council and is based on the Activity Information Form submitted by those who qualify academically for membership. Once selected, members have the responsibility to continue to demonstrate the criteria for selection. A National Honor Society student who transfers to PRAHS and brings a letter from the former principal or chapter advisor will be accepted automatically as a member in the Park Rapids chapter.

---

**Behavior Expectations**—Display courtesy and respect for others
Technology/Internet

All Park Rapids High School Students have the opportunity to use the computer technology available through the school. All PRAHS Consequences of Behavior apply to the use of school computer facilities.

Vandalism or theft of computer equipment, unauthorized access to information, computer piracy hacking, profanity, and offensive or harassing behavior will not be tolerated. PRAHS students are not allowed to use personal email or computer games of any kind on school computers. PRAHS reserves the right to monitor all student activities on the network.

Teachers expect students to use the internet to access a wide variety of high-quality resource materials. Students need to have a current internet Acceptable Use Policy Permission Form on file in the Media Center in order to access the internet at school. Individual internet usage accounts will not be enabled until the form is received and processed by PRAHS staff.

Electronic Social Media

In communicating via media like Facebook, MySpace, Twitter, text, email etc., any words, pictures, gestures, etc., which are malicious, vindictive or degrading will not be tolerated.

Dance Policy

1. DJs must play approved songs that are a "public use radio version" appropriate for a school setting.
2. Freak dancing, grinding or "twerking" styles of dancing that simulates sex is not allowed.
3. Appropriate dress shall be expected
4. A picture ID for guests is required. A completed registration form of the guest must be in the administration office 2 days prior to the dance.
5. Students and their guest must be in grades 9 to 12 for dances except for Homecoming and PROM in which the guest must be under 21 years of age.
6. Each dance shall have a minimum of 8 adult chaperones (minimum of 2 faculty members). If not enough chaperones have signed up 2 days in advance of the event the dance will be cancelled.
7. Breath testing for alcohol may be done at any of the high school dances.
8. Participants may not re-enter the dance.

General Consequences If Inappropriate Use

The student body will receive a warning at the beginning of the school year regarding appropriate network, internet and iPad usage.
- 1st offense—the student will be without an iPad for one (1) week
- 2nd offense—the student will be without an iPad for two (2) weeks
- 3rd offense—the student will be without an iPad for six (6) weeks
- 4th offense—the student will be without an iPad for the remainder of the school year.

**The administration reserves the right to sanction students more severely based on the nature of the offense.

BEHAVIOR EXPECTATIONS

Accept responsibility for own behavior
Be Prompt and Prepared
Be on Time
Come with Appropriate Materials

Respect Authority
Listen to Authority
Follow Directions Promptly
Respect Rights of Others
Use Appropriate Voice
Listen to Speaker

Respect the Opinion and Point of View of Others
Respect Property
Display a Concern for Learning
Attend School Daily
Remain on Task

ParentVUE on the Web? For more info—call 237-6402
Check out our Website www.parkrapids.k12.mn.us

Behavior Expectations—Display courtesy and respect for others
Perkins, Minnesota. The designated official will indicate the findings of the investigation called for in Step 2. The designated official will present the complaint in writing along with the reason for such complaint to the Superintendent of School or his/her designated official.

2. The Superintendent or his/her designated official shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. The designated official shall make a decision and such decision shall be communicated to the complainant within 15 days of the initial receipt of the complaint.

3. If the designated official finds that the complaint is justified he/she shall initiate action to rectify the complaint.

4. If the designated official finds that the complaint is justified he/she shall so notify the complainant in written communication.

5. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.

6. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant’s behalf. The designated official will present the findings of the investigation called for in Step 2. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

7. If the complainant is not satisfied with the decision of the board, appeal may be made to one of the following offices:

8. A student, parent or employee can file a complaint under the Title IX with OCR

Office of Civil Rights, Chicago Office (Region V)
U.S. Departments of Education
500 W Madison Street Suite 1475
Chicago, IL 60661
312-730-1560
FAX: 312-730-1576

Equal Employment Opportunity Commission (EEOC)
330 S 2nd Avenue
Suite 430
Minneapolis, MN 55401
800-669-4000
612-335-4040

This district shall provide correct agency information in the Policy Nondiscrimination provision.
Harassment Policy

I. GENERAL STATEMENT OF POLICY

1. Harassment is a form of discrimination, (sexual, religion, racial) which is AGAINST THE LAW. It is the policy of Independent School District #309 to maintain a learning and working environment that is free from any type of harassment. The school district prohibits any form of sexual, racial or religious harassment. Everyone at district #309 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

2. A harasser may be a student or any adult. Harassment may include the following when related to religion, race, sex or gender.

- Name calling, jokes, or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal supervisor or the superintendent.

4. You may also make a written report. It should be given to a teacher, counselor, the principal supervisor, the Human Rights Officer or the superintendent.

5. Your right to privacy will be respected as much as possible.

6. We will take seriously all reports of religions, racial or sexual harassment or violence and will take all appropriate actions based on your report.

7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

8. This is a summary of the school District policy against religious, racial and sexual harassment and violence. Complete policies are available in the superintendent’s office and/or principal’s office upon request.

II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct (contact) or other verbal or physical conduct or communication of a sexual nature

WHEN:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education: OR;

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education: OR;

3. That conduct or communication has the purpose or affect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or education environment.

B. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity
3. Inappropriate patting, pinching, or physical contact with another person; (“friendly” pats, squeezes, pinches, arm around someone.)
4. Intentional brushing against another persons body;

III. REPORTING PROCEDURES

A. Any employee or student who feels that he or she is being subjected to offensive remarks or conduct by another person associated with School District #309 should inform the person involved of the specific behavior found objectionable and request that it be stopped immediately. The statement of objection may be delivered through a third party. The matter can not be settled between the two parties, the proper district officer should be notified.

B. Any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate school district offi-

Behavior Expectations—Display appropriate social skills
C. The school district encourages the reporting party or complainant to use the report forms available in the following areas:
   - Health office
   - Media areas
   - Student Service area
   - Employee lounge areas

D. The building level officer receiving the complaint shall review the written report with the superintendent within 24 hours of receiving the report or the next normal business day.

NOTE: Failure of the responsible parties to forward any report of alleged sexual harassment to the superintendent will result in discipline consistent with the terms of any applicable contract or status.

IV. INVESTIGATION AND RECOMMENDATION
A. The District Human Rights Officer (Superintendent) or designee shall, upon receiving the written report alleging sexual harassment, conduct an investigation and make a written recommendation within 10 working business days.
B. The District Human Rights Officer (Superintendent) or designee SHALL have a third person present during all contact with the complainant and accused in the course of the investigation.
C. The complainant MAY have a person of their choice present during all contact with the investigating officers during the course of the investigation.
D. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school district legal obligations and within the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Under certain circumstances, sexual harassment may constitute SEXUAL ABUSE and should be reported to the proper agencies. Reports of adults harassing minors SHALL be reported immediately to the County Law Enforcement Center mandated to conduct the investigation. This circumstance relieves the district of the obligation to investigate and fulfills the district's LEGAL OBLIGATION AS MANDATORY REPORTER.

V. REPRISAL
Consistent with the terms of applicable contracts or statutes, the School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates any person who testifies, assists or participates in an investigation, proceeding to hearing relation to a sexual harassment complaint or report.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. SCHOOL DISTRICT ACTION
A. Upon receipt of a recommendation that the complaint is valid, the School District will take action as appropriate based on the result of the investigation and recommendation of the superintendent.
B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant and accused by the School District. The report will document any disciplinary action taken as a result of the complaint.

C. Any school district action taken pursuant of this policy will be consistent with requirements of amicable contracts, statutes, and district policies. The school district will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end sexual harassment and prevent its recurrence. In addition, the complainant may have cause to file a civil or criminal action against the accused.

VII. NON-HARASSMENT
A. The school district recognizes that not every advance or comment of a sexual nature constitutes harassment.
B. Complaints filed with a malicious intent will subject complainant to disciplinary actions as deemed appropriate by the school district and may subject the complainant to possible civil action by the accused. A complaint unsubstantiated by the district investigation does not mean the complaint was filed with malicious intent.
C. False accusations of sexual harassment can have serious detrimental effects on innocent parties.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES
These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law. (MN State Human Rights Department 612-296-5663 or Hubbard County Sexual Assault Task Force 732-1227)

TESTING
Testing data provides valuable information about students' academic growth and helps the district monitor curriculum. MCA’s will be administered to grades 10 & 11 in the spring in reading, science and mathematics. The purpose of the MCA testing is to measure student achievement aligned to the Minnesota Academic Standards and help the District monitor curriculum.

The Parent Guide and Refusal for Student Participation in Statewide Testing Form can be found in the back of the student handbook.

Students will also take the ASVAB, ACCUPLACER and ACT. The purpose of these tests is to measure academic interest and progress of all students.

Behavior Expectations—Cope with disagreement, teasing and criticism
The school district annually will provide information and any applicable training to school district

**BULLYING**

A. Bullying is intimidating, threatening, abusive or hurtful conduct
B. It is objectively offensive and
C. The conduct involves an imbalance of power and is repeated or
D. The conduct immaterially and substantially interferes with a student’s education or ability to participate in school activities.

Bullying fall into 2 categories: (1) Behavior that involves an imbalance of power and pattern, or, (2) behavior that significantly affects a student’s ability to participate in school, classes, or events. The fact that someone is simply offended is insufficient to meet this standard. There must be substantial interference with the student’s educational opportunities or rights. Bullying incidents will be handled according to Park Rapids Area Schools Board Policy 514. Copies of this policy are available on the District website or in the District Office.

**Legal References:**
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 120B.233 (Character Development Education Revenue; Pilot Program)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:**
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Videotaping on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

---

**Display Appropriate Social Skills**

**Cope with disagreement, teasing and criticism**

**Display courtesy and respect for others**
HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

This policy shall appear in each school’s student handbook and in each school’s Building and Staff handbooks.
Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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

Why statewide testing?
Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.
The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?
A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards:

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

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

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

<table>
<thead>
<tr>
<th>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</td>
</tr>
<tr>
<td>- Most students take the MCA.</td>
</tr>
<tr>
<td>- MTAS is an option for students with the most significant cognitive disabilities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCESS and Alternate ACCESS for English Learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Based on the WIDA English Language Development Standards.</td>
</tr>
<tr>
<td>- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</td>
</tr>
<tr>
<td>- Majority of English learners take ACCESS for ELLs.</td>
</tr>
<tr>
<td>- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</td>
</tr>
</tbody>
</table>

Posted May 2018
Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student’s results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).
Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Student’s Legal First Name_________________________ Student’s Legal Middle Initial________

Student’s Legal Last Name___________________________ Student’s Date of Birth________

Student’s District/School___________________________ Grade________

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

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

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

Parent/Guardian Name (print) ______________________________

Parent/Guardian Signature ______________________________

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

Posted May 2018