

PROCTOR HIGH SCHOOL



2023-2024
STUDENT / PARENT HANDBOOK

Proctor Public Schools

Strategic Plan | 2019-2024

BELIEF STATEMENTS

We believe in :

Equity:

Students will have **equitable** access to a safe, all-encompassing and engaging learning environment.

Safety:

Creating **safe** environments where all students feel valued is the core of our mission.

Community

Collaboration, communication, and support among the home, the school, and the **community** have a positive impact on our students.

Inclusion:

All students will receive an education developed to meet their individual needs.

Excellence:

Delivering academic standards through the art of teaching is the foundation of **educational excellence**.

Investment:

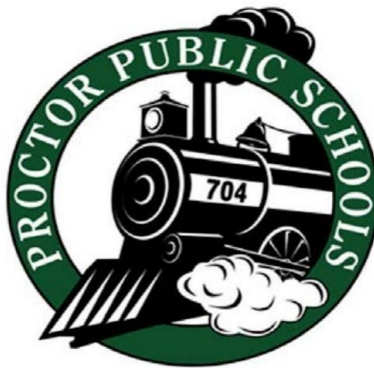
Investing in resources for our students will pay dividends in our students' future.

MISSION STATEMENT

Empowering all learners to achieve in a respectful, innovative and inclusive environment.

VISION STATEMENT

We Educate, Engage and Inspire



Non-Discrimination Statement

Independent School District 704 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Section 504 Coordinator: Mark Hughes, 5682 Martin Road, Duluth, MN 55811, 218-729-8214, mhughes@proctor.k12.mn.us; or Title IX Coordinator: Diane Morin, 8708 Vinland St. Duluth, MN 55810, 218-628-4949, dmorin@proctor.k12.mn.us



PROCTOR PUBLIC SCHOOLS

2023-2024 School Calendar

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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31						

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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JUNE 2024						
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JULY 2024						
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28	29	30	31			

KEY

September 5

☺ First Day of School

1st Semester

Number of Days
84 days

2nd Semester

85 days
Total = 169 Days

Teacher Contract
Days

179+2 Conference Days=181



**Teacher In-service &
Professional Learning Days**
Aug. 30-31; Oct. 9; Nov. 27; Jan. 15;
April 1; May 17



Holiday



Teacher Workday (no students): 8/29, 1/22, 6/3



End of Semester: 1/19, 5/31



Breaks (no school for students and teachers)

- MEA: 10/19-20

- Winter Recess: 12/21/22 - 1/1/24

- Spring Recess: 3/25-3/29

Last day for students: 5/31 (1/2 DAY)



Graduation: Sunday, June 2nd



Grades 1-6 required hrs 935
Grades 1-6 actual hrs 1042.17
Grades 7-12 required hrs 1020
Grades 7-12 actual hrs 1042.17

Adopted 12.12.22

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Welcome to Proctor High School!

We are beyond proud to have you here and to work with you to achieve the goals you have set for this year and beyond. The next four years are sure to be a challenge while also being a time of exploration and great experiences you will share with your family and friends.

Being a student at PHS means you are going to get an experience that others in northern Minnesota are not getting. The Proctor Pathways culture at PHS will give you the opportunity to explore, engage in, and experience different career paths that are available to you. Some you will like and want to learn more about, while others will be crossed off your list as you look to graduate with a plan for what comes next in your life. We encourage you to take advantage of not only the opportunities to explore that become available in your classes but also the opportunities that will come that are open to all.

Being RAILS is all about Respect, Attitude, Integrity, Learning and Safety. This handbook lays out elements of our school culture and expectations for students while at school, so we can live those elements above. If we can all work together on being RailSTRONG and lead with kindness in all we do, this will be an amazing year for all.

Please do not hesitate to reach out to any of our office staff, guidance counselors, or staff if you have any concerns or if there is anything we can do to support you. Thank you for your commitment to excellence and congratulations on being a RAIL.

Sincerely,

Proctor High School
Faculty and Staff



PROCTOR HIGH SCHOOL ADMINISTRATION AND OFFICE

PERSONNEL

High School Principal

Tim Rohweder trohwede@proctor.k12.mn.us 218-520-3184
218-391-6985

High School Dean of Students

Lindsay Moen lmoen@proctor.k12.mn.us 218-520-3153

High School Facilities and Athletic Director

Anthony Wood awood@proctor.k12.mn.us 218-628-4956

High School Administrative Secretary

Barb Rands brands@proctor.k12.mn.us 218-520-3182

High School Attendance Aide

Kris Weiler kweiler@proctor.k12.mn.us 218-520-3019

High School Guidance Secretary

Kelly Smith ksmith@proctor.k12.mn.us 218-520-3201

High School Guidance Counselor (A-K)

Jim Vos jvos@proctor.k12.mn.us 218-520-3208

High School Guidance Counselor (L-Z)

Becky LaPlante rlaplante@proctor.k12.mn.us 218-520-3102

High School Health Services Director - School Nurse

Carlie Anderson canderso@proctor.k12.mn.us 218-520-1080

District Director of Transportation

Chad Lawrey clawrey@proctor.k12.mn.us 218-628-4953

District Pathways Coordinator - Student Success and Readiness Coordinator

Nic Hanson nhanson@proctor.k12.mn.us 218-520-3068

Rails Academy Coordinator - Credit Recovery

Rochelle Cleary rcleary@proctor.k12.mn.us 218-520-2868

PROCTOR HIGH SCHOOL TEACHERS AND STAFF

All Emails are @proctor.k12.mn.us

<u>MATHEMATICS</u> Jennifer Harnell - jharnell Matt Solberg - msolberg Eric Waldriff - ewaldriff Brian Wiita - bwiita	<u>ENGLISH / LANGUAGE ARTS</u> Erik Edmunds - eedmunds Anna Estep - aestep Tanner Hall - thall Matt Knight - mknight Anna Sederski - asederski
<u>SCIENCE</u> Leah Moore - lmoore Linda Hughes - lughes William Seay - wseay Jesse Smith - jsmith	<u>SOCIAL STUDIES</u> Rochelle Cleary - rcleary Chad Eichers - ceichers Glen Gilderman - ggilderm Jeff Gunderson - jgunders Nathan Johnson - johnson
<u>CAREER / TECH EDUCATION</u> Tyler Blom (Metals) - tblom Lowell Harnell (Construction) - lharnell Brittany Schubitzke (Business) - bschubitzke Craig Honkola (Woods) - chonkola Ted Kiefat (Computers) - tkiefat John Martin - (Culinary) - jmartin	<u>VISUAL / PERFORMING ARTS</u> Emily Steward (Choir) - esteward Alyssa Swanson (Visual Art) - aswanson Paula Yff (Visual Art) - pyff Katie Sandor (Band) - ksandor Gordy Westendorf (Band) - gwestend
<u>WORLD LANGUAGE</u> Johnathan Kresha (Germ/Span) - jkresha Heidi Voss (French) - hvoss	<u>PHYSICAL EDUCATION / HEALTH</u> Kevin Danielson - kdanielson Jeff Laspi - jlaspi Dan Stauber - dstauber Jared Poderzay - jpoderzay
<u>SPECIAL EDUCATION</u> Betsy Allen - ballen Sara Boespflug - sboespflug Noah Dennis - ndennis Teresa Nyberg - tnyberg Kristina Otten - kotten Ashley Wegner - awegner Nicole Kedrowski - nkedrowski	<u>EDUCATIONAL ASSISTANTS</u> Leah Berg - lberg Kaitlyn Anderson - kanderson Desirae Daniels - ddaniels Annette Debartolo - adebartolo Carissa Haala - chaala Danise Hanson - dhanson Shanna Johnson - sjohnson2 Laura Juntunen - ljuntunen Nathalie Parker - nparker Sherry Marek - smarek Bobby Jo McCarthy - bmccarthy Boni McIntosh - bmcintosh Brittany Nanti - bnanti Lois O'Leary - loleary Sheena Rowe - srowe Nate Simpson - nsimpson Sherry Vail-Harnell - sharnell

EMPLOYMENT BACKGROUND CHECKS

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

BUILDING HOURS AND USE

Normal school day building hours are 7:30 a.m. to 3:15 p.m. Use of the building outside these hours can be scheduled by contacting Wendy Johnson at 729-8214 ext. 2750. Entry into the school building or being on school property outside the scheduled hours without a building use permit or as a part of a school-sponsored activity constitutes a form of illegal entry or trespass. Entering the building through means other than unlocked doors is illegal. Please note that access to the field house or fitness center does not provide access to the school.

ACCESSING THE SCHOOL DURING THE SCHOOL DAY

Anyone wishing to access the school building during the school day must enter through entrance #1 which is located on the west side of the building along the Ugstad road. Visitors must sign in and receive a visitor badge upon arrival with the office secretary. See Policy 903 for more information about access to school sites.

PICK-UP AND DROP OFF PROCEDURES AND LOCATIONS

Students who do not ride district-provided transportation but who also do not drive can be dropped off in the morning in the Ugstad circle on the west side of the building and enter through entrance #1. In the afternoon, students can be picked up on the north end of the building just outside entrance #2 which is the middle school main entrance area.

EQUAL ACCESS TO SCHOOL FACILITIES

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during instructional time. The school district will not discriminate against or deny equal access to a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.



PHS DAILY SCHEDULE

Buses will drop students off at the Ugstad Entrance #1 at 7:45 a.m.

Breakfast will be offered for HS students from 7:45-8:00 a.m.

HIGH SCHOOL 9TH/10TH	HIGH SCHOOL 11TH/12TH
1st = 8:00-8:48 a.m.	1st = 8:00-8:48 a.m.
2nd = 8:52-9:40 a.m.	2nd = 8:52-9:40 a.m.
3rd = 9:44-10:32 a.m.	3rd = 9:44-10:32 a.m.
LUNCH = 10:32-11:02 a.m.	RAILTIME - 11:36-11:01 a.m.
RAILTIME - 11:06-11:31 a.m.	LUNCH = 11:01-11:31
4th = 11:35 a.m. -12:23 p.m.	4th = 11:35 a.m. - 12:23 p.m.
5th = 12:27-1:15 p.m.	5th = 12:27-1:15 p.m.
6th = 1:19-2:07 p.m.	6th = 1:19-2:07 p.m.
7th = 2:11-3:00 p.m.	7th = 2:11-3:00 p.m.

Buses will depart PHS by approximately 3:10 p.m.

LENGTH OF THE SCHOOL DAY

Minnesota school law requires that every student in public school be enrolled in a minimum of six clock hours of class per day, not including lunch. The only exception is for students enrolled in a work experience program. If students are not enrolled in at least six hours of class per day, their attendance requirement is not being met, and they cannot be given credit as a full-time student at PHS which will result in being ineligible for extra-curricular activities.

SCHOOL CLOSINGS

Notices of school closings or late starts because of weather or other emergencies will be broadcast over various media outlets. Additionally, phone calls may be generated using the Proctor mobile app with an attached informational message. **Parents, please make sure the accurate phone number for your student is listed in our student information system (Infinite Campus) to ensure you receive these calls and closing information.** School closings due to weather will be announced as soon as they are determined.

VISITING STUDENTS

Due to high enrollment of students within our school on a typical day, visiting students will not be allowed unless it is cleared through the school administration. Permission must be requested at least 24 hours prior to the student's visit. Written permission must be carried by the visitor while they are in the building. Visiting students must sign in and out of the office and wear a visitor's badge clearly during their visit. If a teacher does not want a visiting student in their class for a variety of reasons (testing, space, etc.), then the visiting student should report to the main office for the duration of that class period.

COMPLAINTS

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

PROCTOR HIGH SCHOOL IS A CLOSED CAMPUS

All PHS students are expected to be in attendance in all classes on their schedule on time each day. In between classes, during lunch, and during Rail Time, students are also expected to remain in the school building. However, junior and senior students in good standing are allowed to leave campus during lunch if they meet this criteria and follow this procedure:

- Must be a student in good academic standing and passing all classes.
- Must be pre-approved by the principal and carry the appropriate permit/documentation to show if asked by an adult to prove they have been given this privilege.
- To be pre-approved, a student must submit an application for open campus privilege with parent/guardian signature for verification of meeting the requirements and may not begin open campus privilege until the application has been approved and the permit/documentation has been distributed.
- ***Students who have open campus privileges may not loiter in the parking lots and should either be off school property or in the school building. Students found loitering in their vehicles will have their open campus privileges revoked for a period of time determined by the principal.***
- ***Students who have open campus privileges found to be transporting students who do not have open campus privileges during the school day will have their open campus privileges revoked for a period of time determined by the principal.***

WHAT IS RAILTIME?

Railtime is a REQUIRED block of time in the middle of the school day where students can get help, get better, or get ahead. Every Monday or 1st day of the school week, students must be in their home Railtime classroom where they will meet one on one with their advisor to look at their academic progress and determine which Railtime opportunities they will sign up for the rest of the week. The opportunities each day will include: test make-up, content support, quiet study time, specific content interventions, enrichment/clubs, and meetings/field trips. Students who have poor grades may have specific days scheduled for them to make sure they are getting the support they need to be successful.

Each student who attends Railtime more than 90% of the time in a semester will earn $\frac{1}{4}$ elective credit. Seniors during the 2023-2024 school year will need to earn $\frac{1}{4}$ credit in either 1st or 2nd semester to graduate. Juniors during the 2023-2024 school year will need to earn $\frac{3}{4}$ credit before the end of their senior year to graduate. Sophomores during the 2023-2024 school year will need 1 credit before the end of their senior year to graduate. Freshmen during the 2023-2024 school year and beyond will need $1\frac{1}{2}$ credits before the end of their senior year to graduate. Students who fall below the 90% attendance threshold in Railtime during a semester will be ineligible for participation in extracurricular activities until they are back above the 90% threshold. If a student is found to be in an area they are not signed up for or are found to be skipping Railtime, they will earn a detention.

PARKING AND DRIVING REGULATIONS

Proctor High School is limited to three parking lots designated as student parking lots during the school day. The blue, gold, and green lots have approximately 200 total parking spaces marked for student use. The blue lot is a shared lot with St. Lukes for community use during the day for the Fitness Center, and their designated spots are clearly marked. Students are encouraged to ride share or take district provided transportation to go to and from school to make sure there are spots for those who need them during the school day. Students, staff, and community members should feel confident that while parking in the lots around the school, their vehicles are safe from damage, and they are protected from harm as a result of careless/reckless driving. The following procedures dictate proper parking:

- Parking permits must be displayed in the front windshield where they can be seen by parking monitors even in the winter with snow on cars.
- All State of Minnesota laws and City of Proctor ordinances will be adhered to or complied with while on school property.
- Any violation of State or local traffic laws on school property will result in the loss of the student's parking permit and/or a ticket. Violators may be prosecuted for specific moving traffic violations by the Proctor Police Department.
- Students are not allowed to sit in ANY cars during any school class period including study hall, lunch, and Railtime. Students found loitering in the parking lots while school is in session will have their parking permits revoked and/or their off-campus privileges revoked.
- Students who choose to park in school parking lots will pay a non-refundable parking fee of \$40 for the year, and if the permit is revoked, a refund will not be given.
- **STUDENTS WILL BE ASSIGNED A SPOT IN A SPECIFIC PARKING LOT BY NUMBER. Seniors will be assigned parking on a first come first serve basis in the green lot. Once green lot spots are gone, seniors will be assigned gold lot spots. Juniors will be assigned gold and blue lot spots.**
- **If a student's assigned parking spot is taken, they should take a photo of the vehicle in their spot and then park in the Ugstad circle so they can notify the office and the owner of the vehicle can be given a chance to move their vehicle before a tow truck is called.**
- **Students found parking in spots designated as handicapped spaces or spaces reserved for visitors and fitness center members will be towed if they are not found to move the vehicle in a timely fashion.**
- **SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE:** The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

ATTENDANCE EXPECTATIONS AND PROCEDURES

Consistent attendance in school has a direct correlation to student success. Since we care about our students at Proctor High School, we have basic attendance expectations.

PARENTS: For tips on helping your student attend school go to www.absencesaddup.org

SCHOOL-AUTHORIZED ABSENCES (Pursuant to ISD #704 Policy 503)

Student is responsible for communicating with the school and classroom teacher for work missed prior to absence or immediately upon return to class

1. Medical, dental, or orthodontic treatment, or counseling appointment (documentation from health professional consistent with HIPAA laws needed to change code to excused)
2. Illness (medical documentation consistent with HIPAA laws may be required for prolonged illness)
3. Chronic physical or mental illness (meeting with counselor/principal needed to discuss student academic needs during illness and to change code to excused)
4. Court-ordered appearances (documentation may be required before excused)
5. Family emergency or physical emergency such as fire, flood, storm, etc.
6. Vacations with family (must be cleared prior to vacation through main office)
7. Death in the student's immediate family or close friend or relative
8. School-sponsored field trips
9. School-sponsored interscholastic meets, games, and events
10. Religious holidays and/or instruction (up to three hours per week)
11. Illness in student's immediate family (meeting with counselor/principal needed to discuss student academic needs during illness and to change code to excused)
12. Suspension
13. Active duty in any military branch of the United States
14. College visits (juniors and seniors only / up to 2 (two) visits – must be cleared through counselor's office prior to absence or will be unexcused)

*****IMPORTANT:*** An “excused” absence is one that meets a condition listed above and that has either been communicated to the school prior to the absence or within 24 hours after the absence has occurred. ********

ATTENDANCE TRACKING/INTERVENTION PROCEDURE:

- Specific PHS teachers will be tasked with monitoring and tracking student attendance during the semester and will serve as the “guard rails” on the road to success by communicating and assisting students when they stray from having solid attendance.
- When a student accumulates three (3) non-school-authorized absences in any one class during a semester, the student and parent/guardian will be notified through a letter in the mail which will encourage the student and parent/guardian to meet with their counselor to discuss any issues that are barriers to attending school.
- When a student accumulates seven (7) non-school-authorized absences in any one class during a semester, the student and parent/guardian will be notified through a letter in the mail and will be referred to the school resource officer for a meeting to discuss the issues and to develop a behavior contract.
- Students who continue to have non-school-authorized absences in any one class during a semester will be referred to the St. Louis County Attorney for truancy and the student may be removed from the class for the remainder of the semester.
- Students who are removed from a class will be referred to the Rails Academy credit recovery program and placed in a study hall during that class period.
- Students dropped from a class may lose their full time student status (full time = 6 classes excluding study hall) and will be ineligible for participation in extracurricular activities for the remainder of that semester.
- Open enrolled students who are considered a habitual truant may have their open enrollment rescinded at the end of the school year, so they may have better attendance at their school of residence.

CONTINUING TRUANT

Minnesota Statute 260A.02 provides that a continuing truant is a student who is absent from instruction in school without a valid excuse within a single school year for three or more class periods on three days if the child is in middle or high school.

HABITUAL TRUANT

A habitual truant is a child under the age of 17 years who is absent from attendance at school without a lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school. A school district attendance officer shall refer a habitual truant and child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute 260A.03.

PROCEDURE FOR EXCUSING A STUDENT FROM SCHOOL

Parents or guardians should contact the attendance aide, Kris Weiler, at 218-628-4926 ext. 1001, or provide a note or e-mail to kweiler@proctor.k12.mn.us excusing the student. The information that must be provided within 24 hours of the absence and included is the child's name, date of absence, reason for absence, and the daytime phone number and signature of the parent/legal guardian. To make sure absences are coded properly, Proctor Public Schools may require specific criteria to be met for absences to continue to be coded as excused and not count toward the student's absence totals. Most commonly, schools require documentation from a medical professional in situations of continued illness.

PROCEDURE FOR GETTING VACATIONS EXCUSED

Students are sometimes at the mercy of when their parent/guardian can get time off to go on a vacation, and sometimes this does not coincide with school breaks. For a student to be considered excused for this vacation time and to not have these absences count against their total for the semester, the student should complete these steps

PRIOR TO VACATION:

- Go to the main office and pick up a vacation checklist form.
- Visit with each of their teachers to let them know when they will be gone and to work with them to indicate on the vacation checklist what work they will be missing or things they will be responsible for completing while they are on vacation.
- Each teacher should sign the checklist to indicate that this step has been completed even if no work is required.
- AFTER each teacher has been seen, and they have signed the checklist, the student will go through the checklist with their counselor and get the counselor to sign off that they have discussed it. This step is important so the counselor knows about the vacation and can support the student if needed while they are gone and immediately upon return with getting caught up.
- AFTER the counselor signs off, the student should go over the checklist with their parent/guardian and have them sign the checklist form.
- Once all steps are completed, a copy of the vacation checklist form should be returned to the main office where the principal will verify all steps have been done and will have the attendance aide change the code for the vacation, so it does not affect the total absences for the semester.

PHS TARDY PROCEDURES

PHS students are given four (4) minutes between classes. At the beginning of each class period, teachers will take attendance in the Infinite Campus system. If a student is less than fifteen (15) minutes ($\frac{1}{3}$ of class period) late, they will be considered tardy, and this will be reflected in the Infinite Campus system.

A student will earn one hour of detention for every four (4) tardies in any one class. If a student arrives at class more than fifteen (15) minutes after the class has started, they will be considered absent unexcused as if they had not attended the class at all unless they have a school authorized reason for being late. Please note: a pass from the main office only gets a student into class and does not erase the tardy. Instead it will be coded as an excused tardy and not count against the student's total for detentions.

Valid excuses for tardiness per school district policy 503 are:

- Illness,
- Serious illness in the student's immediate family,
- A death or funeral in the student's immediate family or of a close friend or relative,
- Medical, dental, orthodontic, or mental health treatment,
- Court appearances occasioned by family or personal action,
- Physical emergency conditions such as fire, flood, storm, etc.,
- Any tardiness for which the student has been excused in writing by an administrator or faculty member.



SUICIDE PREVENTION INFORMATION

988 Suicide and Crisis Lifeline:

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or if someone else needs crisis support.

STUDENT CODE OF CONDUCT - EXPECTATIONS (POLICY 506)

STUDENT RIGHTS:

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES:

All students have the responsibility:

- For their own behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when lawfully excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards for safety and health and common standards of decency and which is consistent with applicable school district policy;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical and verbal manner; and
- To recognize and respect the rights of others.

Students at Proctor High School are expected to learn and put learning at the top of their priority list. Acting in a way that is evident that students are not here for their learning or that interferes with other students' ability to learn will result in disciplinary action.



LEVELS OF BEHAVIOR - CONSEQUENCES

TIER I - Immediate consequences may include, but are not limited to: Warning, Detention, In-School Suspension (ISS), Out-of-School Suspension (OSS).

- The use of profanity and obscene language, or the possession of obscene materials;
- Gambling including, but not limited to, playing a game of chance for stakes;
- Acts disruptive of the educational process including, but not limited to, disruptive, or disrespectful behavior, cheating;
- Violation of the school district's internet acceptable use and safety policy (policy 524);
- Possession or distribution of slanderous, libelous, or pornographic material;
- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process;
- Falsification of any records, documents, notes, or signatures;
- Scholastic dishonesty including, but not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
- Violation of the school district's one-to-one device rules and regulations;
- Disobedience or insubordination to teachers or other school district personnel;
- Violation of the school district's student attendance policy (policy 503).

TIER II - Immediate consequences may include, but are not limited to: In-School Suspension, Out-of-School Suspension, Placement on Home-based Status for Education, Removal from a Course (Loss of Credit), and/or Expulsion From Proctor Schools for up to One Year.

- Violations against property including, but not limited to, damage to or destruction of school property or property of others;
- Violation of the school district's Hazing Prohibition Policy (policy 526);
- Opposition to authority using physical force or violence, or insubordination, disobedience, and refusal to identify yourself;
- Using, possessing, or distributing tobacco, tobacco-related devices, e-cigarettes, or tobacco paraphernalia;
- Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances except as prescribed by a physician;
- Using, possessing, or distributing weapons or look-alike weapons or other dangerous objects;
- Violation of school bus or transportation rules or the school district's student transportation safety policy;
- Violation of parking or school traffic rules, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- Violation of the school district's Bullying Prohibition Policy (policy 514);
- Violation of the school district's Harassment and Violence Policy (policy 413);

Consequences that involve suspension and/or expulsion will follow the procedures established in the Minnesota Pupil Fair Dismissal Act. All employees of Proctor High School have high expectations for each student. Employees have the responsibility and obligation to enforce school regulations. The principal, teachers (regular and substitute), educational assistants, counselors, secretaries, nurses, cooks, custodians, bus drivers, district office staff, coaches, School Resource Officer, and maintenance staff have the right and obligation to correct violations of school rules.

DETENTION

Detention is held as a consequence for violations of school and classroom policies. Detention will take place from 3:10-4:00pm every Monday, Tuesday, Wednesday, and Thursday. Students and parents will be notified that their student has a detention to serve when it is due to tardiness through email and the student will receive written notice from their 1st hour teacher. The following are the rules that govern detention:

- Detentions must be served in 45 minute increments.
- Unserved detentions will result in exclusion from school activities (dances, extra-curriculars, field trips, etc).
- Students are expected to bring work to do or materials to read during the entire detention period.
- Students may not sleep, use their phone, or talk for the duration of the detention period.
- Failure to abide by these expectations will result in the student not receiving credit for having served the detention and will have to serve it again or will be referred to the office for In-School Suspension (ISS).

IN-SCHOOL SUSPENSION (ISS)

In-school suspension (ISS) is used for students who violate school policies but can remain in the school building to have access to work and teacher support while not being allowed to be among the student population. During ISS, students will be assigned a location to remain for the duration of the school day and may only leave that area with the permission of the person assigned to supervise. High school students in ISS will eat lunch during a middle school lunch period and will eat in the ISS location. ISS students are prohibited from being in the hallways during normal passing times or during Rail Time or Lunch.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school suspension (OSS) is used for students who violate school policies. The principal or their designee has the prerogative of issuing OSS as deemed necessary for any violation of school policy in accordance with the Minnesota Pupil Fair Dismissal Act (M.S. 127.26-127.39). All assignments issued during OSS can and should be made up. Credit should be awarded for completed work from the duration of OSS. ***STUDENTS WHO ARE ASSIGNED OSS ARE NOT PERMITTED TO PARTICIPATE IN ANY SCHOOL ACTIVITIES OR BE ON ANY SCHOOL PROPERTY FOR THE DURATION OF THEIR SUSPENSION UNLESS TOLD OTHERWISE BY THE PRINCIPAL OR THEIR DESIGNEE.***

VIDEO AND AUDIO RECORDING

SCHOOL BUSES

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

PLACES OTHER THAN BUSES

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

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for riding on a school bus.

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

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

Consequences for school bus misconduct will be imposed by the school district under administrative discipline procedures. Serious misconduct may be reported to local law enforcement. Steps taken upon reports of misconduct may include:

1. Meeting with student and parent/guardian notified;
2. Assigned seat on the bus;
3. Loss of riding privileges for a period of time determined by the principal.



ACADEMIC INFORMATION

ACADEMIC LETTER

When a student achieves a grade point average (GPA) of 3.75 or better for both semesters in one academic year, they earn the privilege of receiving an official Proctor High School academic letter. Academic letter winners will be notified in the spring and honored at the Spring AAA Assembly.

CIVIC ENGAGEMENT GRADUATION REQUIREMENT

Criteria - Each student will be required to work a minimum of fourteen (14) hours performing community service **in at least two settings** as a requirement for graduation. The volunteer activities a student chooses must meet the following basic criteria in order to be considered:

1. Activity must be performed outside the scheduled school day (8:00 a.m. to 3:00 p.m.), unless designated by the administration to help with the school community for special projects.
2. Activity must not be directed toward a private business (e.g. day care facility, store, etc.).
3. Activity must not be directed toward a family member or relative.
4. Activity must not be for any pay or other compensation.
5. Activity must be initiated by the individual student and not part of a credit granting course.

Procedures - Complete an activity completion form explaining the type of service you performed. Every time a student performs a service, they fill out a volunteer voucher form and have it signed or keep a volunteer log if the service is the same place over a period of time. Logs and vouchers can be turned in to the student's World Geography teacher during the senior year, but the **deadline for turning them in is on the Friday before the last week of the school year**. Seniors who do not have World Geography in the building must turn their service hours into their counselor in the guidance office.

DROPPING CLASSES

Students may drop a course before November 1st (fall) or March 1st (spring). Students electing to drop a course after the drop date will receive a grade of "F" on their transcript. Formal course drops must occur through the guidance office.

GRADUATION REQUIREMENTS - HIGH SCHOOL

9th Grade

- English - 1 credit
- American History - 1 credit
- Science - 1 credit
- Math - 1 credit
- Physical Education - 0.5 credit

10th Grade

- English - 1 credit (Sophomore English and Communications)
- World History - 1 credit
- Science - 1 credit (Biology)
- Math - 1 credit
- Health - 0.5 credit
- Sophomore Seminar - 0.5 credit

11th Grade

- English - 1 credit (American Literature + Composition/ Fundamentals of Writing)
- Math - 1 credit
- Government & Citizenship - 0.5 credit
- Leadership - 0.5 credit
- Science - 1 credit (Chemistry, Honors Chemistry, or Pre-Engineering)

12th Grade

- English Elective - 1 credit
- Economics - 0.5 credit
- Geography and Global Issues - 0.5 credit
- Civic Engagement - 14 hours

FINE ARTS = 1.0 total credit needed in Band, Choir, or Art during high school years

ELECTIVE CREDITS = 7.0 total

GRADUATION CEREMONY

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

CLASS RANK / ACADEMIC STANDING

At the conclusion of each semester, each grade level will have class rank calculated based on cumulative GPA. Class rank can be found in the Infinite Campus system or by communicating with the student's counselor. At commencement, students are recognized for having a 3.8 GPA or higher in addition to the top GPA being recognized as the class valedictorian and the second highest GPA being recognized as the class salutatorian.

HONORS LEVELS FOR GRADUATION

Honors - Gold Tassel - Top 25% of the graduating class OR Maintain a 3.4 Cumulative GPA as of Checkpoint 3 of Semester 2 in Senior year

Highest Honors - Gold Cord - Top 10% of graduating class OR Maintain a 3.8 Cumulative GPA

Salutatorian - Silver Medallion - Second highest cumulative GPA amongst the graduating class (Includes ties)

Valedictorian - Gold Medallion - Highest cumulative GPA amongst the graduation class (Includes ties)(will be invited to speak at the commencement ceremony)



FEES

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school;
- Cost for materials for a class project that exceeds the minimum requirements and is kept by the student;
- Security deposits for the return of materials, supplies, or equipment;
- Personal physical education and athletic equipment and apparel;
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements;
- Field trips considered supplementary to the district's educational program;
- Admission fees or costs to attend or participate in optional extracurricular activities and programs;
- Voluntarily purchased student health and accident insurance;
- Use of musical instruments owned or rented by the school district;
- A school district-sponsored driver or motorcycle education training course.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) - HIGH SCHOOL

PSEO forms must be submitted to the guidance office on or before May 1st to receive school assistance in the PSEO process. Proctor High School does not recommend this, based upon the previous experience of students who chose this option. As such, we offer a full cadre of rigorous and challenging CITS courses. Students may earn college credit through CITS classes at PHS from the following schools:

COLLEGE	PROCTOR COURSE	COLLEGE COURSE	COLLEGE CREDITS EARNED
UMD	CITS Calculus	MTH 1296	5
	CITS Pre-Calculus	MTH 1250	4
	CITS Comp II	WRIT 1120	3
	CITS Economics	ECON 1003	3
	CITS World Regional Geography	GEOG 1202	3
	CITS PE & Fitness	PE 1600 & PE 1616	2
	CITS Sociology	SOC 1101	4
	CITS Lit Study	ENGL 1907	3
St. Scholastica	CITS Spanish III	Beginning Spanish ³ / ₄	8
Lake Superior College	CITS Psychology	PSYC 1120	3
	CITS Chemistry	1110 Aspects of Chem	3

WITHDRAWALS

Students must inform an administrator and/or counselor when withdrawing from school for any reason. A withdrawal form must be completed before leaving Proctor Public Schools, along with all school-issued textbooks, technology, and supplies. Parents/guardians will be sent a bill for school-issued supplies that are not returned.

STUDENT PROMOTION

Per policy 513, a student will be promoted to the next grade level based on proficiency of standards set by local, state, and national bodies. Promotion decisions will be made in August before back-to-school mailings are sent.

To be promoted to...

- **10th Grade** = A student must have earned 4.5 total credits by August 1st prior to the student's second year of high school. A student who reaches the 4.5 credit level through credit recovery or through credits earned during semester 1 can be promoted mid-year.
- **11th Grade** = A student must have earned 9.0 total credits by August 1st prior to the student's third year of high school. A student who reaches the 9.0 credit level through credit recovery or through credits earned during semester 1 can be promoted mid-year.
- **12th Grade** = A student must have earned 16.5 total credits by August 1st prior to the student's fourth year of high school. A student who reaches the 16.5 credit level through credit recovery or through credits earned during semester 1 can be promoted mid-year.
- **GRADUATION** = A student must have earned 23.5 credits and have passed all required classes to earn his/her Proctor High School diploma.

CLASS ASSIGNMENT DETERMINATIONS

Student class schedules will be made available at the end of August prior to open houses so that students can see them and be able to visit with their guidance counselor if they see any errors prior to the school year starting. This timeline allows for summer school classes/credits to be factored into student schedules and also enables administration an opportunity to have class sizes balanced after enrollment has settled.

GRADING

All teachers will be measuring essential skills based on the local, state, and/or national standards. Standards specify what students are expected to know and be able to do at each grade level. Student scores reflect how well students are achieving these concepts and skills. Minnesota law requires Proctor High School to report on standards for each student. In some cases, the student's teacher will be indicating progress using a rubric-based grading system that includes the standards.

ASSESSMENT PHILOSOPHY IN PRACTICE

A focus on the standards, while it may look slightly different depending on content area or assignment, manifests itself into a great learning experience for students. Here is how it is changing the culture of our classrooms:

- Teachers and students engage in frequent conversations about what A/B/C/D/F work looks like. This means that performance rubrics for assignments are communicated with students in advance and examples of past work are shown, when appropriate.
- Teachers design assessments that emphasize more application of skills than repetition of facts. Assessments are designed to also provide opportunities for demonstration of advanced knowledge.
- Students can use their assessment data to set goals for their learning. This also means that students have more information than a simple percentage or score. They should be able to identify their strengths and areas that need improvement.
- Assessments before, during, and after a unit of instruction offer students the ability to track their progress. Teachers can use this information to remediate when necessary, and to provide challenge and extension activities for students who consistently perform at a high level.

PHS GRADING SCALE

The following grading scale will be used in all classes at the high school in determining the final grade for a semester:

GRADE	PERCENTAGE
A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	0-59%

Classes where a standards-based grading approach is used will convert the 1-4 scoring to a percentage and use the above scale for the final grade. Conversion details will be outlined in the course syllabus in those classes.

GRADING COMMUNICATION

Grades will be updated by 3pm on Monday weekly and posted in Infinite Campus for each class at check-points three times during each semester. Report cards will not be mailed home at each check-point. The only times that report cards will be mailed home will be at the end of each semester. The check-point dates will be as follows:

Semester 1

Check-point #1 - October 6th

Check-point #2/QTR #1 - November 3rd

Check-point #3 - December 15th

End of Semester 1/QTR #2 - January 19th

Semester 2

Check-point #1 - February 23rd

Check-point #2/QTR #3 - March 22nd

Check-point #3 - May 3rd

End of Semester 2/QTR #4 - May 31st

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

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

EXTENDED SCHOOL YEAR OPPORTUNITIES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal or the student's IEP case manager.

SUMMER SCHOOL

The school district provides summer school credit recovery through the Rails Academy Alternative Learning Program. For more information, contact your student's guidance counselor or contact Rochelle Cleary, program coordinator (rcleary@proctor.k12.mn.us).

PLAGIARISM

The definition of "Plagiarism" is to steal and pass off (the ideas or words of another) as one's own; use (another's productions) without crediting the source. This includes writing, but not limited to photography, music, and drawings.

NOTE: Faculty and staff at PHS will help students eliminate plagiarism and dishonesty as an accident or a practice in their school experiences and classes. However, students should avoid taking risks with plagiarism.

CONSEQUENCES OF PLAGIARISM:

Students who are found guilty of plagiarism are violating the Proctor High School student code of conduct. The consequences of this behavior will be as follows:

- A zero on the assignment, test, or quiz with no opportunity to make up the work for credit; AND/OR
- Referral by a PHS faculty member to the administration and behavior citation;
- Notification of student's parent/guardian.

INCOMPLETES

Incomplete grades must be made up within two weeks after the semester ends unless circumstances warrant more time. Students must make arrangements with the teacher in order to resolve an incomplete on their report card. A grade of incomplete after two weeks will be changed to a grade of "F". If students are given more time by a teacher to complete their work, they are fully responsible for completing the class work within the time frame they have arranged with the teacher.



PARENT AND SCHOOL COMMUNICATION / PARTNERSHIP

PHS PARENT ADVISORY COMMITTEE

To assist with smooth implementation of new procedures at PHS, the administration invites parents to join and be a part of the PHS Parent Advisory Committee that meets on the 2nd or 3rd Wednesday of each month from 6-8 p.m. throughout the year. Parents will have an opportunity to not only offer feedback on important topics related to their students and the school, but they will also be able to bring topics to discuss that they know are affecting students overall. More information about this committee will be sent out regularly in the school newsletter.

PARENT AND TEACHER CONFERENCES

Each semester, PHS will invite parents to meet with teachers to discuss their student's academic performance in their classes. The dates, times, and formats will vary and information about these conferences will be sent in the PHS Newsletters prior to conferences being held. For more information, contact the building principal.

PARENT RIGHT TO KNOW

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

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

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

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal or activities director. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day. School activities that are fundraising should work with the district office to create a student activity account for the funds when collected.

GIFTS TO EMPLOYEES

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

DEMOGRAPHIC / EMERGENCY INFORMATION

Every student enrolled at Proctor High School must have emergency information on file. Parents must make sure the demographic information listed in our Infinite Campus system is updated at the beginning of each school year or whenever a change in address or contact information occurs. This will be our primary source of information in the event that parents/guardians need to be contacted due to an emergency. To edit information, contact the school secretary.

FAMILY ACCESS

Our district recognizes the investment that parents have in their child's education. We provide you with the ability to view student information via the internet anytime, day or night. Our Infinite Campus student information system provides information including current grades, attendance, school lunch information, and student and family demographics to stay connected.

A log-in and password is available on each student's schedule at the beginning of the year or upon request. Please go to the high school web page at www.hs.proctor.k12.mn.us and go to the button below the pictures that says "Infinite Campus" to log-in.

The smart device application "Apptegy" is also an informational center for parents/guardians to access and obtain up to date school information. The free smart device application "Apptegy" is available through your provider's app store by typing in "proctor public schools."

Classes within the high school and middle school utilize a learning management system called "Canvas" to provide students with online resources and to connect them to the course remotely. To gain access as a viewer of these Canvas courses, please ask your student for the parent/guardian code provided to them at the start of the year.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

STUDENT-PUBLISHED INFORMATION

Student-published information includes, but is not limited to, student directories, photos, and names of students who have received awards and participated in classroom or extra-curricular activities. These may be published in local newspapers, school district publications, and appear internally within the school in bulletins, on bulletin boards, or other recognition areas. If you do not want your child's name or photo to be used for these purposes, in writing please notify the high school principal, Tim Rohweder at 131 Ninth Avenue, Proctor, MN 55810.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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



SCHOOL LIFE ISSUES A-Z

ACCIDENTS IN SCHOOL

If injured in any way, inform an adult immediately. All accidents must be reported to the nurse and the principal's office.

AGE OF MAJORITY

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

AUDIENCE / ASSEMBLY BEHAVIOR

Proctor High School takes great pride in setting a high standard in our community. Therefore, students have a responsibility to give their attention and respect to persons on stage. Appropriate applause should be given at the right time and place. Performers are the guests of the school and should be treated respectfully. If inappropriate behavior exists, the student will be removed from the performance. School disciplinary action will be taken at the discretion of the principal or their designee.

BACKPACKS

To help with classroom clutter and building security, it is requested that backpacks be stored in the student's locker from 8:00 a.m. - 3:00 p.m. unless conditions within the school require students to possess them. All personal items including purses and drawstring bags are also asked to be stored in the locker.

CAFETERIA EXPECTATIONS

The school cafeteria is a place where students should enjoy eating in an atmosphere of respectful socializing and proper manners. Students are expected to talk quietly, stay seated at their tables unless getting food or throwing food away, and leaving their area clean for the next lunch. Students behaving inappropriately will be restricted from eating in the cafeteria. Lunch detentions can be assigned for inappropriate lunchroom behavior. We simply ask students to be courteous and demonstrate respect to those around them as well as our food service personnel. During high school lunch periods, students are not allowed in the parking lot or academic areas of the school. ALL HOT LUNCH TRAYS MUST STAY IN THE LUNCHROOM UNLESS CONDITIONS REQUIRE ALTERNATIVE LOCATIONS FOR EATING LUNCH.

CELL PHONES

At Proctor High School, students are given a Chromebook to use and utilize during their academic classes. Because of this, individual teachers have the discretion of allowing cell phones to be used in their classroom or not, and students must comply. If a student is seen using a personal cell phone during class in a room that prohibits their use, the teacher will ask that the student put the phone in a specific location. If a teacher finds a phone a second time, the teacher will confiscate the phone and bring it to the administrators to be given back to the student at the end of the school day. If a student refuses to give up the phone when asked, it will be considered insubordination and the student may be given a consequence (potential consequences not in sequential order = detention, ISS, OSS, etc.).

CLOTHING GUIDELINES

It is the policy of the Proctor Public Schools to encourage students to dress appropriately for school activities and in keeping with community standards. Inappropriate clothing includes clothing that is disruptive to the learning process and/or environment and does not meet community standards. Clothing which bears a message that is lewd, vulgar, obscene, has a sexual reference or a double meaning, promotes products or activities that are illegal for use by minors, objectionable emblems, signs, words, objects, or pictures on clothing, communicates a message that is racist, sexist, or otherwise derogatory to a protected minority group (i.e. Confederate flag) or which affiliate gang membership is not permitted. In addition, any footwear or apparel that could damage school property is also not allowed in the building. It is not the intention of this policy to abridge the rights of students and such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane, or promote illegal activities. Clothing guidelines apply to all school-related activities or events.

COUNSELING AND GUIDANCE SERVICES

Guidance services are available to all students when they need help regarding social, emotional, vocational and career concerns, or with personal development. Students who wish to meet with the counselor may make an appointment with a counselor or with the guidance secretary. However, any time a student has an urgent problem, they may come to the guidance office after checking in with their classroom teacher, and the counselor will attempt to meet with the student immediately. Use of available counseling and guidance services is not left entirely to student initiative.

ANNOUNCEMENTS

Notices of daily happenings, official announcements and other information will be posted in the announcements. The announcements are posted on the Proctor High School web page and on monitors around the building. All students are responsible for information provided in the announcements. Students who wish to have messages posted must email the information to the principal for approval by 1:00 p.m. the day before posting. The administration reserves the right to edit or deny any inappropriate messages.

DIRECTORY INFORMATION

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent/guardian. Directory information does not include personally identifiable data which references religion, race, color, social position, or nationality. Directory information may be given out upon request by the ISD #704 in any appropriate manner unless the parent or student specifically requests the data to be excluded.

EXPECTATIONS FOR STUDENT BEHAVIOR AT PROCTOR HIGH SCHOOL DANCES

Proctor High School strives to provide a safe, healthy, and positive environment at our dances. We believe that our dances are fun and memorable parts of the school culture for students. As such, the following expectations and procedures will be in place at all PHS dances:

- All students attending a dance sponsored by Proctor High School acknowledge that it is a school related event and all school rules apply.
- Guests are allowed at school dances only if accompanied by a Proctor High School student who has obtained administrative approval prior to purchasing a ticket and prior to the day of the event. The Proctor student who brings a guest assumes full responsibility for that guest. Administrators are under no obligation to admit non-Proctor High School students.
- Students are expected to dance in a respectful manner. Dancing that is inappropriate, sexually explicit including grinding or other simulated sex acts, or creates unsafe conditions is not allowed.
- Students who are seen dancing inappropriately will receive one warning. If students are addressed a second time for inappropriate dancing, they will be escorted out of the dance.
- Students who are removed from the dance for inappropriate dancing or violation of any other school policies will remain in a designated area until a parent/guardian comes and checks the students out with administration.
- If inappropriate dancing is widespread, music may be stopped for a period of time. If after the music has been turned back on, the dancing continues to be inappropriate, the dance may end prior to the scheduled end time.
- ***Students at the dance must maintain proper attire for the entirety of the evening. This includes keeping shirts under vests for males. IT IS RECOMMENDED THAT IF STUDENTS ARE WORRIED ABOUT BEING HOT, THEY SHOULD BRING A COOLER SHIRT TO CHANGE INTO AT THE DANCE. Violators of this policy will receive one warning before being removed from the dance.***
- ***ALL BAGS/PURSES BROUGHT TO THE DANCE MUST BE CHECKED IN AT THE DESIGNATED AREA PRIOR TO ADMISSION INTO THE DANCE.***

CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill.

ENTRANCES AND SCHOOL SECURITY

From 8:00 a.m. to 3:00 p.m., all entrances/exits will be secured to make sure unauthorized people are unable to gain access to our school or students. All traffic in and out of the building during school hours should take place at entrance 1 and through the main office. Students who intentionally open doors that are secure will face disciplinary action. See Policy 903 for more information about access to school buildings and sites.

ELECTRONICS AND CELL PHONES

All non-school-issued electronic devices that students bring to school are brought at their own risk. Any theft or damage to these items is not the responsibility of the school or the administration to find those responsible or make those responsible pay to fix damages or replace the device. Teachers have the right to take away any electronic device they feel may interfere with the learning environment.

FIELD TRIPS

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

FLOWERS / BALLOONS / SIGNS

Gifts such as flowers and balloons for students will be held at the appropriate school office and will be given to the student only at the end of the school day. All signs, posters, birthday announcements, or other notices must be approved for posting by the school office BEFORE they are posted.

HEALTH SERVICES

With the nursing office located right off the entrance on the Ugstad side of the building near the cafeteria and main gym, students are advised to report to the nursing office if they have any immediate medical needs or health care concerns.

In the event of an emergency/injury, based on the circumstances, students may need to stay put, and health service staff will come to them immediately to assess the condition of the student. Other non-health service staff will advocate for the students in the event that the school nurse is not available.

This district regards the health and safety of our students as top priority. If it is found necessary, emergency medical services will be activated by calling 911.

Student screening examinations such as vision, hearing, and other associated student services will be conducted throughout the school year and shall be done in coordination with the student's schedule and referring teacher/staff member.

STUDENTS ARE REQUIRED TO KEEP ANY PRESCRIPTION DRUGS THAT SHALL BE ADMINISTERED DURING THE SCHOOL DAY IN THE NURSING OFFICE. It is strongly recommended that students manage their medication dosing outside the school day/hours, but if it is necessary to take medications during their school day, there must be proper authorization from their physician and signed by the parents as well. A copy of the medication administration form can be found in the back of this handbook. Call Health Services at 218-628-4926 ext. 1019 if you have questions.

IMMUNIZATIONS

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempt from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student.

PHS SPIRIT WEEK KING/QUEEN PROCEDURES

During the fall, winter, and spring, Proctor High School will have a spirit week where one male and one female will be crowned king and queen respectively. ALL seniors in good standing will be eligible and will be nominated by their fellow seniors in a ballot distributed by the principal. Once the court has been established with approximately 5 males for king and 5 females for queen, the court members will send information to the principal about themselves that will be included in the final ballot that is sent to the entire PHS student body for voting. Voting will be administered and tabulated by the principal. The male (king) and female (queen) who are crowned will be ineligible to be nominated or serve on courts for the remainder of the school year. Court members who were not crowned will remain eligible to be on the court again until the end of the year or until they are crowned, whichever comes first.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly, so they can benefit the most from instruction while at school.

LITTER AND RECYCLING

In order to keep our building and school owned property (including our neighbors' property) clean and respectable, we require student and staff cooperation. Students are expected to take care of all school property. All students and adults at Proctor High School have an obligation to protect the environment. One way of doing this is through recycling of solid waste. Please properly dispose of refuse and use recycling containers.

LOCKERS

Posters, inappropriate pictures, messages advertising alcohol and/or illegal substances are not allowed to be placed in student lockers. Lockers are the property of the school district and must protect the rights of all students and staff members. Inappropriate locker decorations are offensive to some students and staff and, therefore, may be construed as harassing in nature. Under no circumstance is writing allowed on the lockers. Lockers are not to be considered secure, and valuables may be at risk. School authorities have the right to enter a locker and search or inspect any material in that locker if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the locker may present a threat to the educational environment.

LOCKER ROOMS / GYM / FIELD HOUSE USE

Students are not permitted to access the locker rooms unless it is during physical education class, or if there is adult supervision. Food and beverages are not allowed in the locker rooms with the exception of water. Students are not allowed in the gym or field house unsupervised.

OFFICE VISITS / NEEDS

Students who need to see an administrator, the school secretary, guidance counselor, or nurse, must first go to their scheduled class and be excused by the classroom teacher and issued a pass. Students are to report to the main office and be directed towards their destination. The office areas will be used for emergencies only. If a student is ill, the office will notify the nurse, and she will evaluate their status and make a recommendation for care. Parent/Guardian contact must be made before releasing a student from school. Absences for illness occurring during the school day will only be excused by the nurse's office.

PERFUME / COLOGNE / LOTIONS (AIR QUALITY)

Students are reminded that the excessive use of perfume or cologne may create a health hazard for those who have acute sensitivity to these products or have allergies or asthma. Students should refrain from heavy use of these products. Any student abuse of these products may result in confiscation, disciplinary action, or both as appropriate.

POSTERS

Prior to any posters being displayed in and around the building, permission must be obtained from the main office. Posters will be placed on the approved bulletin board areas around the school.

SCHEDULING OF SCHOOL EVENTS

All school-related activities must be planned in conjunction with the group's advisor(s) and scheduled on the master calendar located in the principal's office. Official school events must be supervised by at least one faculty member with help from other teachers, parents/guardians, and students.

SELLING FOOD / SNACK ITEMS

Students do not have the authority to personally sell drink and snack items during the school day. Before and after school there are vending machines available for students to purchase snacks and drinks if necessary. Any student who sells/ distributes drink and snack items during the day will receive an appropriate consequence from administration.

STUDENT PUBLICATIONS AND MATERIALS

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

STUDENT RECORDS = POLICY 515

It is important for students to be aware of the course credit they earn during school. Student records are available in the counseling office. Student records are sent to agencies outside the school only upon written authorization from the student. A parent's/guardian's signature is necessary for students under 18 years of age. Forms are available in the guidance office.

Notice to the Parent/Guardian of ISD #704 Students:

If your child is referred to special education for an assessment, the District will enter your child's name and date of birth into the Minnesota Medicaid System to determine if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the District to enter your child's name and date of birth into the Minnesota Medicaid System, please inform the principal at your child's school.

STUDENT SURVEY PROCEDURE = POLICY 520

Proctor Public Schools' leadership is committed to making decisions based on the best possible information about our student population. Several times during the school year, students are asked to respond to various surveys regarding their thoughts, experiences, behavior, and attitudes on a broad range of subjects related to their education. If the content of an upcoming survey requests personal information regarding political affiliations, morality issues, income or religion, parents will receive notification about the upcoming survey before it is administered. Parents have the right to "opt out" of any school survey activity. The information gathered from student surveys is ALWAYS anonymous and has many purposes. If you have any questions about the survey policy (policy 520), please contact Tim Rohweder at 628-4926 ext. 1004.

TELEPHONE / TEXTING

Should parents/guardians have occasion to contact students during school hours, they should refrain from calling or texting to the student's cell phone. Instead, parents/guardians should call the school secretary where a message will be taken and delivered between classes. If it is an emergency, the office will contact the student immediately. A telephone in the main office is for student use to contact a parent/guardian if needed. Students will not be excused from class to use the telephone unless it is an emergency. Teachers have the right to take cell phones away from students if they are disrupting the educational process during class time.

TEXTBOOK FEES

Students are responsible for any and all textbooks and/or library books issued or checked out in their name. Students who have lost, not returned, or have returned damaged books to the school will be liable for a fee covering the cost of replacement.

THINGS ON WHEELS

Skateboards, roller blades, and roller shoes are not allowed on school property.

VANDALISM

Any student who engages in any act which appears to be willful destruction, vandalism, or theft of school property or the property of other citizens may be referred to law enforcement agencies. If a student is found to have intentionally vandalized property of another student in a class that has a negative effect on the student's grade in the class, the student who vandalized the property will be dropped from the class and receive "NC" (No Credit) for the course.



ATHLETICS/ACTIVITIES INFORMATION

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relation to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

Proctor High School Activities Strive To:

- Develop character meaning doing the right thing when nobody else is watching. (“RailSTRONG”).
- Learn sportsmanship, win humbly and graciously, and to lose with dignity.
- Model integrity through playing by the rules.
- Use teamwork in order to contribute to a greater goal in which the athlete places the team’s success or recognition before that of an individual.
- Leadership reaching out to assist teammates, which translates into helping others around them in life and contributing to the community.
- Develop perseverance and the ability to bounce back from setbacks or defeats.
- Incorporate goal-setting learned through athletics into their approach to life.
- Develop a solid work ethic that emphasizes preparation and effort.
- Improve individual/team fitness and skill level through a strong training program/practice
- Accountability doing what you say you’re doing and taking ownership of your actions
- Pride in self, school, and the community.

Proctor High School is a member of the Minnesota State High School League, Proctor is committed to and supports all of the rules as established by the MSHSL.

MSHSL Mission

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools. “Education and Leadership for a Lifetime.”

GENERAL REGULATIONS - MN STATE HS LEAGUE

Minnesota State High School League rules must be followed in all matters of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach and director has the responsibility to know, to inform participants and parents/guardians, and to enforce school and MSHSL regulations in these matters. Go to www.mshsl.org for more information.

Offenses: Any conduct by a student that is determined by the coach, activities director, and school administration to be detrimental to the activities program, school, or school district will result in counseling by the head coach and a school administrator with possible suspension.

MSHSL Handbook

<https://www.mshsl.org/mshsl-handbook-bylaws-and-policies>

ACTIVITIES AND ACTIVITY FEES

An activity fee is charged for extra-curricular activities. Fees may be waived in hardship cases and the activities director will determine and process such waiver requests. Fees for each specific activity are:

FALL	WINTER	SPRING
Boys Soccer (\$160) Girls Soccer# (\$160) Cross Country Running (\$160) Football (\$180) Girls Volleyball (\$160) Girls Swimming# (\$160) Drama Club (\$50) **Cheer Team (\$100) Clay Target# (Per Club Fee) **DECA (\$50) **SPIKE **Student Government **National Honor Society (NHS)	Boys Hockey# (\$190) Girls Hockey# (\$190) Boys Basketball (\$160) Girls Basketball (\$160) Boys Swimming (\$160) Nordic Skiing# (\$160) Alpine Skiing (\$160+ Ski Pass) Wrestling# (Per Club Fee) One Act Play (\$50) Dance Team# (\$160) Robotics (\$50) Knowledge Bowl (\$50) Math Team (\$50) Super Mileage (\$50)	Baseball (\$160) Softball (\$160) Track & Field (\$160) Boys LaCrosse# (Per Club Fee) Girls LaCrosse# (Per Club Fee) Golf# (\$160 + Golf Pass) Boys Volleyball# (Per Club Fee) Clay Target# (Per Club Fee)

**Indicates activities that will take place throughout the school year

Indicates activities that are combined through a cooperative with another neighboring school



ATHLETICS REFUND POLICY

1. A full refund will be given if a student quits the team within two (2) weeks of the start date.
2. **No refunds are given for students who quit the team after two (2) weeks of the start date.**
3. There will be refunds given to those students who terminate participation in an activity due to injury, illness, or those not making the team. The student may be asked to provide a doctor's note stating that the student is no longer able to participate for the remainder of the season. The amount of the refund will be according to the following time schedule.
 - Up to the first public performance/competition—full refund.
 - First performance/competition through midpoint—half refund.
 - Midpoint through season's end—no refund.
4. No refunds will be given without verification, in writing, by the activities director.
5. Any refunds of participation fees must be requested through the activities director by the participant within one (1) week of the students last practice or contest.
6. Students who are **dismissed from participation due to disciplinary issues** will not receive refunds.
7. Students who quit a team after the first two weeks due to academic issues shall not receive a refund.

ATHLETIC CONTEST BEHAVIOR EXPECTATIONS

All rules pertaining to student conduct and student discipline extend to school activities. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner by:

- Exercising control at all times, accepting decisions and abiding by them.
- Showing respect toward the coach/advisor hired to conduct the particular program, and making an honest attempt to communicate with that person.
- Seriously accepting the responsibility and privilege of representing the school and community.
- Demonstrating a genuine respect for the judgment of those hired to interpret the rules.
- Accepting the outcome of an event with pride, knowing that your best effort was given.
- Cooperating with the coach/advisor and fellow participants in attempting to promote a positive atmosphere.
- Treating members of visiting schools with respect
- Congratulating members of your team, as well as members of visiting teams, for excellent performances.

The school board expects all spectators at school-sponsored activities, including parents/guardians, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline, and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

EVENT TRANSPORTATION

Transportation will be provided by the school district to all events. Individual participants who may want to drive to or from a contest must approve this with the coach/advisory and the activities director PRIOR to the contest. Specific procedures for gaining approval will be outlined and communicated by the activities director at the start of every season with coaches and participants.

EXTRA-CURRICULAR ELIGIBILITY

Students must have accrued the minimal number of credits at the beginning of each semester to demonstrate **progress** toward graduation and to be eligible to participate in a sport or co-curricular activity. Students must also maintain a Grade Point Average of 1.75. Students are subject to checkpoint procedure monitoring when falling below the 1.75 GPA minimum. **STUDENTS MUST BE A FULL TIME STUDENT TO BE ELIGIBLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES. A full time student is one with at least 6 courses excluding study hall.**

Graduation Year	2022 – 2023 School Year	Semester 1	Semester 2
Class of “24”	Grade 12	16.5 credits	19.0 credits
Class of “25”	Grade 11	9 credits	12.5 credits
Class of “26” And Beyond	Grade 10	4.5 credits	7.0 credits
	Grade 9	-----	2.5 credits

Fall sports eligibility will be based on credits earned as of August 1st and from the previous semester’s report card/GPA.

Winter sports eligibility will be based on check point 1 and/or 2 grades and credits accrued through Semester 1.

Spring sports eligibility will be based on credits accrued and semester 1 GPA. Semester 2 checkpoint 1 grades may also be considered.



CHECK POINT ELIGIBILITY PROCEDURE

IF...	THEN...
Student's GPA is below 1.75 from previous semester	Student is ineligible to participate in games/contests/performances until Checkpoint #1 if GPA is above 1.75 and passing all classes
Student has an "F" in any class(es) at a checkpoint	Immediately ineligible for games/contests/performances until proof of passing grade in class(es) with "F"

A student-athlete is absent for 4 or more class periods in a single day.	Student is ineligible to participate in games/contests/performances or practices on that day. Exceptions may be made for excused absences or by administrative discretion
A student is suspended from school	Students are ineligible to participate in any practices or games/contests/performances for the duration of the suspension. Students may not attend any school-sponsored events during the suspension
A student has been identified by counselors and referred to administration for excessive absenteeism (continuing or habitual truancy)	The student may be deemed ineligible due to not being a student in good standing for a period of time determined by the building principal.

Semester 1 checkpoint dates: 10/6/23, 11/3/23, 12/15/23, 1/19/24

Semester 2 checkpoint dates: 2/23/24, 3/22/24, 5/3/24, 5/31/24

INCOMPLETE GRADES

A student with an incomplete grade is ineligible until the work is completed, unless the incomplete grade is due to an excused absence preceding a grade checkpoint. If neither of the above is met, the student remains ineligible until the incomplete is resolved.

ELIGIBILITY FOR LEADERSHIP/CAPTAIN POSITIONS

Students holding leadership positions (including the captain of the team, homecoming/midwinter/prom royalty, etc.) FOR ANY OF THE ACTIVITIES UNDER THE UMBRELLA OF THE PROCTOR ACTIVITIES DEPARTMENT (all sports, Drama, FIRST Robotics, Intramurals, Knowledge Bowl, Math Team, Music, National Honor Society, Student Council, etc.) who are found in violation of MSHSL and/or District 704 rules which result in a loss of participation opportunities will be removed from their position of leadership/captain and will be ineligible to hold another such position for the period of one calendar year. If extenuating circumstances warrant, the student may appeal this restriction by initiating a discussion with the coach/advisor involved, the principal, and the activities director.

LETTERING

Each activity/coach has specific lettering policies for their sport/activity. These policies will be distributed at each individual sport/activity parent meeting prior to the start of the season. Completion of the season is required in order to be eligible for a letter (exception: injury that limits participation). It is the policy of the Proctor Public Schools that a letter can be earned only in sports/activities supported officially by the Proctor School District and that are affiliated with the MSHSL. ***A MSHSL violation of bylaw 205.00, 206.00, or 209.00 during a specific season will disqualify any individual from lettering in that sport season. If the violation occurs in the senior year, the individual will not be recognized as a multi-sport athlete and potentially athlete of the year. If the violation occurs out of season, the next season that the individual will participate in is the sport that the individual will serve the violation and disqualify that individual from lettering.***

EXTRA-CURRICULAR GRIEVANCE PROCEDURES

Coaches and advisors are qualified instructors who are hired by the Board of Education to instruct, supervise, and organize extracurricular teams of students. The main responsibility of a coach or advisor is not just winning, but to effectively work with the students to provide for the physical, emotional, social, moral, and skill development of those who choose to become a part of the extracurricular program. From time to time, concerns may arise because of contradictions in beliefs, values, and philosophy between coaches, students, and parents/guardians. When these concerns arise, the following guidelines will be adhered to by all involved:

Step 1. The complainant will discuss the problem with the coach or advisor.

Step 2. A meeting shall be requested by the complainant with the coach/advisor to resolve the problem.

Step 3. If the problem cannot be resolved at this meeting, a meeting shall be requested by the complainant with the activities director/principal and coach/advisor.

Step 4. If the problem cannot be resolved at this meeting, a meeting shall be requested by the complainant with the activities director/principal, coach, advisor, and superintendent.

Step 5. If the problem cannot be resolved at this step, a meeting to resolve the problem shall be requested by the complainant with two appointed school board members, the superintendent, the athletic director/principal, the coach/advisor, and one person designated by the coach/ advisor. The decision of these parties shall be binding.

Grievance Meeting Rules:

1. All meetings will be private with only those people stated in the grievance procedure allowed to attend at each step.

2. If a complainant attempts to skip any step, they will be referred back to the step that was omitted.

3. It is the responsibility of the complainant to move to each succeeding step and secure a meeting date. If no such move is made within one week's time, the activities director/principal shall assume that the problem has been resolved to the satisfaction of all parties involved.

PROCTOR PRIDE

Proctor High School - School Song

Proctor fights for the cause that is right
Proctor High! Proctor High!
Far and wide our team is our pride
Proctor High! Proctor High!
Green and white, fight team fight
Yes, we will back you with all our might
We've made our name so let's all acclaim
Proctor High! Proctor High!



FOOD SERVICE INFORMATION

Our school offers healthy meals each day. We are participating in Minnesota's Free School Meals Program, which begins with school year 2023-24. All students can get one breakfast and one lunch free of charge each day at Proctor High School. Purchase costs for extra entrees, \$1.25 (breakfast) - \$1.50 (lunch), extra milk or milk only purchases are \$0.50 each and must have funds available to purchase. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs.

To apply, complete the online Application for Educational Benefits through Infinite Campus Parent Portal. If you do not have a user name and password, please contact the site secretary to obtain one. If completing online is not possible, paper applications are available. You must fill out all required information, we cannot approve an application that is not complete. A new application must be submitted each year. At Proctor Public Schools, your application also helps the school qualify for education funds and discounts.

Return your completed paper Application for Educational Benefits to:
Proctor Public Schools Nutrition Services
131 Ninth Avenue
Proctor, MN 55810-2741

Who should complete this application? Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children qualify without reporting household income. Alternatively, children can qualify if their household income is within the maximum income shown for their household size on the instructions.

COMMON QUESTIONS:

- I get WIC or Medical Assistance. Can my children qualify? Children in households participating in WIC or Medical Assistance do not automatically qualify. Children may be eligible depending on other household financial information. Please fill out an application.
- Who should I include as household members? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives, or friends).
- May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens for you to complete an application.
- What if my income is not always the same? List the amount that you normally get. If you normally get overtime, include it, but not if you get overtime only sometimes. For seasonal work, write in the total annual income.
- Will the income information or case number I give be checked? It may be. We may also ask you to send written proof.
- How will the information be kept? Information you provide on the form, and your child's approval, will be protected as private data. For more information, see the back page of the Application for Educational Benefits.

If I don't qualify now, may I apply later? Yes. Please complete an application at any time if your income goes down, your household size goes up, or you start getting SNAP, MFIP or FDPIR benefits. If you have other questions or need help, call 218-520-1701 School Nutrition Department

NOTICES

NON-DISCRIMINATION STATEMENT

Independent School District 704 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: PHS Section 504 Coordinator, Tim Rohweder, 131 9th Ave, Proctor, MN 55810, 218-628-4926, trohwede@proctor.k12.mn.us or Title IX Coordinator, Diane Morin, 8708 Vinland St, Duluth, MN 55810, 218-628-4949, dmorin@proctor.k12.mn.us.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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

ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Proctor Public Schools has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, Proctor Public Schools shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. Asbestos removal occurred at Bay View Elementary during the summer 2018.

Furthermore, Proctor Public Schools has completed its 3-Year Reinspection required by AHERA. Proctor Public Schools' buildings, where asbestos-containing materials were found, are under repair, removal and operations and maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be reinspected three years after a management plan is in effect. This will be accomplished under contract by IEA Inc.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact.

All short-term workers shall contact the maintenance supervisor before commencing work to be given this information.

Proctor Public Schools has a list of the location(s), type(s) of asbestos-containing materials found in each school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the district office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office, which will establish contact with our Account Manager under contract with IEA Inc., 5525 Emerald Avenue, Mt. Iron, Minnesota 55769. (218)410-9521

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS:

Proctor Public Schools utilizes a licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- *inspection and monitoring* to determine whether pests are present, and whether any treatment is needed;
- recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials;
- utilization of *non-chemical measures* such as traps, caulking and screening, and
- application of *EPA-registered pest control materials* when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the District Office, 131 9th Avenue, Proctor, Minnesota 55810. Parents/guardians of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

NOTICE OF INDOOR AIR QUALITY MANAGEMENT PLAN:

Proctor Public Schools advocates that a healthy school environment is one in which the surroundings contribute to a conducive learning environment for students, productivity for teachers and staff, and a sense of comfort, health and well-being for all school occupants. Because of this, the District has taken on the challenging task of managing and improving its indoor air quality (IAQ) by creating an IAQ management plan. This plan is located in the district office and has been approved by the school board, is assisted upon by a safety consulting firm and includes an annual building walk through. The District also has a safety committee that discusses any IAQ concerns or issues. Any questions or concerns regarding IAQ can be directed to Randy Schmidt at (218)390-6313.

NOTICE TO THE PARENT/GUARDIAN OF ISD 704 STUDENTS

If your child is referred to special education for an assessment, the District will enter your child's name and date of birth into the Minnesota Medicaid System to determine if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the District to enter your child's name and date of birth into the Minnesota Medicaid System, please inform the principal at your child's school.

SCHOOL POLICIES

The District policies may be obtained in their entirety at www.proctor.k12.mn.us.

EQUAL OPPORTUNITY

It is the school district's policy to provide 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, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute a violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to Policy 413. This policy applies to all areas of education including academics, coursework, co-curricular and extra-curricular activities, or other rights or privileges of enrollment. It is the responsibility of every school district employee to comply with this policy conscientiously. Any student, parent, or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

HARASSMENT AND VIOLENCE POLICY - 413

Everyone at District 704 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. We want to maintain a learning and working environment that is free from harassment and violence of all forms. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

- a. name calling, jokes, or rumors
- b. pulling on clothing
- c. graffiti
- d. notes or cartoons
- e. unwelcome touching of a person or clothing
- f. offensive or graphic posters or book covers; or
- g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or the principal. You may also make a written report. It should be given to a teacher, a counselor, the principal, or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial, and sexual harassment or violence and will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available in the school district office upon request or at www.proctor.k12.mn.us.

Harassment, violence, and discrimination are against the law. No one should learn or work in an intimidating, hostile, or offensive environment.

I.S.D. #704 Human Rights Officer:

Mark Hughes

Proctor Public Schools

5682 Martin Road

Duluth, MN 55811

729-8214 ext. 2751

INITIATION OR HAZING PROHIBITION - POLICY 526

Our student body has been proud of their respect and fair treatment of one another and openness to working and playing together. Policy 526 is summarized below for your information.

“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 of harmful substances 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;

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 should report the alleged acts immediately to the building principal; Mark Hughes, the Human Rights Officer; the superintendent; a teacher, or a counselor.

Complete policies are available in the school district office upon request or at www.proctor.k12.mn.us .

INTERNET ACCEPTABLE USE - POLICY 524

In making decisions regarding student and employee access to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will be thoughtful in its use. Users accessing the Internet through the district system are expected to abide by all policies and to be directing their use toward furthering educational and personal goals consistent with the mission of the school district and school policies.

Responsibility of use

The use of the school district system and access to use of the internet is a privilege, not a right.

Unacceptable use of the school district system or the internet as outlined in Section V.A. of Policy 524 may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Parental Responsibility

Outside of school, families bear responsibility for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/Guardians are responsible for monitoring their student's use of the school district system and of the internet if the students accessing the school district system or information resources from home or remote location.

Parents/guardians will be notified that their students will be using school district resources/accounts to access the internet. The school district will provide parents/guardians the option to request that their students not have access to the internet by using the Denial of Access form. The District will assume all children have parental permission to use the internet unless the Denial of Access form is signed by the parent/guardian and returned to the school. Parents have the option to request alternative educational activities not requiring internet access and the material to exercise this option.

NON-DISCRIMINATION AND NOTIFICATION - POLICY 522

It is the policy of Proctor Independent School District #704 not to discriminate on the basis of sex, marital status, religion, status with regard to public assistance or disability in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to Diane Morin, 131 Ninth Avenue, Proctor, MN 55810, phone number 628-4926, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

The following grievance procedure is provided for the resolution of any policy violations which may occur:

Step I. Discuss the problem with the person responsible for the situation. (If not resolved, refer to Step II)

Step II. Request a formal hearing with the Title IX coordinator. The hearing must be granted within two weeks of the request. A decision must be rendered within one week following the hearing. (If not resolved, refer to Step III)

Step III. If the complainant is not satisfied as a result of the hearing by the coordinator, the complainant may submit a written request for further review to the superintendent within two weeks after receipt of the answer from the coordinator. The superintendent shall arrange for a hearing to be conducted by a three member panel, of which one member will be selected by the complainant (person other than their legal counsel, if any), and one by the superintendent. Both of these members of the panel shall select the third member (from within the school employ) from a list which they develop of not less than three persons. If the two members are unable to mutually agree on the person to complete the panel, they shall select a person by alternately "striking" a name from the list. A flip of the coin shall determine which member shall first strike a name from the list. The last name remaining on the list shall be the third member of the panel.

The finding of the hearing panel shall be presented to the school board for a final disposition of the case.

BULLYING PROHIBITION - POLICY 514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student's property
3. placing a student in reasonable fear of harm to his or her person or property, or
4. creating a hostile educational environment for a student.

Discipline procedures for a student found to be in violation of this policy may include, but are not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

*This also includes cyber-bullying and other forms of bullying via the internet, and social networking applications.

IS IT BULLYING?

When someone says or does something unintentionally hurtful and they do it once, that is

RUDE

When someone says or does something intentionally hurtful and they do it once, that's

MEAN

When someone says or does something intentionally hurtful and keep doing it even when you tell them to stop or show them that you're upset, that's

BULLYING

WEAPONS POLICY - POLICY 501

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. DEFINITION

A. "Weapon"

Weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No student or non-student, including adults and visitors, shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.

No student or non student, including adults and visitors, shall use articles designed for other purposes (i.e., belts, combs, pencils, files, flammable aerosol propellants, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location"

"School location" includes a school building, school grounds, school activities or trips, bus stops, school buses, or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. "Possession"

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. It shall not be a violation of this policy if a nonstudent (or student where specified) is an active licensed peace officer.

IV. ADMINISTRATIVE DISCRETION

While the school district and the school take a "Zero Tolerance" position on the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified below is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Upon notification of a Weapons Policy violation, the principal will consult with the superintendent to determine the severity of the incident. This consultation will review the following:

- A. the degree of danger others were exposed to by the offense;
- B. the intended use of the weapon by the student;
- C. prior behavioral and/or weapon offenses by the student; and
- D. the setting and situation in which the offense occurred.

V. CONSEQUENCES FOR WEAPON POSSESSION/ABUSE/DISTRIBUTION

The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons may include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of the police;
4. parent or guardian notification;
5. recommendation to the superintendent of dismissal not to exceed one year; and
6. filing of charges by school district if so determined by administration.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis. When a person, other than a student, possesses a weapon on school property, in a district vehicle, or at a school event, the police will be notified immediately.

VI. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

While the school district and the school takes a firm "Zero Tolerance" position on the possession, use, or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON - POLICY 502

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

Pursuant to Minnesota statutes, 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 for safety reasons by school authorities for any reason at any time, 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.

The policy for lockers also applies equally to students' desks or personal possessions defined herein.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband on their person or in their personal possessions.

III. DEFINITIONS

"Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled

substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

“Personal Possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

“Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a student’s age, and past history or record of conduct, or other reliable sources of information.

“Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, and the age of the student.

IV. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion; and the student may, when appropriate, be referred to legal authorities.

Lockers, with locks, are also provided in the physical education department for clothing used while participating in the gym classes. Students losing the lock will be charged \$5.00 for replacement. All valuables are to be checked in with their physical education teacher prior to the start of the class session.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as the use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities.

[PLEDGE OF ALLEGIANCE - POLICY 531](#)

Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. 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 that choice.

[SMOKING AND TOBACCO - POLICY 419](#)

The Board of Education, administration and staff of Independent School District 704 recognize smoking as an undesirable and dangerous practice and discourage student smoking at any time and place. Under Policy 419, no smoking will be allowed in the school building, at any school function, or on the general school grounds. Students under the age of 18 who are found smoking on school grounds or in the immediate neighborhood will be ticketed and referred to juvenile court and suspended from school.

Policy 419 also states that it is a violation for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, vehicles, and grounds. This prohibition includes all school district property and all off-campus school district-sponsored events.

STATEMENT OF SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance.

Section 504 of the Act protects persons from discrimination based upon their handicapping condition. A person is handicapped under the definition of section 504 if her or she:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities.;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

STUDENT DISCIPLINE - POLICY 506

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.55 and other laws. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. The district discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 121A.40 through 121A.56

The policy includes sections on student rights and responsibilities; a code of student conduct; disciplinary action options; grounds and procedures for removing a student from a class; dismissal, suspension, and expulsion procedures; discipline records; and disabled students' rights, Admission or Readmission Plan, Notification of Policy Violations, Open-Enrolled Students.

VISITORS TO SCHOOL DISTRICT BUILDINGS OR SITES - POLICY 903

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES - POLICY 904

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete policy 904.

DRUG FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy.

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

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

Why statewide testing?

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

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students 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 for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- 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.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

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 MCA 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](https://education.mn.gov/Statewide-Testing) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > 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/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 school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Proctor Public Schools
131 9th Avenue
Proctor, Minnesota 55810

ADMINISTRATION OF MEDICATION IN SCHOOL

Student's name	
Date of birth	
Health concern	
Medication	
Dosage to be given	
Time of administration	
Length of time to be given	
Side effects	

Physician's Name	
Address	
Telephone Number	

*Health Provider Signature*_____ *Date*_____

☐ I authorize school district personnel to administer the above medication(s) to my child, in school, according to the physician's directions.

☐ I authorize my child to self-administer the above medication(s) in school as ordered by his/her physician. (Physician's signature is required).

Parent Signature_____ Today's Date_____

Emergency Contact_____ Telephone Number_____

☐ This student has been trained to use the medication(s) listed above and has my authorization to carry and self-administer as necessary (ex: asthma inhalers).

*Health Provider Signature*_____ *Date*_____

Proctor Middle School/High School phone # 628-4926/fax 628-4931