

MCGREGOR HIGH SCHOOL

STUDENT HANDBOOK  
2023/24



McGregor High School  
148 South 2<sup>nd</sup> Street  
PO Box 160  
McGregor, MN 55760  
218.768.2111

2023/24  
DAILY SCHEDULE

First Bell	8:26am
1 <sup>st</sup> Period	8:30am – 9:15am
2 <sup>nd</sup> Period	9:19am – 10:04am
Homeroom	10:08am – 10:38am
3 <sup>rd</sup> Period	10:42am – 11:27am
Schedule A	1 <sup>st</sup> Lunch: 11:27am – 11:58am Class: 12:02pm – 12:47pm (4 <sup>th</sup> Period)
Schedule B	2 <sup>nd</sup> Lunch: 12:17pm – 12:47pm Class: 11:31am – 12:16pm (4 <sup>th</sup> Period)
5 <sup>th</sup> Period	12:51pm – 1:38pm
6 <sup>th</sup> Period	1:42pm – 2:30pm
7 <sup>th</sup> Period	2:34pm – 3:20pm

<b>August</b>	28	Monday	Teacher Workday
	29	Tuesday	Teacher Workday
	30	Wednesday	Teacher Workday
			<b>Open House – 12:30 to 7:00pm</b>
			American Indian Parent Adv. Comm. Mtg 6:00pm
	31	Thursday	Teacher In-Service Day
<b>September</b>	4	Monday	No School - Labor Day
	5	Tuesday	<b>1<sup>st</sup> Day of School</b>
	13	Wednesday	Early Out for Teacher PLC's - 1:30pm
<b>October</b>	11	Wednesday	Early Out for Teacher PLC's - 1:30pm
	18	Wednesday	American Indian Parent Adv. Comm. Mtg 12:30pm
	19 & 20	Thurs & Fri	No School – Teacher Professional Mtg
<b>November</b>	3	Friday	End of 1 <sup>st</sup> Quarter/Early Out 12:45/Teacher In-Service
	8	Wednesday	Early Out for Teacher PLC's - 1:30pm
	9	Thursday	Conferences 4:00 – 7:30pm
	14	Tuesday	Conference 4:00 – 7:30pm
	16	Thursday	American Indian Parent Adv. Comm. Mtg 12:30pm
	23 & 24	Thurs & Fri	No School – Thanksgiving Break
<b>December</b>	13	Wednesday	Early Out for Teacher PLC's - 1:30pm
	21	Thursday	American Indian Parent Adv. Comm. Mtg 12:30pm
	25-29	Monday	No School – Winter Break
<b>January</b>	1-3	Monday	No School – Winter Break
	4	Thursday	School Resumes
	15	Monday	No School - Martin Luther King Jr. Day - Teacher In-Service
	18	Thursday	End of 2 <sup>nd</sup> Quarter/End of 1 <sup>st</sup> Semester
	19	Friday	American Indian Parent Adv. Comm. Mtg 12:30pm
<b>February</b>	14	Wednesday	Early Out for Teacher PLC's - 1:30pm
	15	Thursday	American Indian Parent Adv. Comm. Mtg 12:30pm
<b>March</b>	7	Thursday	Conferences 4:00 – 7:30pm
	11	Monday	Conferences 4:00 – 7:30pm
	13	Wednesday	Early Out for Teacher PLC's - 1:30pm
	21	Thursday	American Indian Parent Adv. Comm. Mtg 12:30pm
	22	Friday	End of 3 <sup>rd</sup> Quarter
	25-29	Monday	No School – Spring Break
<b>April</b>	1	Monday	No School – Spring Break
	10	Wednesday	Early Out for Teacher PLC's - 1:30pm
	18	Thursday	American Indian Parent Adv. Comm. Mtg 12:30pm
<b>May</b>	8	Wednesday	Early Out for Teacher PLC's - 1:30pm
	16	Thursday	American Indian Parent Adv. Comm. Mtg 12:30pm
	24	Friday	Last Day for Senior's
	27	Monday	No School – Memorial Day
	30	Thursday	<b>Last Day for Students</b> /End of 4 <sup>th</sup> Qtr & 2 <sup>nd</sup> Semester/ Early Out 12:45/Teacher In-Service

1 <sup>st</sup> Quarter	42 days
2 <sup>nd</sup> Quarter	43 days
3 <sup>rd</sup> Quarter	45 days
4 <sup>th</sup> Quarter	42 days

Graduation – Sunday, June 2, 2024 at 2:00

## INTRODUCTION

Welcome to McGregor High School. Your high school years are vitally important to you, for during these years you are establishing a lifestyle that will become a part of you; and you are also forming attitudes, work habits and methods of problem solving that will help you throughout life.

The faculty and administrative staff of the school are dedicated to serving the educational needs of the youth of this community. All of the resources of the school exist for your benefit. What you get out of the school is up to you. There is a time for work and a time for play. Failure is the reward for playing while work is supposed to be taking place. We want you to be successful. A high school record that shows you as a person who is of good character, dependable, and possessive of positive attitudes will become increasingly important to you as you seek future employment or college acceptance. While grades are important, these personal characteristics are probably even more necessary.

This handbook contains information about our school, its activities and social events, as well as policies, rules and regulations. Please read it and become familiar with the information contained in it. ***Every student will be read this handbook and will sign a form saying that they have read it. Students who enroll after the first week of school will go through the student handbook in detail with the Dean of Students or Principal. Having signed the form indicates that the student understands the rules contained within the handbook.***

Complete student policies are not included in this Student Handbook but may be reviewed in the McGregor School Board Policy Book, a copy of which is in the high school office. It also may be accessed on the school website.

## PERTINENT FACTS ABOUT MCGREGOR HIGH SCHOOL

The school has been in operation in McGregor for over 100 years. The first building, which was used for one year, was built in 1893. In 1894 it was replaced by another wood frame structure. The third building was constructed in 1904 and was the school until the 1921 brick building was erected. This building is still in use. The gymnasium was added in 1958, followed by the south elementary wing in 1959 and the library and high school addition in 1970. In 1972 the McGregor and McGrath School Districts were consolidated; and a new elementary building was opened at McGrath in 1973. A new elementary addition to the McGregor building opened in the fall of 1992. In 2003, the school added a new fitness center, auditorium, band room and gymnasium on the northeast end of the building and special education classrooms and meeting rooms in the elementary wing. At that time, new athletic areas for football and track were added. In the fall of 2022, an early childhood area was added along with remodeling of the shop, offices and commons areas. At the present time, McGregor High School is a six-year junior-senior high school. Enrollment in the grades 7-12 is about 250, with a professional staff of about 25 people.

High school courses are organized on semester/7 period plan (including a 30-minute homeroom) with course blocks of 45 minutes. In addition to meeting or exceeding all state requirements, the curriculum offers the student a wide range of electives. A variety of extracurricular activities are also available for those who wish to participate. The McGregor High School emblem is the figure of the Mercury - Roman God of Speed. The school colors are black and white (a red accent is also used). The school nickname is the Mercuries (MERCs).

## NONDISCRIMINATION POLICY

It is the policy of School Board of Independent School District #4 to prohibit discrimination on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance or age or disability.

Any student or employee of Independent School District #4 who feels that he/she has been discriminated against shall contact the principal to make a report.

## ACADEMIC INFORMATION

### ACADEMIC LETTER

Students in grades 7-12 are eligible to earn an academic letter, if earning a 3.50 GPA, or better, for each of the first three quarters of the academic year, with no grade below a C-. The award is a 6" block chenille 'M', the same as awarded to athletes. Included with the letter will be a pin or academic emblem. Service bars will be awarded after the first letter is earned.

## HONOR ROLL

The Honor Roll is published each quarter, following the distribution of grade reports.

To be eligible for the "A" Honor Roll, a student must have attained a 3.667 grade point average. To be eligible for the "B" Honor Roll, a student must have attained a 3.00 grade point average. A student will not be eligible for the Honor Roll with any grade below a C-.

Classes with modified grading and P/N classes are not used in calculating GPAs for Honor Roll. Students must have at least 4 classes that can be used in calculating GPAs to be on the Honor Roll.

### GPA Number Equivalents

F = 0	D- = .677	D = 1	D+ = 1.333	C- = 1.667	C = 2	C+ = 2.333
B- = 2.667	B = 3	B+ = 3.33	A- = 3.667	A = 4	A+ = 4	

## HONOR ROLL SCHOLAR

Students in grades 7-12 are eligible to be an Honor Roll Scholar, if earning a 3.0 GPA, or better, for each of the first three quarters of the academic year, with no grade below a C. The award will be a certificate and "Honor Roll" pin.

## MID-QUARTER NOTICE

Notices are sent home to parents at mid-quarter and other times as necessary. Students may receive a lack of passing progress report at that time if they are not working up to their ability. If a student does not receive a progress report, it does not necessarily mean that he/she will not receive a failing grade.

## GRADING

Grades will be reported each quarter and mid quarter, with final semester grades following the end of the semester. An A-F grading system is used for most courses. Seniors may choose to take one elective course on a P/N grading system. The decision to allow a student to take a course on the P/N system must be made by the third week of the course by the instructor.

## GRADUATION REQUIREMENTS

To be granted a diploma from McGregor High School, a student must earn the following credits in grades 9 through 12.

### ENGLISH (8 credits total)

Grade 9	2-English 9 A & B
Grade 10	1-English 10 1-Applied Communications
Grade 11	1-English 11
Grade 12	1-English 12
Electives	2 Credits

### SOCIAL STUDIES (8 credits total)

Grade 9	1-Geography 9 & 1 US History 9
Grade 10	2-US History 10A & B
Grade 11	2-World History A & B
Grade 12	1-Economics & 1-Government 12

### MATHEMATICS (6 credits total)

Grade 9	2-Algebra/Geometry A & B
Grade 10	2-Algebra 2/Geometry 2 A & B
Grade 11	2-B Algebra 11/Pre-Calc A & B

### SCIENCE (6 credits total)

Grade 9	2-Science 9A & B
Grade 10	2-Biology A & B
Grade 11/12	2-B Chemistry/Chemistry A & B/Physics A&B

### PHYSICAL EDUCATION (2 credits)

Grade 9	1-PE 9
PE Elective	1 Credit

### HEALTH (2 credits total)

1 <sup>st</sup> Aid/CPR	1/2 Credit
Driver's Ed	½ Credit
Health 10	1 Credit

### FINE ARTS (2 credits total)

### TECH/VOCATIONAL (2 credits total)

Grade 11	Careers (starting with class of 2022)
Grade 12	1-Personal Finance
Elective	1 credit

## ELECTIVES (13 Credits)

### GRAND TOTAL OF 50 CREDITS

The guidance counselor, or principal or any other faculty member will be happy to help you select your courses and plan your future curriculum. A class may not be changed/dropped after the first week of class without the approval of the teacher, guidance counselor and principal. While you will be thoroughly advised and counseled, it remains your responsibility to see that you have the correct number of credits for graduation.

Students may earn credit make-up credits through the Area Education Center alternative program, according to these guidelines:

1. The student may participate in graduation ceremonies only after completion of all requirements.
2. The student must receive the approval of the high school principal or counselor before credits will be accepted.
3. The student must pay all costs involved, including tuition and books, for other accepted educational courses

### GRADUATION EXERCISES

Students who are not receiving a diploma will not be allowed to participate in graduation exercises. Students who are completing their high school graduation requirements at a post secondary institution under provisions of the Post Secondary Enrollment Options Act will be allowed to participate in graduation, but will not receive a signed diploma until their grades are received from the college. Alternative Education Program students will not be allowed to participate in graduation exercise if all courses are not completed and grades received. ***Diplomas will be available to seniors in the high school office the week following the graduation ceremony. Seniors must have all bills paid and school materials returned in order to receive their diploma.***

A student on an IEP who has earned the credits necessary for graduation and is receiving a certificate of completion for those credits will be allowed to participate in the graduation ceremony with the members of their class.

### MCGREGOR ALP

***McGregor ISD #4 operates the McGregor ALP in the MORE building located across the street from the high school. This is an opportunity for students to make up missing credits needed for graduation. This program will operate during the school year on Wednesdays from 3:30pm-5:30pm. It will also have 6 summer sessions that students may utilize to earn credits during the summer. The summer program is not required, but can speed up the process to obtain missing credits.***

### WORK RELEASE

Work Release for a non-credit may or may not be granted at the discretion of the High School Principal. Forms are available in the high school office. ***Students must be making satisfactory progress towards graduation with their class in order to be granted work release.***

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice during the school year. In addition, all faculty members are available for conferences at any mutually agreed time. You may reach a staff member by phone or email.

### RECORDS

The school has your grades, attendance, standardized test scores, discipline records and other pertinent information on file since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school record, but you are not permitted to take the original record out of the office. You or your parent or guardian may place any statement or items in your record that you wish to. You may also request that items be removed from your file. In the event that you or your parent or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school. This means that your school will not and cannot by law, without first receiving written consent from you and your parent or guardian:

1. Send a transcript of your school record to a college, vocational school or university.
2. Give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records. Students who are 18 years of age or older need not have consent of their parents or guardian to exercise their rights of access or control or transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school. ***For more details on the protection and privacy of student records refer to district policy 515.***

## **ATTENDANCE**

The Board of Education, administration and faculty of McGregor High School believes that regular school attendance is a significant and valuable component of a student's education. Regular attendance is correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility. For these reasons, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Each student, his/her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance.

## **VERIFYING ABSENCES**

Verification of the reason for an absence is required when a student returns to school. If no verification is received from the parent/guardian, the absence will be considered un-excused. Parents have five (5) school days to verify any absence. After a period of five school days, all unverified absences will remain un-excused absences.

Students returning to school after having been absent will not be allowed to enter any classes without an admit slip. Admit slips are available in the high school office. Students who return to school at the beginning of the school day are expected to get an admit slip before 8:30 a.m. and prior to morning announcements.

Students who participate in any school activity (competition and daily practices) must be in school at least four (4) entire class periods to participate that school day. A verified medical appointment does not affect the attendance requirement. Absences for school related events will be accepted and participation permitted. In extraordinary situations or with **prior approval** exceptions to this policy may be granted by the principal or Activities Director.

## **EXCUSED ABSENCES** include:

1. Illness or serious illness in the student's immediate family.
2. A death in the immediate family, or a close friend or relative.
3. Medical or dental treatment.
4. Court appearances.
5. Religious instruction not to exceed three hours in any week.
6. Physical emergency conditions such as a fire, flood, storm etc.
7. Official school field trip or other school sponsored outing.
8. Suspensions.
9. Prearranged family vacations.
10. College visits will be limited to one during the student's senior year unless the parent will accompany the student.

## **UN-EXCUSED ABSENCES**

Examples of un-excused absences from a class include skipping, oversleeping, missing the bus, hair appointments, tanning appointments, work at home, baby-sitting or when no parental notice was provided. We prefer that students schedule these types of appointments outside of school hours.

## **HIGH SCHOOL STUDENTS AT ELEMENTARY EVENTS DURING THE SCHOOL DAY**

***For high school students wanting to attend elementary events (concerts, plays, etc.) during the school day, they must be accompanied by their parent/guardian AND be passing all of their classes. Students can obtain a form to take to their teachers the day before the event to show that they are passing all of their courses at the time of the event.***

## **TRUANCY**

Truancy is defined as being absent from school or class without the knowledge or consent of the parent, legal guardian or school personnel or for those absences listed on the previously listed unexcused absences. After 7 unexcused/unverified absences a report will be filed with Aitkin County.

## **PERFECT ATTENDANCE**

To qualify for a perfect attendance award, a student may not be absent more than 3 (three) class periods of any given school day for the school year.

## **MAXIMUM ABSENCE/LOSS OF CREDIT/DAY LIMITATION**

Students will lose credit if they accumulate seven (7) unexcused absences or a total of any thirteen absences (13), excused or unexcused in a semester. After four (4) accumulated un-excused absences in a semester, a student's parent or guardian will be notified by mail that their child is nearing a total of seven (7) un-excused absences and that, after the seventh (7th) un-excused absence, the student shall lose credit.

Students will also lose credit, in any class, if they have been absent from that class more than twelve (12) times during a semester, excused or unexcused. Exemptions to the attendance regulations include:

1. School sponsored activities, e.g. field trips, team events or verification by a coach or advisor.
2. Extended illnesses of more than five (5) days with written verification by a medical provider.
3. Extenuating circumstances approved by the high school administration.

## **APPEALS PROCEDURE FOR LOSS OF CREDIT**

Students wishing to appeal the loss of credit must submit a written appeal to the High School Principal within nine (9) days of the last day of the semester in which the student may lose credit. The principal will schedule a meeting for students, who are to be accompanied by a parent, to present their situation to the School Board Student Hearings Committee, the High School Principal, and designated school staff.

## **CORRIDOR PASSES**

With the exception of passing times, passes are required for any student in the hall during the regular school day. Students are not allowed to travel in hallways where classes are being held. Consequences will be imposed for students in the hall during class time without a pass. Students will be allowed 3 passes per class per quarter. After using the 3<sup>rd</sup> pass, the student will be able to leave with an escort from the office.

## **TARDINESS**

Students are expected to be in their scheduled room at the beginning of class. Failure to do so constitutes tardiness unless a written excuse is provided by a staff member. Students with more than three (3) unexcused tardies per quarter will be assessed penalties as follows:

3<sup>rd</sup> tardy = one (1) noon detention

4<sup>th</sup> tardy = two (2) noon detentions

5<sup>th</sup> tardy = two (2) noon detentions

6+ tardies = referral to principal's office and a meeting with the parents/guardians

If a student is more than fifteen (15) minutes late for a class it is considered an absence, not a tardy and will be marked as such. Teachers are responsible for keeping an accurate record of tardies in their courses and are responsible for writing detentions related to tardiness.

## **WITHDRAWING FROM SCHOOL**

If it should become necessary for you to withdraw from school, notify the principal's office no later than the beginning of the last day of your attendance. All books, Chromebooks and materials must be returned and any bills must be paid before your records will be forwarded to your next school.



## BEHAVIOR EXPECTATIONS

1. Attend school regularly and be in class on time with the proper materials, prepared to learn.
2. Respect the rights and property of others.
3. Promote a positive teaching/learning environment.
4. Be respectful, courteous, and cooperative with school personnel and other students.
5. Maintain a clean and safe school environment.

## DISCIPLINE

Students at McGregor High School are expected to follow reasonable rules and regulations as printed in the Student Management Plan. Students must cooperate when being questioned by school administration in regards to any incident that may have occurred. Students who do not follow those rules may be subject to disciplinary action which may include, but is not limited to, any of the following: counseling, parent conference, disciplinary staffing, reprimand, detention, removal from class, suspension, exclusion or expulsion. In addition, if the situation warrants, the police/school resource officer may be called. A student may also be disciplined for off campus conduct that disrupts, interferes or otherwise affects the environment, activities or operations of the school. Grounds for disciplinary action are:

- a. Willful violation of any reasonable school board regulation
- b. Willful conduct that significantly disrupts the rights of others to an education
- c. Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

## CHEMICAL/TOBACCO/ELECTRONIC CIGARETTE VIOLATIONS

In compliance with the Minnesota Clean Indoor Air Act and the McGregor School Board Policy, smoking is prohibited in all areas of the building and on any school property unless otherwise designated. Any person found smoking in any area of the building is subject to prosecution under the Minnesota Clean Indoor Air Act.

In addition, students are prohibited from using or possessing tobacco in any form at school or at a school activity. Use or possession of illegal drugs, tobacco, electronic cigarettes or alcoholic beverages on school property, during the school day or in conjunction with a school related activity, regardless of the time of day or location, or appearing at any school function under the influence of above-mentioned items is prohibited.

Students violating the above policy will have parents notified and be subject to suspension.

A student who uses an ignition device, including matches or disposable lighter or matches, inside an educational building and under circumstances where there is an obvious risk of fire, is guilty of a petty misdemeanor. School penalties will also be assessed.

***Exception- An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.***

## BULLYING/CYBER-BULLYING

“Bullying” means intimidating, threatening, abusive, harming, malicious or sadistic conduct that is objectively offensive and: 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The act of bullying by an individual or a group of individuals is expressly prohibited on school premises, at school events, or on school transportation. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

## CLOSE ENCOUNTERS

Inappropriate displays of affection, kissing, embracing, etc., are not acceptable in or around school. It is expected that students and faculty will share in establishing an environment that encourages appropriate school friendships.

## COMMUNICATION DEVICES

McGregor ISD #4 understands that distractions caused by cell phones can cause a non-optimal learning environment, and unnecessary distractions to the user and the other students in the classroom. Therefore, the following rules have been put in place for this school year.

Upon entry to the classroom, all students will be required to put their cell phones in the designated area as directed by the classroom teacher. ***This designated area must be defined by the teacher the first day of class.*** A teacher may grant permission for the class or individual students to use/get their cell phones on an as need basis.

Students will be able to check messages on their phones during lunch and passing time. Parents are encouraged to message students through office if they need to contact their student immediately. Otherwise, students can check messages between classes.

1<sup>st</sup> Offense: Teacher takes the phone for the remainder of the class period.

2<sup>nd</sup> Offense: Phone will be taken to the office for the remainder of the school day.

3<sup>rd</sup> Offense: A parent/guardian will be called to come in and pick up the phone.

4<sup>th</sup> Offense: The student will not be allowed to bring the cell phone or device into the building for a period of time as determined by the principal.

Failure to give up a phone to a staff member will result in further disciplinary measures. This policy could become more restrictive at any time if the administration and McGregor board of education deem it necessary for the successful conducting of the educational process.

## COMPUTERS/INTERNET

Unauthorized or inappropriate use of the computers/internet is prohibited.

## DRESS CODE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### Appropriate clothing:

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

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

1. ***Clothing that is too revealing***, exposed underwear, tops that expose the midriff, and other clothing that is not keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Emblems, badges symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of harassment or violence.
5. Hoods are not allowed to be worn in the classroom.

## HARASSMENT AND VIOLENCE

It is the policy of Independent School District No. 4 to maintain a learning and working environment that is free from religious, racial, sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes; school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the school district.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual harassment and violence upon any pupil, teacher, administrator or other school personnel.

Students are encouraged to report any incidents to any staff member. The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial and/or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Formal written complaints can be made with the Principal or Counselor.

Filming of fights on cell phones is strictly prohibited. In many cases, the filming helps to promote the altercation rather than helping to prevent the altercation from taking place. Students filming fights, posting the video of a fight in school to social media, or just sharing a video of a fight are all forms of harassment and will be subject to consequences including but not limited to losing phone privileges in school, detention, ISS, or OSS depending on the severity.

## HAZING

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. '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.

## WEAPONS POLICY

Students are forbidden to possess any instrument, in school, on school grounds, on buses or bus stops, or at a school sponsored activity, that is a weapon. Weapons are defined as any firearm, whether loaded or unloaded, any knife, heavy chains or studs carried or worn on your body and any device or instrument designated as a weapon or through its use is capable of threatening or producing bodily harm or death. Any suspected weapons violation must be reported to a staff member immediately. Any violation of the weapons policy could be subject to law enforcement involvement.

Students in violation of the Weapons Policy are subject to disciplinary action which can include expulsion from school for one (1) year.

To help in keeping our school safe, students who know of, but do not report possible violations of the Weapons Policy, may be subject to disciplinary action and/or law enforcement involvement.

## LAW ENFORCEMENT/RESOURCE OFFICER INVOLVEMENT

Law enforcement officials may be contacted any time there is suspicion of a crime being committed. Some examples of such instances include, but are not limited to: weapons, harassment, theft, assault, drug/alcohol, or sexual misconduct.

## INTERVIEWS BY OUTSIDE AGENCIES

Requests from law enforcement officers and those other than parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request shall be granted. The principal may require the individual to complete a form regarding prior parent contact to inform them of the request, except where otherwise prohibited by law.

## LOCKERS

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 lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. A student's personal possessions 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. Sexually explicit pictures, posters or other offensive materials may not be displayed on or in lockers.

Students are provided lockers for regular class and for gym class. Lockers do not have built-in combination locks. If a student wishes to place a lock on their regular locker, one may be obtained from the high school office with a \$5.00 deposit (returned if the lock is turned in at the end of the school year). Students may **not** purchase their own comb locks for regular lockers, it must be a lock purchased from the high school office. Students may use school or their own choice of combo locks for their gym lockers. We encourage students to keep their lockers locked when not in use. The school is not responsible for items stolen from their lockers. Students tampering with or entering a locker not assigned to them will be subject to disciplinary action.

## CAFETERIA

Students are encouraged to eat breakfast and lunch in the school cafeteria. ***Each student is given one free lunch and one free breakfast each day.*** In addition to the regular school lunch, ala carte items are available. "Extra items" are paid for on a pre-pay system. Cafeteria rules are posted and students are to follow them. Food and beverages are to stay in the cafeteria or the commons area. ***All trays and silverware are to be returned to the appropriate area in the cafeteria.*** Food should not be taken in the classrooms except for special occasions (rewards, parties, incentives, part of class activities, etc.)

## **CLOSED NOON HOUR**

*McGregor High School operates on a closed noon hour policy; that is, students are not to leave the school grounds without school permission. Students in grade 10-12 will be able to leave the building during lunch hour with parent permission. There will be a form for parents to grant this permission that must be filled out. Parents may grant permission for the year or for a day and can change this permission at any time.*

*If a student is late getting back to class after open lunch, does not return to school, or leaves when they have a noon detention to serve, the privilege will be taken away for one week. If a student leaves during a time during which open lunch was taken away, the privilege will be taken away for four more weeks and an ISS will be issued.*

## **NOON HOUR RECREATION**

Supervised noon hour activities are available during each lunch period. Students may be in the gym when available or may participate in supervised activities in other areas. Off-limits areas are classroom areas/hallways where class is in session, the elementary playground/classroom areas, Iverson Field or the parking lots. Students who do not follow these rules or the rules established by a supervisor will be subject to disciplinary action or will not be allowed to participate in noon activities.

## **MORNING RECRETION**

The Dale Wayrynen Veteran's gymnasium is available for students from 8:15am until the beginning of the school day. Students may report to school prior to 8:15am as long as they remain at the tables in the commons area.

## **SCHOOL BUS TRANSPORTATION**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events.

Consequences for school bus/bus stop misconduct will be imposed by the building principal or designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

Students attending or participating in a school sponsored activity for which school transportation is provided must ride to and from the event in the school provided transportation. Exceptions may be granted for students who will be accompanied by their parent or legal guardian, or if the student will be accompanied by the parent or legal guardian of another student, provided that this request is made in writing or by personal request by the parent or legal guardian and approved by the principal or staff member in charge of the event.

All students will review school bus transportation rules and must pass the School Bus Rules Test so that all students will ride to school safely.

## **AUTOMOBILES**

*School officials may conduct routine patrols of the student parking areas and conduct routine inspections of the exteriors of motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.*

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

1. Students are not permitted to sit in vehicles during the school day.
2. Students are not to drive or ride in vehicles during the school day without permission from parents, and a pass from the school.
3. Student parking will be in designated areas only.

## **SNOWMOBILES/ATV**

Students who ride snowmobiles or ATVs to school and to school events are not to ride them on the sidewalks or lawn areas. Snowmobiles should only be parked in the north end parking lot of the school.

## **GENERAL INFORMATION**

### **ACCIDENTS**

All accidents, no matter how minor, are to be reported to the teacher in charge. More serious accidents are to be brought to the immediate attention of the teacher in charge and the principal. In cases of serious accidents, every attempt will be made to reach the parents; but if this is not possible, the school reserves the right to take whatever measures necessary to protect the health and safety of the student.

### **ASBESTOS MANAGEMENT PLAN**

*McGregor ISD #4 has an asbestos management plan posted on the school website or available to view in the maintenance office from 8:00am-3:00pm on school days.*

### **CLASS MEETINGS**

Class meetings are held when necessary. All meetings and class events or activities must be approved by faculty advisors and the principal.

### **CLUBS AND ORGANIZATIONS**

All clubs and organizations will be assigned a faculty advisor. All requests for meetings and scheduling of activities must be handled through the advisor, cleared with the principal and placed on the school calendar.

### **DAILY BULLETIN**

School announcements are read during homeroom each day and are posted in several locations in the building. The bulletin is also posted each day on the school website. Non-school announcements are to be submitted in writing to the high school secretary and may be posted on the student bulletin board.

### **EMERGENCY ANNOUNCEMENTS - SCHOOL CLOSINGS**

If it becomes necessary to close school due to bad weather or other emergencies, you will be notified via the school's JMC email Alert Program and the announcement will be made on the following radio/tv stations:

KKIN (94.3FM) – Aitkin  
WCCO TV – Minneapolis  
KARE TV – Minneapolis

KMSP TV – Minneapolis  
KSTP TV – Minneapolis  
WDIO TV (Channel 10) - Duluth

### **FEES**

*Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to the student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):*

- Admission fees for extracurricular activities where attendance is optional.*
- Participation fees for extracurricular activities*
- Cost of materials for a class project that is kept by the student.*
- Security deposits for the return of materials, supplies, or equipment.*
- School sponsored driver education program.*

*Students will be charged for textbooks, Chromebooks/IPads, and library books that are lost, damaged or destroyed.*

### **EMPLOYMENT BACKGROUND CHECKS**

*The school district requires criminal background checks for all applicants who receive an offer for employment with the school district. The school district also requires criminal background checks for all adult volunteers.*

### **EXTRA-CURRICULAR ACTIVITIES**

A wide-range of extra-curricular activities are available to McGregor High School students. Those activities and associated policies are included in the extracurricular policy. Those students participating in extra-curricular activities need to be familiar with the policy, which is given to the students and reviewed by coaches and advisors.

## **LOST AND FOUND**

The high school office maintains a lost and found. Students are urged to check there for lost articles and to cooperate in returning articles they find.

## **PESTICIDE APPLICATION NOTICE**

*McGregor ISD #4 may apply pesticides on school grounds. The estimated dates of application are early spring, mid-summer, and late fall. McGregor Schools is continuing to work closely with its health and safety resources to ensure compliance with integrated pest management.*

## **PLEDGE OF ALLEGIANCE**

*McGregor High School will start out each day with the reciting of the Pledge of Allegiance over the intercom. Any student who wishes not to participate in reciting the Pledge of Allegiance for any person reason may elect not to do so. Students must respect another person's right to make that choice.*

## **SCHOOL DANCES**

1. School dances except, prom, are open to MHS students in grades 9-12. Others attending a school dance must be a guest of an MHS student and must sign their name on the guest register provided.
2. Prom is open to MHS students in grades 11-12 and their dates, grade 10 or above.
3. The Homecoming dance is open to MHS students in grades 9-12, their guests and alumni.
- 4.. Students not acting appropriately at dances may be asked to leave the dance by the chaperone. If a student chooses not to leave, the police will be called.
5. The advisors may close the dance at any time.
6. Once a student or guest leaves the dance, he/she may not return.
7. Junior High dances would include 7<sup>th</sup> and 8<sup>th</sup> grade students with no guests from outside McGregor School.

## **SELLING AT SCHOOL**

Students are requested not to sell items-for their own personal gain at school. Items sold through school sponsored fundraising events are approved and may be sold at school providing that this does not disrupt the normal classroom procedure. Items may not be sold to elementary students without first obtaining permission from the principal.

## **STUDENT PICTURES**

Student pictures are taken in the early part of the school year. Students who wish to purchase pictures may do so from the contracted company.

## **STUDENT SURVEYS**

*Occasionally, the school district utilizes surveys to obtain student opinions and information about students. McGregor school policy 520 contains more detailed information about the conducting of student surveys*

## **SUBSTITUTE/GUEST TEACHERS**

Students are expected to extend the utmost cooperation and courtesy to guest teachers. Work for the guest teacher should be done in the same manner as for the regular teacher.

## **TELEPHONE CALLS**

Students will not be called to the telephone during a class period except in an emergency. Students may use the office phone, with permission, in the case of an emergency.

## **TEXTBOOKS/CHROMEBOOK FINES**

Students will be held responsible for textbooks issued to them and may be assessed the cost of excessive wear, damage or destruction of textbooks. Students who lose textbooks will be required to make a deposit equal to replacement cost of the text. This deposit will be returned when the original and replacement texts are returned.

Students may also be assessed a fee for damaged books. Students turning in books with broken bindings, corners, torn or missing pages, or excessive markings will be required to pay a \$10.00 - \$15.00 repair cost.

Classroom teachers will assess fines or replacement costs and students will pay the high school secretary.

## **VALUABLES**

Students are urged to leave valuable articles at home and to carry only as much money as they need. If it is necessary to bring valuable articles to school, keep them in your possession at all times or leave them with the high school secretary or principal for safe keeping. School lockers are not always secure.

## **VISITOR POLICY**

It shall be the policy of Independent School Dist. #4, McGregor, Minnesota to prohibit all students in grades K-12 from having children/students from other schools as visitors at school during the school day. This includes preschool children, except in those cases where preschool children are a part of a school activity (e.g., Homecoming and Sweetheart coronations, etc.)

All visitors must report and sign in at the high school office before conducting any business in the school. Parents are always invited to visit the school, however, like all other visitors, they must check in at the office so that the office is aware of who is in the building.

## **VIDEO AND AUDIO RECORDING**

*The school district grounds, buildings and school busses are equipped with video and/or audio recording devices. The school district may use these recordings as evidence in any disciplinary action arising from the students' misconduct. If there is evidence that a law has been broken, a copy of the video/audio may be turned over the law enforcement. The viewing of video footage by anyone is at the discretion of the principal.*

## **BOARD RECOGNITION**

This handbook and its contents were approved by the school board. The handbook may be changed or amended during the school year. Changes will be posted in the high school office and placed in the daily bulletin. If you have any question about a provision, contact the principal.

## MCGREGOR HIGH SCHOOL BOARD OF EDUCATION

Heather Sorensen - Chair  
Bethany Sellers – Vice Chair  
Jennifer Brekke – Treasurer  
Pat Scollard – Clerk  
Jordan Moser-Director  
Katie Nelson-Director  
Jami Pierce – Director

## SCHOOL CONTACTS

Department	Name	Extension Number
Superintendent/Elem Principal	Brad Johnson	5126
HS Principal	Robert Staska	5135
Dean of Students/Behavior Intervention Specialist	Jamie Lukas	5131
Guidance Counselor	Gretchen Polkinghorne	5137
Business Manager	Shauna Dalchow	5123
High School Office	Serena Litwin	5136
Elementary Office	Sarah Pierce	5125
School Nurse	Allison Paquette	5132
Facilities Supervisor	Anthony Pierce	5162
Transportation Supervisor	Eric Kulju	5148
Food Service Supervisor	Kristina Reid	5130
Fitness Center		5105
21 <sup>st</sup> Cent. Learning/Kids Plus/Community Ed	Cheryl Meld	5136



## STAFF DIRECTORY

Name	Department	Extension number
Bednarek, Lilly	English/Language Arts	5185
Braun, Beth	Art	5186
Carlstrom, Livia	Instrumental Music/Activities Director	5151
Ernhart, Judith	Special Education	5182
Fischer, Jerod	English/Language Arts	5184
Frauenshuh, Steve	Science	5153
Hagen, Rebecca	Physical Education/Health/DAPE	5179
Jacobs, Jon	Social Studies	5158
Jacobsma, Julie	Vocal Music	5129
Koehler, Bryce	Social Studies	5180
Peterson, William	Physical Education	5134
Ryan, Lisa	Foreign Language	5189
Sampson, Josh	Industrial Tech	5128
Sorensen, Mike	Special Education	5149
Tallum, Jeremy	Mathematics	5108
Thompson, Jennifer	Mathematics	5101
Wagner, Erin	Science	5160
Wisotske, Joe	Business Education	5156

## HOTLINES.

Crisis text line	Text “MN” to 741741
Crisis call center	1-800-273-8255
Immediate medical assistance	Dial 911 or 988 (National suicide lifeline)

# SCHOOL SONG

(Sung to the tune of “Give My Regards to Broadway”!)

M-E-R-C-U-R-I-E-S

McGregor Mercuries Are the Best!

Come on You Fighting Mercuries

We’ll Give You a Helping Hand!

Wreck Those Opponents, Raise the Score

We’ve Got the Best Team In The Land!

RAH! RAH! RAH!

Fight On McGregor High School,

Carry On the Victory

Come On You Mercs, Give Them the Works

And We’ll Go Down in History!!

M-E-R-C-S ON TO VICTORY!