

Work Session
Monday, July 21, 2025 5:30 PM Eastern

High School Media Center
810 First Street North
Pine River, MN 56474

1. Call to Order and Pledge to the Flag

Members: Leslie Bouchonville, Chris Cunningham, Roger D. Hoplin, Nicki Linsten-Lodge, Carrie Maurer-Ackerman, David Sheley, Ryan Trumble and Superintendent Jonathan Clark

2. Superintendent's Report

3. Discussion Items

- 3.1. Student Handbooks

4. Adjourn



Pine River-Backus Elementary School

STUDENT HANDBOOK

Website: www.prbschools.org

This handbook is available on our website. Should you need a paper copy, please contact the elementary office by calling 218-587-4447

Welcome to the 2025-2026 school year



PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

Welcome to Pine River-Backus Elementary School! I am thrilled to begin another exciting school year with you and your children. The faculty and staff join me in saying that we are happy to have you as part of the Pine River-Backus family. As the principal of PRB Elementary, I look forward to getting to know you and partnering with you to ensure a successful, safe, and joyful year of learning. I also look forward to building connections with all of your students and getting to know them as individuals.

At PRB, we are dedicated to 'Teach and Inspire students to Grow, Excel, Reach, and Succeed' in partnership with our learning community. Our staff is committed to academic excellence and helping students grow into kind, confident, and curious learners.

The pages of this handbook are filled with important information regarding school policies and procedures. I encourage parents and students to take time to review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We believe that a strong home-school connection is key to student success. I encourage you to stay involved, communicate openly with your child's teacher, and participate in school events whenever possible.

I am honored to lead such a welcoming and caring school community. Please don't hesitate to reach out if you have any questions or ideas. Let's make this a fantastic year where we can build strong connections!

Yours Together in Education,

Josh Langseth
Principal

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At Pine River-Backus Elementary School,
students and staff practice Tiger Pride.
To show Tiger Pride is to give our ROAR and be:

Responsible, **O**n-Task, **A**lways Safe, **R**espectful

District Mission Statement:

The mission of the Pine River-Backus School District is to **T**each and **I**nspire students to **G**row, **E**xcel, **R**each, and **S**ucceed in partnership with our learning community.

District Vision Statement:

To be a “Destination District” focused on shaping the leaders of tomorrow through independence, creativity, and growth.

What is PBIS?

Positive Behavior Interventions and Support is a systematic approach focusing on teaching and supporting appropriate school behavior for all students in the school. PBIS is a proactive approach to school-wide discipline. The result is a continuum of positive behavior support for all students, where:

- Behavioral Expectations are Defined
- Behavioral Expectations are Taught
- Appropriate Behaviors are Acknowledged
- Behavioral Errors are Corrected Proactively

The students of Pine River-Backus Elementary are taught the appropriate behaviors and the school's expectations in the classroom, hallways, locker area, playground, bathroom, cafeteria, library, computer labs, bus, assemblies, and at arrival and dismissal time. Our school-wide behavior expectations are listed on the next page.

ROAR Matrix

Pine River-Backus Elementary School-wide Behavior Expectations - ROAR
ROAR Matrix may be updated to reflect COVID-19 safety procedures & guidelines

	Responsible	On-Task	Always Safe	Respectful
Classroom	<ul style="list-style-type: none"> •Tell the truth •Work well in groups •Clean up •Complete daily jobs/ work 	<ul style="list-style-type: none"> •Come to class prepared •Give your best effort •Stay focused 	<ul style="list-style-type: none"> •Follow directions •Use materials appropriately •Walk *Use Body Basics 	<ul style="list-style-type: none"> •Take turns •Listen •Use appropriate voice level •Use appropriate language.
Hallway/ Locker Area	<ul style="list-style-type: none"> •Walk quietly •Keep hallways clean •Keep locker area clean 	<ul style="list-style-type: none"> •Walk to your destination •Have teacher permission 	<ul style="list-style-type: none"> •Keep to the right •Walk •Stop at corners 	<ul style="list-style-type: none"> •Keep hands/feet to self •Close locker doors quietly
Playground	<ul style="list-style-type: none"> •Stay in boundaries •Report broken equipment •Put equipment away •Put litter in garbage can 	<ul style="list-style-type: none"> •Stop when the whistle blows •Be active •Be a good sport 	<ul style="list-style-type: none"> •Use equipment properly •Line up calmly and quickly •Dress for the weather •Follow rules 	<ul style="list-style-type: none"> •Talk, Walk away, Rock-paper-scissors •Treat equipment properly •Include others •Follow and listen to adults •Use appropriate language.
Bathroom	<ul style="list-style-type: none"> •Quickly and quietly take care of business •Flush •Shut off sinks •Report problems to an adult 	<ul style="list-style-type: none"> •Use bathroom appropriately and efficiently •Return immediately to learning 	<ul style="list-style-type: none"> •Respect privacy •Use toilet or urinal •Wash with soap and dry hands 	<ul style="list-style-type: none"> •Keep bathroom clean •Use quiet voices
Cafeteria	<ul style="list-style-type: none"> •Follow directions from adults •Leave area clean •Remember lunch money reminders •Dump trays appropriately 	<ul style="list-style-type: none"> •Begin eating immediately •Keep hands and feet to self 	<ul style="list-style-type: none"> •Eat only the food on your tray •Sit on your bottom •Keep mouth closed when chewing •Walk at all times 	<ul style="list-style-type: none"> •Say please and thank you •Include others •Use quiet voices and kind words •Try new foods
Library/ Comp. Lab	<ul style="list-style-type: none"> •Bring back books by due date in good condition •Follow directions •Use a ruler when you remove a book from the shelf 	<ul style="list-style-type: none"> •Check out books before leaving •Keep organized and tidy •Work on assigned tasks 	<ul style="list-style-type: none"> •Log-in and log-out correctly •Keep password and personal information private 	<ul style="list-style-type: none"> •Use equipment and materials correctly •Whisper •Use good manners
Arrival/ Dismissal	<ul style="list-style-type: none"> •Take care of belongings (backpack, locker) •Be on time •Visit quietly in the main hall while waiting to enter at 8:10 	<ul style="list-style-type: none"> •Eat breakfast promptly •Enter classroom by 8:25 •Exit building by 3:05 	<ul style="list-style-type: none"> •Have bus pass ready •Walk slowly •Carry/wear backpack appropriately •Store loose papers in backpack 	<ul style="list-style-type: none"> •Enter and leave building quietly •Greet/say good-bye to others •Listen to adults
Assembly	<ul style="list-style-type: none"> •Be on time •Sit so that all can see •Voices off 	<ul style="list-style-type: none"> •Pay attention to the speaker •Participate when asked •Answer questions appropriately 	<ul style="list-style-type: none"> •Enter and exit following hallway procedures •Stay seated in assigned area •Wait until it is your turn to exit •Walk quietly down the bleachers 	<ul style="list-style-type: none"> •Listen and watch the speaker •Use appropriate applause •Show appreciation
Bus	<ul style="list-style-type: none"> •Be ready and on time •Keep the bus clean •Take care of belongings 	<ul style="list-style-type: none"> •Sit and face forward in seat, feet down •Leave bus promptly at your stop and go directly to destination 	<ul style="list-style-type: none"> •Follow bus safety rules •Keep hands and feet to self •Report problems to the bus driver 	<ul style="list-style-type: none"> •Listen to the bus driver •Use a quiet voice and kind words •Greet and thank the bus driver

2025-26 School Calendar

2025-2026 Pine River-Backus Schools Calendar

	Student Days	Teacher Days
Inservice/ Workshop		9
Quarter 1	42	42
Quarter 2	43	43
Quarter 3	43	43
Quarter 4	42	42
Conferences (3:30-7:00)		1
PLC		2
	170	182

JANUARY							
S	M	T	W	Th	F	S	
				1	2	3	1,2 Winter Break Cont.
4	5	6	7	8	9	10	7, 21 PLC 3:30-4:30
11	12	13	14	15	16	17	16 End of Qt 2, 2 Hr Early Out
18	19	20	21	22	23	24	19 Teacher Inservice - No School
25	26	27	28	29	30	31	

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

FEBRUARY							
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	4, 18 PLC 3:30-4:30
8	9	10	11	12	13	14	12 2 Hr Early Out / Parent-Teacher Conferences 1:30-7:00
15	16	17	18	19	20	21	16 Presidents' Day - No School
17	23	24	25	26	27	28	

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

MARCH							
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	4, 18 PLC 3:30-4:30
8	9	10	11	12	13	14	20 End of Qt 3, 2 Hr Early Out
15	16	17	18	19	20	21	23-27 Spring Break
22	23	24	25	26	27	28	
29	30	31					

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

APRIL							
S	M	T	W	Th	F	S	
			1	2	3	4	1,15 PLC 3:30-4:30
5	6	7	8	9	10	11	3 No School - Good Friday
12	13	14	15	16	17	18	6 Teacher Inservice - No School
19	20	21	22	23	24	25	
26	27	28	29	30			

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

MAY							
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	6 PLC 3:30-4:30
10	11	12	13	14	15	16	25 Memorial Day - No School
17	18	19	20	21	22	23	29 Graduation / Students Last Day
24	25	26	27	28	29	30	
31							

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

JUNE							
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	1 Teacher Inservice - Full Day
7	8	9	10	11	12	13	2 Teacher Inservice - Half Day
14	15	16	17	18	19	20	19 Juneteenth - Buildings Closed
21	22	23	24	25	26	27	
28	29	30					

School Attendance

Children need to be in class in order to get the very best possible education. Our intent is to work with you in providing the best possible education for your children. Research shows that the importance of daily attendance will provide them with the best possible education. It is our intent to be fair and consistent with students in all buildings within the district when handling attendance.

Absences should only be for illness or very important family events. A doctor's statement may be requested by the building principal when illness interferes with the child's achievement.

- If your child has missed school, or will be missing school for any reason, you must call the office before 9:00 a.m. on the day of your child's absence to verify. If there is no notification by this time, the absences will be considered an unexcused absence. If you do not call, the school will call your home. Communication must be made between parent and school by phone or in writing for all absences.
- Even if the school has called your home, a note is requested for:
 - Being tardy
 - Being absent
 - Going anywhere except home after school. (Examples: Visiting friends; Going to birthday parties; Going to Grandma's house; Taking a different bus, etc.)
- If your child reports after 9:30, it will be considered a morning absence. If your child leaves at 2:00 or before, it will be considered an afternoon absence.
- If your child misses one hour or more of instructional time, morning or afternoon, it is considered an absence.
- Lunch hour/recess is considered non-instructional time. Parents may check their children out in the office during this time and it will not be counted as an absence if he/she is returned before the lunch/recess time is over.

NOTE: Please check your child's homeroom schedule for lunch/recess times.

TARDINESS

- Tardiness is an extremely negative habit because it is harmful to the teaching/learning process. Tardiness interrupts the progress of the entire class each time it occurs and results in a loss of instructional time.
- Students will be considered tardy if they enter school after 8:25 and before 9:30. If they leave school between 2:05 and 3:10 in the afternoon, it will be considered an early out, equal to a tardy.
- Two unexcused tardies will be considered as a half-day absence.
- Four unexcused tardies will be considered as a whole day absence.

Excused absences may include, but are not limited to the following:

- Illness: Illness of a student is an acceptable excuse for missing school. A doctor's note may be required for excessive illness(es) beyond 5 consecutive school days. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- Emergency: A family emergency such as death, fire, flood, etc.
- Vacations: Family trips are normally excused if the trip is with parents or guardians. Prior approval from the principal is required and student academic performance may be considered.
- Appointments: Parents are urged to make dental and medical appointments and other prearranged absences for their children outside of the school day if possible. If a student is taken for a doctor or dentist appointment during noon or recess and returned to school, the student will not be counted absent.
- Religious instruction offered through release time.
- School sponsored activities.
- Pine River-Backus School uses a collaborative response to student attendance issues that may arise. The school district collaborates with families to the best of our ability to support their needs of students. In the event a student attendance issue arises, the school will consult with Cass County Health Human and Veteran Services, our Cass County Attorney, and Cass County Probation per state statute.
 - The information below serves to establish a common understanding and clear stakeholder interventions that will engage, inform, and plan with parents and students to address statutorily required educational needs.
 - Pine River-Backus schools has established a School Attendance Review Board pursuant to Minnesota Statute § 260A.05. Our Attendance Review Board includes a variety of stakeholders that have developed a plan to promote interagency and community cooperation and to reduce the duplication of services for students with school attendance. Cass County has committed a Probation Officer and Social Worker to attend our established School Attendance Review Boards.
- Pine River-Backus Schools will use the protocol and procedures below to monitor and handle student attendance.
 1. Child starts displaying a pattern of absences or has up to 3 days unexcused absences (Includes Early Identification), the following school interventions take place.
 - a. Teacher takes attendance and verifies per the school's policy.
 - b. Student/Parent contacts- Contacts with Parents at elementary level and students AND parents at middle school and high school level
 - c. Elementary students can be engaged with to build rapport, however identification of barriers and solutions to those barriers should occur with the parent.
 - d. For Middle School and High School students, planning can be done with both students and parents.
 - e. Staff will clearly explain the process of how attendance will be taken.
 - f. Staff will identify barriers to student's attendance.

- g. Staff will develop strategies with students and parents about removing barriers (transportation, video games, bus schedule, alarm clock, technology/connectivity, family dynamics during COVID, living arrangements, learning space in the home, cultural barriers, etc.)
- h. Staff will make plans with students and/or parents about how to get the child to school.
- i. Staff will provide alternative options for how students can attend during the day if applicable.
- j. Staff will create a plan for how a student can attend if technology fails to work.
- k. Staff will make and document any referrals made for:
 - i. Homelessness- make referral to homeless liaison
 - ii. Mental Health- refer to school counselor or school social worker
 - iii. Medical concern - indicate medical concern and document referrals to school nurse
 - iv. Cultural – refer student to appropriate Diversity Liaison (if applicable)
- l. County requires cultural liaisons to be connected with families before county involvement will occur.
- m. Identify and address cultural barriers, such as reading and comprehending written English versus a conversation in English. Encourage students to get involved in community activities and build relationships with at least one positive adult support in the school.
- n. Checking the student's history for chronic absenteeism.

State and County Truancy Intervention Policy

Pine River-Backus Schools will send a 3-day letter to students that have 3 days unexcused absence (do not have to be consecutive). Letters are statutorily required, per Minnesota Statutes § 260A.03

A child meets "Habitual Truant" definition of 7 or more unexcused absences

*(5-11 years) – 7 FULL days unexcused

*(12-17 years) – 7 periods on 7 separate days

- School Interventions:
 - Continued communication with students and parents about attendance concerns
 - Positively reinforcing the child when/if they do come or participate in school
 - Continued work with Attendance Teams and problem solving. Follow up and revisions to any intervention plan or IEP.

Pine River-Backus Schools will send a 7-day letter to parent explaining concerns and potential of sending referral to Cass County Social Services

- Ensure all prior required and recommended interventions have been completed
- Interventions expected to be taken by the school prior to reporting to child protection include, but are not limited to:
 - *Phone calls, texts, emails with parent and/or student
 - *Face to face contact with parents and/or student
 - *Confirming students are still in the district
 - *Identifying any and all appropriate supports to ensure families have access to classes, which may include mental health referrals, transportation, referrals to childcare, and financial resources.

If a referral is ultimately made to social services, the school should still continue to work with the parents and student and provide updates to social services.

The complete Student Attendance Policy 503 is available in the elementary office or online.

CONTACTING OR REMOVING A STUDENT DURING SCHOOL HOURS

- Parents are always welcome to visit Pine River-Backus Elementary School. We require that all visitors register in the school office and get a name badge and lanyard before going to the classrooms. If it should be necessary for a parent to contact a child during school hours, this must be done THROUGH THE SCHOOL OFFICE.
- Do not go directly to the classroom with messages, lunches, money, etc. These should be left in the office for the students. You may be asked to present a form of identification when picking up a child at the school if office staff do not recognize you or anyone else picking the student up. Please do not feel offended if we ask you for this. We want to keep your children safe.
- Parents may not text or call their child's cell phone to make arrangements to pick up their student. Your child is not allowed to use a cell phone during school and would be subject to school discipline if they use their phone to communicate with their parents.
- If it is necessary for a parent or guardian to remove a student before the end of the school day, the student must be signed out of the District Office. No student will be able to leave his/her classroom until the office has notified the teacher that the parent/guardian is in the office. All phone calls requesting students be dismissed will be redirected to the office. Teachers may have students ready to leave, however, students must wait in their classroom until notified. Students must be signed out in the office before leaving. If the student is not signed out, the student's absence will be considered the same as truant. In the case that a parent or guardian is suspected of alcohol or drug use, or under the influence, authorities may be called. Pine River-Backus Schools realizes that in today's world there are individual cases of custodial rights of parents. Divorce and custody rights can be hard for the school to sort out. When there are questions, local police authorities will be called. Please ensure that papers are on file in the office regarding these cases and who is allowed to pick up your child. Remember to send notes if something changes regarding custody arrangements.

Field Trips

- On occasion, classrooms may take educational field trips off campus. Field trips offer the opportunity to bring real-world learning experiences to our students and to enhance curriculum.
- Our teachers will always follow all of our safety protocols when taking students off campus.
- Students are expected to follow our school rules and ROAR expectations when on a field trip. In the event a student has a major behavior violation (fighting, running/hiding from the class, leaving the designated area, etc.) parents will be called and expected to make arrangements to pick their student up.
- Parents are required to sign the school field trip permission form that is sent home with their student.

Backpacks

- Students in grades 5 and 6 are not allowed to carry backpacks from class to class.
- Backpacks should remain in their locker at all times unless accommodations are necessary. In this event, the administration will need to approve this. This is for safety and consistency reasons.

School Hours

- School begins at 8:25 a.m. for all students
- The Elementary School dismisses on a staggered dismissal schedule to keep traffic safe and efficient. The dismissal schedule is as follows:
 - 1st Grade 3:04
 - 2nd Grade: 3:06
 - 3rd Grade: 3:08
 - 4th Grade: 3:10
 - Kindergarten: 3:12
 - 5th/6th Grade: 3:15
 - 3:10 p.m. for grades K-4 and 3:15 p.m. for 5/6
- The elementary school does not provide morning supervision until 7:30am. Students are encouraged to not arrive at the building before 7:45am. If a pattern is noticed by a specific student or family and/or we have documented behavior concerns with your child arriving early, the parent(s) will be called for a conference. For your child's safety, he/she cannot be in the building when supervision is not scheduled.
- Students wishing to eat breakfast may enter the cafeteria at 7:45am
- Students are not allowed to enter the elementary part of our building until 8:00 a.m.

Building Security

- In order to ensure the safest learning environment possible, our building access for students in grades K-6 is limited to one district office entrance (door 33). This door is locked and you will need to be let in. Check with the office for information regarding access.
- Parents of early childhood students (ages 4 and under) may enter through door 26 in our Early Childhood Center. Students ages kindergarten and over need to be dropped off at door 33. This is for safety and security reasons.

Transportation

- Any general changes in transportation of a student need to be communicated through the Transportation Director, Charity Crannel at 587-2026. Questions or concerns regarding behavioral or safety issues also need to be addressed through the Transportation Director. School bus rules are listed on the following pages.
- All transportation rules procedures are governed by our district transportation policy. It is a privilege to ride the bus. Students that do not follow the bus safety rules and our ROAR expectations may have a bus referral written. These students are subject to discipline by the building principal. This may include losing the privilege of riding the bus.

****CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR****

- Consequences for school bus/bus stop misconduct will be imposed by the building principal. Serious misconduct may be reported to the Department of Public Safety and may be reported to local law enforcement.

****CONSEQUENCES OF POOR BUS CONDUCT****

Elementary (preK-6)

- 1st Offense - Warning. Principal or designee will meet with the child.
- 2nd Offense - 3 school day suspension from riding the bus. Principal will meet with the child.
- 3rd Offense - 5 school day suspension from riding. Principal will communicate with parents. Possible further consequences.
- 4th Offense - 10 school day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with the Principal prior to their child returning to the bus.
 - Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Note: Students must be in attendance at school during the days of bus suspension.

Note: Building principal or designee reserves the right to assess each situation and impose consequences that are best fit for the student based on past history, age, and intent.

Other Discipline

- Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.
- Records of school bus/bus stop misconduct will be forwarded to the individual's school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records will also be maintained in the transportation office.

Evening Route

- If a student performs an act that obviously jeopardizes the safe operation of the bus on the evening route, the building principal in consultation with the transportation department may suspend the student from riding the bus the next morning. The principal will notify the parents and transportation director of this action.- If this is a substitute driver, he/she must also notify the regular driver. A written report shall also be filled out and delivered to the transportation director immediately following the next morning's route detailing the incident. Riding privileges may not be reinstated until a conference is held with the driver, parent, child and administrator.

****RULES ON THE BUS (ROAR EXPECTATIONS)**

- Responsible: Be ready and on time, keep the bus clean, take care of belongings.
- On-Task: Sit and face forward in your seat, feet down, leave the bus promptly and go to your destination.
- Always Safe: Follow bus safety rules, keep hands and feet to self, report problems to the bus driver.
- Respectful: Listen to the bus driver directions, use a quiet voice/kind words, greet and thank the bus driver.
- Bus Safety Rules:
 - Keep all parts of your body inside the bus.
 - Keep your arms, legs and belongings to yourself.

- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapon or dangerous object on the bus.
- Do not damage the school bus.
- No sunflower seeds at any time.
- Open and close windows only with permission of the bus driver.
- In case of a road emergency, students should stay on the bus.
- Remain seated until the bus is completely stopped and the door is opened.
- Watch your step and use the hand-rail.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross 10 feet in front of the *bus*. Look both ways and watch for the driver's signal to cross.
- Never cross behind the bus.
- If you drop any paper or other items near the bus, wait for the bus to leave before you pick it up.
- Get to the bus stop 5 minutes before your scheduled pick up time; the bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross at least 10 feet in front of the bus where the bus driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco, or drugs. The use of alcohol, tobacco, or drugs of any kind will be subject to immediate bus riding suspension.

Parent/Guardian Responsibilities for Transportation Safety:

- If a child is riding a different bus at night, he/she must have a note or a phone call from parents and receive approval from the office. **PLEASE CALL BEFORE 1:00** regarding a bus change. Under no conditions will we transfer a student without parent permission. Become familiar with district rules, policies, regulations and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators.

- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.

Parent and Guardian Notification:

- A copy of the school district school bus and bus stop rules are made available through our parent/student handbook. They can be found on our school website or requested at anytime.

The complete Student Transportation Policies 707, 708, 709, 710 & 711 are available in the elementary office or online.

Phone Use

- School phones are to be used by students for emergencies only. The phone is not to be used for any other reasons (forgotten notes, books, assignments, permission to visit friends after school, etc.). Students will not be called out of class except in cases of emergency.

CELL PHONES

- Cellular phones and personal listening devices may not be used by students during the school day (8:00am-3:10pm). If brought to school, they are to be kept in a locked locker or the office during the school day. These devices are disruptive in school and very prone to theft. Items that are used during school hours may be confiscated.
- All students will be warned at 5/6 open house about our cell phone policy.
 - First offense their phone will be confiscated and parents will be required to come to the school and get the phone from the office.
 - Further offenses will be handled with consequences such as detention and up to an in-school suspension. Parents will be contacted and items will be held for parents to pick up in the office.
- Parents and students should NOT call or text each other on their cellphone during the school day. If parents need to get a hold of their student, they should call the district office at 587-4447.

The complete Use of Cell Phone, Digital Imaging Devices, and other personal electronic devices policy is available in the elementary office or online.

Media Use

- The school may use photographs of school events, classrooms, games and activities from time to time. These photographs may be published internally or on school-related social media outlets (Facebook, Instagram, Twitter, etc.). Parents of currently enrolled and newly enrolled students will be given a form annually to “opt out” of having any photographs of their student taken or posted. A parent/guardian can also contact the classroom teacher or school directly if there is a change in their decision at any time.

Incoming Calls from Parents to Students

- Notes and messages will be taken unless there is an emergency. You may leave a voicemail for teachers to contact you. If a message regards such things as different evening travel plans for a student, the classroom teacher and student will be informed from the main office. PLEASE CALL BEFORE 2:00 p.m.

After School Activities

- If your child will be participating in any after school activity, a note or phone call from a parent should be given to the office. Please call the office no later than 2:00! If we do not hear from you by 2:00, the student will be directed to leave school as usual.

Legal Names

- All records and official documents will use the child's legal name. The school district will not take responsibility for the child using another name.

Student Dress and Appearance

- It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- Appropriate clothing includes, but is not limited to, the following:
 - Clothing appropriate for the weather.
 - NOTE: Students go outside for recess unless the temperature is below zero or the wind chill is -10 degrees.
 - Boots should always be worn on wet or cold days.
 - Clothing that does not create a health or safety hazard.
 - Clothing appropriate for the activity. All students are required to wear clean, dry tennis shoes for physical education.
- Inappropriate clothing includes, but is not limited to, the following:
 - Short shorts, tank tops, tops that expose the midriff or under garments, and other clothing that is not in keeping with community standards.
 - Clothing bearing a message that is lewd, vulgar, or obscene.
 - Apparel promoting products or activities that are illegal for use by minors.
 - Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment

- and/or violence against other individuals.
- Any apparel or footwear that would damage school property.
- Hats are not allowed in the building except with the approval of the building principal.
- Students wearing clothing or apparel that causes a material and/or substantial disruption to our school day will be asked to change or cover up.

The complete Student Dress & Appearance Policy 504 is available in the elementary office or online.

Lost and Found

- Check in the office to find the location of the lost and found area. Items not collected by the owner are cleared quarterly and donated to the Pine River-Backus Family Center. Please label all clothing with your child's name.

Progress Reports

- Progress reports will be issued at the end of each quarter. A teacher may send home other progress reports as needed throughout the year.

Emergency Drills

- The Elementary School will perform 5 lock down, 5 fire, and 1 tornado drill each year. Emergency drills will be conducted periodically so that every person in the building knows the procedure to be followed in the event of an emergency.
- Students and staff are trained annually in crisis management and response strategies.

Library Media Center

- The Media Center is open from 8:00 a.m. to 3:00 p.m., Monday through Friday, for student and faculty use.
- We have book return, book check-out, and a story and/or library skills class time. Students needing extra time may come to the library throughout the week with a pass. Books are checked out on a weekly basis with the exception of certain research books that are to be checked out for 24 hours at a time.
- Books left at home? We ask the students to refrain from checking out more books until those are returned or paid for. Your money will be returned if a lost book is returned in good condition within one year. Payment is expected for books that are damaged beyond repair (i.e.: severely ripped, dog chewed, or colored in). Please notify us if books are written in, ripped, or mutilated.
- Are you moving? You need to return all library materials.
- If a student loses a library book, he/she will be responsible for paying a book fine fee. At the end of the school year, students that have outstanding fines or books that have not been returned, may not be eligible to participate in our Track & Field Day.

Lunch Procedure

- Pine River Backus Public Schools participates in the National Lunch Program, School Breakfast Program and Kindergarten Milk Program in addition to other child nutrition programs. School Lunches and School Breakfasts are Free to all Students grades K-12. Every family will be required to complete an application for benefits.
- Pine River Backus Schools utilize a computerized system to record student and staff meal payments and purchases. Staff will be required to PREPAY for Meals and Entree, Milk Purchases. Students will need to PREPAY for milk purchases and any extras. The cost of a Milk is .40 and the cost of an extra entree is 1.25. All accounts will be set up as individual accounts. Payments may be made online, via mail or in the food service office. Students will be notified daily if their balance is getting low. Email and Phone notification will go out.
- All Students in grades K-12 are issued a personal ID#. When a student receives a meal, extra milk, or extra entree, the student presses in his/her ID# and the meal is recorded and the extra items are deducted from his/her account.
- Applications for meal qualification are available online, and in all school offices and food service offices. They may be filled out at any time.
- Applications will be mailed to every family prior to the first day of school. If you have any questions please contact Jill Blanchard at 587-2865.

Elementary Newsletter

- Elementary Newsletters and a calendar is sent home with elementary students each month. It is also posted on our website. The newsletter will provide pertinent information including upcoming events and reminders from the office. If you have questions about current or future happenings, please feel free to call the office at 587-4447.

Birthdays

- Birthdays are a special time for elementary children. In school: Please check in advance with your child's teacher if you wish to bring treats for your child's birthday. The treats must be purchased in a store or bakery. Please try to consider wellness in providing treats for students. Treats should be brought to the office, and not directly to the classroom. Flowers and balloons are not allowed as it causes distraction in the classroom and also hurt feelings.
 - Parties at home: If you are having a party for your child at home, please mail the invitations or phone parents unless you are inviting the entire class. Sometimes we have hurt feelings if invitations are passed out in school and some children are excluded.

School Closing

- An “all call” alert will be sent out to families when weather prevents school from being held, when we start later than normal, or when we have to dismiss early. We will call you via our School Connects system and also announce on radio and TV from the following stations:

Radio Stations

WJYY Brainerd (106.7)

KTIG Pequot Lakes (102.7)

KLKS Breezy Point (104.3)

TV Stations

KCCO (TV 7/12) Alexandria (www.wcco.com)

KSTP (TV 5/16) Minneapolis (www.kstp.com)

KARE (TV11/14) Minneapolis (www.kare11.com)

** Always listen to one of the above when:

- 1) Heavy snow occurs overnight.
- 2) Rain occurs at freezing temperature.
- 3) School is in session, and a storm is approaching.

** We sometimes dismiss early. Parents need to have a plan with arrangements for their children when school is dismissed early due to unexpected weather conditions or school emergencies.

Recess

- All students go outside for recess unless the temperature is below zero or the wind chill is colder than -10 degrees. EXCEPTIONS would include either a doctor's note or the school nurse's/building principal's determination.

Enrollment

- When a student registers for school during the school year, they can complete an online enrollment form. Families can do that by going to our website or coming into the office for assistance. The school will make the determination as to when the student may start. The parent/guardian must provide the district with the required immunization record, birth certificate and transfer information.

Open Enrollment

- Students not residing in the Pine River-Backus School District, who wish to attend one of our schools, must fill out an Application for Open Enrollment form available in the office of either district and also on the MDE website.

The complete Enrollment of Nonresident Students Policy 509 is available in the elementary office or online.

Withdrawal

- If you are moving from the school district, please notify the principal and the classroom teacher. Leave information as to where you are moving, so that school records may be transferred at the earliest possible time. Records will be transferred by our school once we receive notification of enrollment from your new school.

Teacher Requests

- The Pine River-Backus School District uses a data-driven decision-making model. Our staff study a variety of data in order to ensure your child's academic success each year. Students are placed into balanced classrooms based on academic, behavior, and social/emotional needs. Parent requests are not taken by the Elementary Office. If you wish to discuss your child's placement, please set up an appointment with the elementary principal. You will receive notice of your child's homeroom teacher in a mailing to be sent out before the beginning of the school year.

Visitor Information

SAFETY

- All visitors must report to the office to check in. A visitors badge will be issued. Anyone wishing to enter the building once school has started must use the Visitor Entrance (Door #33). All other doors will be locked during the school day to ensure the safety of our students.

VISITING SCHOOL

- **PARENTS:** Parents are welcome to visit school. Visits to your child's classroom **MUST** be pre arranged with the office and the classroom teacher. Adult visitors are asked not to interact with the students unless the teacher asks. If you are interested in volunteering, please let our office staff know. We would like all visitors volunteering to first report to the office so that we may assist and call the teacher. You must sign in and wear identification. Do not go directly to the classroom. The office will assist you. This is also for the safety of our students. Please sign out upon leaving the building.
- **STUDENT GUEST:** A guest is only allowed to visit during the lunch and recess period. We prefer not to have guests during the first and last week of school. Emergency phone numbers should be left in the office. Permission should be acquired from the building principal the day before the visit.
- Parent volunteers will be denied if the purpose is to "watch your child" to see how they are behaving or to see how other kids are treating your child. This is for confidentiality reasons and no exceptions will be made.

VISITOR PARKING

- Visitor parking is available in the lot outside the visitor entrance (Door #33). Please do not park in bus loading zones or no parking zones.

The complete Visitors to School District Buildings and Sites Policy 903 is available in the elementary office or online.

PRB Volunteer Program

- Volunteers provide opportunities that enhance the educational experience for students while supporting our teachers and staff. Our motto is: VOLUNTEERS MAKE A DIFFERENCE.
- We encourage and welcome volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at Pine River-Backus as a volunteer is an important contribution to a child's educational experience.
- To further explain the volunteer program, Volunteer Handbooks are available at the school. If you would like to be a part of the Pine River-Backus Volunteer Team, and/or receive a Volunteer Handbook, please contact Elementary Principal Rick Aulie by calling 587-8309 or emailing raulie@prbschools.org. The staff and students at Pine River-Backus invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!
- Parent volunteers will be denied a request to volunteer if the purpose of volunteering is to "watch your child" to see how they are behaving or to see how other kids are interacting with your child. This is for confidentiality reasons and no exceptions will be made.

Classroom Pets/Visitors

- It is important to keep the conditions and building free from plants and animals that are likely to cause allergies or other illnesses to students who are sensitive to those kinds of allergies. Therefore, we do not have pets in the classroom. We also do not allow students to bring pets in as a part of a sharing activity for safety reasons. If you have a special request or circumstance that you would like considered, contact the building principal.

Drug Prevention

- The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription and is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- The Public
 - A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy

and the Pupil Fair Dismissal Act, Minn. Statute 121.5.40 subdivision 10, and proposed for expulsion.

Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with Pine River-Backus School Board policies related to search and seizure.

The complete Chemical Use and Abuse Policy 417 and Drug-Free School Policy 418 are available in the elementary office or online.

General Rules and Procedures

GENERAL RULES

- *School personnel have authority over all students, at all times, in all areas of the school. Students are under the supervision of all school representatives, not only their classroom teacher.
- *Respect authority and the rights and property of others.
- *Pass through the corridors in a quiet and orderly manner.
- *No gum chewing allowed in school.
- *Personal items, such as toys, cell phones, iPods, MP3 players, portable Play Stations (PSP), skate boards and balls, should be left at home to prevent loss or injury.
- *Weapons of any kind are not allowed. (Toy weapons included.)
- *Students riding bicycles to school are reminded to follow bicycle safety rules when on community streets. As an added safety precaution, we ask that all persons with bicycles walk them on and off the school grounds.
- *Elementary students are not permitted to use vending machines in the Commons between 8:00-3:15.
- *The cooperation of the entire student body is asked in caring for the school building and school property. The defacing of school property will not be tolerated. Students defacing or destroying school property will be reprimanded and are expected to repair or pay for damages.

Behavior Expectations and Discipline Procedures

The goal of the elementary school behavioral procedure is to allow all students to learn in a safe environment that promotes respect of self and others. This procedure will improve consistency in dealing with behavioral concerns. Students are responsible for making good choices. Classroom teachers will use their positive behavior management plans to handle mild infractions that do not substantially disrupt the learning of others or create a safety issue for students. School administration will be called to intervene for major violations such as harming or injuring themselves or others, if it is a case of verbal, physical, or sexual harassment, or it is a persistent problem. Interventions and consequences will be determined based on the nature and severity of the infraction. The goal is for students to learn from the choices they make and to practice positive character traits, such as truthfulness, compassion, responsibility, forgiveness, etc.

All students shall follow our ROAR Expectations:

- Be Responsible for self and belongings.
- Be On-Task at all times and in all areas. Respect the education process through the display of

appropriate language, attitude, and physical behavior.

- Be Safe at all times!
- Respect and honor the rights of other students to learn in an environment free of intimidation or harassment.

Take care of yourself:

- Maintain satisfactory attendance and report to school on time.
- Comply with dress code.
- Be on time.
- Have necessary materials.
- Be confident.
- Be truthful.
- Follow directions promptly.
- Complete assigned work on time.
- Stay on task.
- Be responsible for your own behavior.
- Listen to the adult in charge. Follow directions without complaining.
- Ask for help, when necessary.
- Keep your hands to yourself.
- Stay in assigned area or get permission to leave.
- Leave toys and valuables at home.
- Stay within playground boundaries. Line up promptly when the whistle blows.

Take care of each other:

- Be respectful by not using put-downs, touching, pushing, etc.
- Use appropriate voices.
- Allow others to remain on task.
- Listen when someone is speaking to you. Look at them and pay attention to what is being said.
- Smile and be friendly. Show kindness and consideration to everyone.
- Help others.
- Walk in an orderly manner. Speak softly in hallways so other classrooms are not being disturbed.
- Include others at all times.
- Respect the opinion and point of view of others.
- Understand when mistakes are made.
- Know your own space.
- Get adult help when needed.
- Display courtesy.
- Pay attention at performances. Express appreciation by clapping. Yelling, whistling, and booing are not tolerated. Remain seated until dismissed by the teacher.

Take care of the school:

- Put paper in the recycle bins.
- Keep your work area clean.
- Pick up paper and trash even if it isn't yours.
- Keep books, bags, etc., under chairs.
- Take good care of textbooks.
- Carry physical education equipment in hallway.
- Return outside equipment to its proper place after using it. (K-3 use plastic bats; 4-6 may use

aluminum.)

- Slide down all slides feet first and bottom down and go around to the back of the line when done.
- Swing with bottom on swing-set chair and swing back and forth. Keep swing chains at standard length.
- Open and close doors as quietly as possible.
- Clean up table and dispose of uneaten food. Practice good table manners.
- Leave sand, rocks, snow, etc. on the ground and keep hands off trees.

Interventions/Consequences

- Consequences may be shared verbally, in writing, or both. The goal is for students to make natural or logical connections between their mistakes and the corrective actions and to learn from the choices they have made.
- Mild behavior issues will be handled by the supervising staff by using conflict resolution, class meeting, brief discussion, or other appropriate method for solving the problem.
- Moderate and severe behaviors will be documented on the student's discipline record. Mild behavioral issues may be recorded if these behaviors are chronic and an intervention is appropriate.
- Positive, caring behaviors will be reinforced and recognized through a variety of ways, such as verbal praise, buttons, stickers, certificates and announcements, phone calls, extra free time, lunch with adult of choice, etc.

We believe:

- Behavior can be changed, can be taught, and must be modeled.
- Behavior is non-negotiable in instances of safety and security.
- Behavior has consequences.

We believe:

- Consequences should be fair and not always equal.
- Consequences teach about behavior.
- Consequences should not be punishments.

It is important that you, as a parent, are aware of our discipline plan and that you support us in this endeavor to maintain a positive learning environment at Pine River-Backus Elementary School. Please discuss the expectations that are listed above with your child and keep it on file for future reference. It is the responsibility of all adults to help children feel safe in school and to provide an environment that will allow students to learn and teachers to teach. We are proud to be PRB, a kind and caring community!

The complete Student Discipline Policy 506 is available in the elementary office or on our school website.

Bullying

- Bullying is a form of interpersonal aggression that may include behaviors such as teasing, hazing, sexual harassment, and physical bullying. There is an imbalance of power between the individuals. The consequences experienced by the victim and bystanders are far-reaching and potentially lethal.
- 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 a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.
- Bullying contains several key elements that include:
 - An Imbalance of Power - The imbalance can be physical, psychological, or intellectual and hinders the victim from defending him/herself.
 - Repeated Actions - The negative actions usually occur repetitively over a period of time.
 - Intentional Actions - Bullies purposefully choose actions that will hurt or intimidate the targeted victim. Bullies seldom show empathy or concern for the victim.
 - Unequal Levels of Affect - The victim will typically display a high level of emotional distress including yelling, crying, withdrawal, or anxiousness. The bully, however, will demonstrate very little emotion or anguish. The person doing the bullying is likely to blame the victim for causing the aggressive act or believe he/she deserved it. Bullies commonly feel justified in their actions.

Bullying behavior can include any or all of the following forms of abuse:

1. Physical aggression: includes destroying property, threatening
2. Social Aggression: spreading rumors, racial slurs, exclusion from group
3. Verbal aggression: name calling, teasing, threatening, intimidating phone calls
4. Intimidation: graffiti, a dirty trick, taking possessions, coercion
5. Written aggression: slam books, note passing, graffiti
6. Sexual harassment: Any comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable.
7. Racial and cultural (ethnic) harassment: Any comments or actions containing racial or ethnic content (direct or indirect) which are unwelcome and make the recipient uncomfortable.
8. Cyber Bullying: bullying through email, instant messaging, chat room exchanges, Website posts, or digital messages or images (texting) sent to a cell phone or personal digital assistant (PDA.)

HARASSMENT AND BULLYING BEHAVIOR WILL NOT BE TOLERATED.

School Procedure Regarding Bullying

Mission Statement

“To create a positive and safe environment for students and staff.”

1. All staff members will enforce “no-bullying rules”. (administration, teachers, paraprofessionals, bus drivers, secretaries, custodians, food service, counselors, etc.)
2. Students will help others by speaking out and getting adult help.
3. Students will use extra effort to include everyone.

The Definition of Bullying

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
 - The term, “bullying,” specifically includes cyberbullying as defined in this policy. Targeting a child for repetitive negative actions.

The Serious Nature of Bullying

- Children being bullied need and deserve adult intervention and help.
- Problem is too serious for them to solve alone.
- Without intervention, the problem will not go away.
- Bullies will keep bullying unless adults do something about it.

Pine River-Backus Schools practice a progressive discipline model. Consequences and behavior interventions will be determined by the child’s age and staff/administration. Bullying of any kind will not be permitted. Reports of bullying will be investigated according to building procedure.

How to Help: Prevention Steps to Bully-Proof Your Child

- Let the school know your safety worries immediately.
- Keep a record of time, date, names and circumstances to show a pattern of harassment.
- Teach your child self-respect—confident kids are less likely to become a victim.
- Let your child know it is O.K. to express anger if done appropriately.
- Encourage friendships—there is strength in numbers.
- Arrange weekend play dates to promote friendships.
- Build social skills early.
- Help shy kids with social skills training—role-play together situations that have occurred previously.
- Explain the difference between telling and tattling. Tattling is when you report something just to get someone in trouble. Telling is when you report that you or someone else is in danger. Verbal abuse and being excluded are dangers, too.
- Stress the importance of body language—a “victim stance” may attract bullies.

- Teach your child effective skills for making friends such as how to share, compromise, apologize, use “I” statements, change the topic to avoid conflict, and use a “diplomatic” approach.
- Teach your child alternative responses—CALM (Cool down, Assert Yourself, Look Them In The Eyes, Mean It!)
- Don’t advise either completely ignoring or physically attacking the bully.
- Never coach to “hit back” or “get even”. It does hurt. If we encourage it, it will escalate. When victims feel defeated, there is an increased risk of them taking a weapon, which is certainly not a position for your child to ever be in.

How to inform the school of a bullying situation:

- Report to the classroom supervisor closest to the situation.
- Request meeting with principal/teachers.
- Request meeting or phone call to the Youth and Family Services Worker.

How parents will be informed of a bullying situation:

- The school behavior procedure will be followed.
- Plan for Referring Student for Victim Intervention in moderate or severe situations:
 - Parent will be contacted by staff involved in resolving the situation.
 - Parent accepts or refuses permission for child to participate in appropriate intervention services.
- Plan for Referring Student for Bully Intervention:
 - Parent will be contacted through school behavior procedure.
 - Parent accepts or refuses permission for child to participate in appropriate intervention services.

Criminal Conduct

In cases involving criminal conduct (for example; assault, weapons, possession, or vandalism), the superintendent and local law enforcement officials will be informed.

PEACEFUL PLAYGROUND RULES

- Be respectful by not using put-downs, touching, pushing, etc.
- Use appropriate language, keep your hands and feet to yourself.
- Harassment/Exclusion games are not allowed.
- No toys.
- No food, candy, gum or beverages.
- No spitting.
- Sand, rocks, snow, pine cones, etc. should not be thrown.
- Stay off of the trees.
- Stay within playground boundaries.
- Do not stand or sit on top of playground equipment.
- Return playground equipment to the proper storage area.
- Follow the rules of the game you are playing.
- Use “rock-paper-scissors” to resolve questionable play.
- Include others in your game.
- Slide rules—sit on your bottom going down, once down, go around.
- Swing rules—sit on your bottom and swing back and forth.
- Sidewalk chalk—only for primary students.
- Get adult help when needed.
- Playground supervisors have the right to use their judgment regarding harmful and inappropriate activities.

The complete Bullying Prohibition Policy 514 is available in the elementary office or online.

Non-Discriminatory Procedures

Harassment and Violence

- The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Pine River-Backus School District 2174 prohibits any form of religious, racial or sexual harassment and violence.
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- 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, the principal or the human rights officer, the Superintendent of Schools. You may also make a written report. It should be given to a teacher, 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 or sexual harassment or violence and will take all appropriate actions based on your report. The Pine River-Backus School District will also take action if anyone tries to intimidate or harm you because you have reported.

The complete Harassment & Violence Policy 413 is available in the elementary office or online.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT: SUPERINTENDENT OF SCHOOLS
NON DISCRIMINATION OF STUDENTS WITH DISABILITIES**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

For this policy, a learner who is protected under Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

HUMAN RIGHTS OFFICER
Pine River-Backus Schools #2174
980 First Street N
PO Box 610
Pine River, MN 56474
Phone: 218-587-4720

Harassment and Violence Report Form is on the next page.

**INDEPENDENT SCHOOL DISTRICT NO. 2174
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment or Violence

Independent School District No. 2174 maintains a firm policy prohibiting all forms of discrimination, harassment and violence. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator, or other personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____
Date of Alleged Incident(s) _____

Circle as appropriate: sexual / racial / religious / harassment

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses who were present

This complaint is filed based on my honest belief that _____ was harassed. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Persons who have questions, comments, or complaints should contact the building principal at 587-4447 regarding grievances or hearing requests regarding disability issues.

DISCIPLINE OF DISABLED STUDENTS

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy provided that their misbehavior is not a manifestation of the student's disability, unless an educational program has specified a necessary modification.

When a disabled student is removed from class, the building's special needs committee will review the educational plan and current assessment data. The committee will determine if the placement was appropriate and recommend, if necessary, other methods of dealing with the behavior. The committee may also make exceptions as necessary and appropriate based on the disabling conditions of the student involved. Such exceptions may be reflected in the student's educational plan.

For students with IEP'S, a team meeting is required within five (5) school days of a suspension or prior to an expulsion or exclusion. If a student is placed on in-school suspension status according to school district policy established for all students, for all or part of the day for two (2) or more consecutive days or three (3) times in one (1) month, a team meeting must be held. A student disabled under Section 504 but not under IDEA shall be entitled to such a meeting only pending expulsion, exclusion, or suspension over ten (10) days. The team shall (a) determine whether the misconduct is related to the disability; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disability, the student may not be expelled or excluded, and an alternative program shall be sought.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services after a period of suspension, if suspension is imposed. The school district shall initiate a review of the student's IEP and conduct a review of the relationship between the disability and the behavior subject to disciplinary action and determine the appropriateness of the student's education plan before commencing an expulsion or exclusion.

The complete Disability Nondiscrimination Policy 402 and Student Disability Nondiscrimination Policy 521 are available in the elementary office or online.

Weapons

- No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
- Weapons are defined as 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; num-chucks; 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 person 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 person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- School Location: A school location includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of 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, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- The Public: Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

The complete Weapons Policy 501 is available in the elementary office or online.

Health Information

Insurance

- The school district does not carry any type of health or accident insurance for injuries incurred by your child at school. You may purchase a Student Accident Insurance plan that would be a supplement to your existing insurance, or in the event you have no insurance, this plan will provide benefits for medical expenses incurred because of a student accident at school. A letter of explanation and insurance forms will be sent home the first week of school.

Student Medication

- Pine River-Backus Schools wish to ensure the health, safety, and well-being of all students. The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.
- The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

REQUIREMENTS

1. A completed signed request from the student's parent/guardian.
2. An *Administering Prescription Medications* form completed yearly.
3. The prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with the law and must be administered in a manner consistent with the instructions on the label.
4. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
5. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel.
6. The school must be notified by the parent, in writing, of any change in the student's prescription medication administration.

The school shall provide the following:

1. School nurse or designated personnel to dispense medications.
2. Record sheet for each child:
 - a. Name of medication.
 - b. Dosage and time to be dispensed.
 - c. Date and time dispensed.
3. Secure medication storage facility in the nurse's office.

NOTE: Procedures for the administration of drugs and medicine at school and school activities shall be developed in consultation with the school nurse.

NON-PRESCRIPTION AND/OR SHORT TERM MEDICATION DISPERSAL

The **parent/guardian** shall provide the school with the following information:

1. Child's name.
2. Medication to be given.
3. Parent/guardian signature and date.
4. Medication in original bottle.

The **school** shall provide the following records including:

1. Student's name.
2. Medication/dosage given.

3. Time/date/dispensed.

If, during the course of a school day, a child should develop a headache, for example, the child's parents may be contacted. If the parent determines that the child would benefit from taking Tylenol, the parent must provide the medication. No over-the-counter medications will be provided by the school district.

The complete Student Medication Policy 516 is available in the elementary office or online.

PRB Schools Head Lice Procedure

1. When head lice and/or untreated nits are found, parents or guardians will be contacted immediately by the school nurse. It will be recommended for the student to be treated for head lice using over the counter or prescription lice killing products by calling their health care provider.
 2. The student will be advised to avoid head-to-head contact with other children.
 3. The student will be allowed to remain in school.
 4. The Minnesota Department of Health strongly recommends that parents check their children's heads for lice and nits on a regular basis.
 5. Up to two student absences related to head lice infestation will be excused absences. The administration, with guidance from classroom teachers, will develop student learning plans for students missing more than one day of school.
- Every student should have up-to-date emergency information on file in the office. This information is necessary for our records and will be needed to contact you should an emergency occur. Please inform the school IMMEDIATELY if there are changes in this information during the school year. It is vitally important that we keep all information up-to-date.
 - Minnesota State Law requires all school employees to report cases of suspected abuse/neglect to the proper authorities. Pine River-Backus School complies with this law by contacting the appropriate social services agency and/or the local law enforcement agency that is responsible for investigating the report. Minnesota State Law allows students to be interviewed by authorities at school without parent permission.

Computer/Internet Use

Pine River – Backus Schools Network & Internet Policy

Students are given opportunities to use school-issued technology devices as well as internet access. All students are governed by the rules and procedures outlined in our “Chromebook Procedures & Information Handbook Parent/Guardian & PRB Usage Agreement”. Click [here](#) to view that document or contact the elementary office if you need a hard copy.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR GRADES K-6

- The Internet Acceptable Use & Safety Policy 524 is in effect in the Pine River-Backus Schools. This document/notice is also posted online on our school website. Teachers will review the contents of this document with students at the beginning of each school year in their homeroom. The school district has Internet protection software in place to limit access to undesirable Internet sites. This implementation of software/hardware does not take the place of the Acceptable Use Policy, but will attempt to help protect our students/staff from these undesirable sites.

Infinite Campus

- Infinite Campus is our online Student Information System. All parents have an account and can access student information such as grades, attendance, assignments, and lunch accounts by logging into the Infinite Campus system. Contact the office for login information if you do not already have it.

Responsive Classroom

- Pine River-Backus Elementary School uses Responsive Classroom in each of our homerooms. The Responsive Classroom (RC) is an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day. Since 1981, thousands of classroom teachers and hundreds of schools have used the Responsive Classroom approach to help create learning environments where children thrive academically, socially, and emotionally. In urban, rural, and suburban settings nationwide, educators using these strategies report increases in student investment, responsibility, and learning, and decreases in problem behaviors.

Multi-Tiered System of Supports (MTSS)

- Pine River-Backus Elementary School uses a Multi-Tiered System of Supports to identify and support struggling students. MTSS is: implementing high-quality, scientifically validated instructional practices matched to learner needs, monitoring student progress using learning rate over time and level of performance, to make important educational decisions based on the student's response to instruction. The three components of a MTSS is:
 - A measurement system that allows for frequent monitoring of progress to inform decisions at each tier of service delivery.
 - Instruction that is evidence-based for both core and interventions.
 - A Problem Solving Process that relies on data to determine who needs interventions, when, how, and what interventions to be delivered.

PRB Booster Club

- The Pine River-Backus Booster Club is a parent/community group that supports student extra-curricular activities and academic enrichment. The goal is to support and enrich the opportunities for the students of our district. Funds raised have been used to help purchase team uniforms, theater supplies/equipment, upgrades for the athletic fields, and more. All persons within the school district, or who have students in the school district, are welcome to participate. Contact the office for more information.

PRB Community Education

- The community education program includes the elementary youth sports program along with regular offerings on a quarterly basis for classes that may be of interest to students. The fall bulletin comes out the last week of August, the winter bulletin comes out the first week of January, and the spring bulletin comes out the last week of March. There are some scholarship dollars available on an as needed basis for community education classes offered. Call 218-587-2080 for more information.

PRB Parent-Teacher Organization (PTO)

Our Mission:

The PRBE-PTO believes that education is a partnership between parents/guardians/caregivers, teachers and children. It also believes that when parents and teachers work together, children recognize that education is important. The purpose of the PTO is to maintain open communication between home and school, and to foster an on-going, close relationship between parents/guardians/caregivers, teachers and students in order that an enriched educational experience is provided to each child. PTO will also support the school through fellowship, programs and PTO fund raising projects.

Our Programs and Accomplishments:

- Help pay for preschool through grade 6 field trips.
- Host school breakfasts with family, caregivers, or friends.
- Fundraising is minimal and student focused. Our two primary fundraisers are Big Basket Chance and Move For Our School.
- Host our school and community's Family Fun Night (carnival).
- Encourage innovation and creativity in our school by providing specialized grants to teachers.

Our Meetings:

- The PTO meets monthly and provides free childcare.
- Membership is free.
- One of the best ways to enhance your child's education is to become actively involved in his or her school.
- Research shows that positive parent involvement in school is a major contributor to student success.
- Please contact the school to learn more about the PTO.

Statewide Testing Student Participation

It is important for students to participate in statewide assessments for a similar reason. Because statewide assessment results are used to evaluate how districts and the state are teaching the applicable standards, each student's assessment results play an important role when deciding where resources are most needed. They are also crucial in determining whether changes to instruction, efforts toward equity, and emphasis on inclusion are making a difference for students. The data gathered from assessment results inform each district, and they show clear trends over time.

**[MDE Parent/Guardian Participation Guide and Refusal Information](#) (also available if requested in the school office)

PINE RIVER-BACKUS HIGH SCHOOL STUDENT HANDBOOK

2025-2026



Pine River-Backus High School Welcomes You!

The entire Pine River-Backus High School staff extends a warm and friendly welcome to each of you as PRB HS students for the coming year. This student handbook is for you to use as a reference and guide to our school policies and rules; keep it available throughout the school year. Students and parents are responsible for information contained in the handbook. If you have any questions, please feel free to ask.

Handbook also available on the Pine River-Backus school website :<https://prbschools.org>

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Mission Statement

To inspire lifelong learners in pursuing their dreams and becoming responsible, productive citizens through a partnership of families, educators and communities committed to excellence.

TEACH

INSPIRE

GROW

EXCEL

REACH

SUCCEED

Vision Statements

- Unified leadership and aligned decision making focused on student achievement.
- Shared commitment and partnership in education; families, community and District.
- Trusting and respectful environment for all.
- Comprehensive and purposeful curriculum and programming.
- Ongoing and consistent professional development.
- Responsible fiscal planning and management.
- Developing facilities to meet educational and community needs.

Beliefs Statements

1. All people have worth, are valuable and deserve respect.
2. People are responsible for their actions.
3. All people can learn
4. Lifelong learning is fundamental to an individual's quality of life in the global community.
5. Success is achieved through commitment and effort.
6. Positive attitudes and high expectations yield higher results.
7. Everyone has a right to feel safe in an environment free of harassment.
8. Family is essential to the healthy growth and development of a child.
9. Education is a shared responsibility among the student, family, school, and community.
10. Honesty is crucial for building mutual trust and understanding.
11. Moral and ethical behavior is essential for a healthy community.
12. Change involves risk, but change is necessary for continuous improvement.
13. Freedom and democracy depend upon the quality of public education.

Goals

1. **Consideration** – We are considerate of one another.
2. **Communication** – We communicate openly.
3. **Challenge** – We grow through new opportunities.
4. **Celebration** – We recognize each other's successes.
5. **Responsibility** – We're accountable for our choices and responsible for managing them.

The Pine River-Backus School District does not discriminate on the basis of sex, age, color, national origin or handicap in the educational programs, activities, or disciplinary procedures. Policy requires a criminal history background check on all employees and individuals who provide services to the children in our school.

DISCIPLINE POLICY RIGHTS & RESPONSIBILITIES

The Pine River-Backus Public Schools seek to provide an opportunity for all students to develop their full potential of achievement, originality and creativity. This development can take place only in an environment where each student's rights are protected. Student responsibility must also be a part of this educational climate in order to provide the orderly framework within which the goals of freedom can be realized. Without discipline in the schools, learning cannot occur. Discipline is the growing process of individuals being responsible for their own behavior.

We believe that all students, parents, educators, and community members have a right to expect a safe, stimulating, and productive learning environment in the public schools. We also believe they have a responsibility for assisting in efforts to establish and maintain such an environment.

All students may develop to their fullest potential if educators provide interesting and challenging learning experiences and if students have a desire to learn, attend school on a regular basis and behave in an acceptable manner.

Students may be disciplined for off-campus conduct that disrupts, interferes with, or otherwise affects the environment, activities or operation of the school.

All visitors in the high school building will enter through the main door #2 entrance. Interior entryway doors will be locked while school is in session. Visitors may request entrance indicating their purpose for entry via telecommunication system with high school office personnel. These security procedures will assist in improved protection of our students, maximize the learning environment and allow the District to account for all individuals in our buildings.

This handbook and its contents were thoroughly discussed, reviewed, and it has been made available on our school website. It is the responsibility of our students and their parents/guardians to be aware of all policies outlined in this handbook.

Student Discipline Policy

I. Purpose

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. General Statement of Policy

The PRB School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The PRB School Board further recognizes that the nurturing of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment, which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. 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. 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. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 121A.40 through 121A.56. In view of the foregoing and in accordance with Minn. Stat 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

Insubordination, defiance of authority, verbal abuse, assault, terroristic threats, possession of narcotics, tobacco, synthetic marijuana and/or alcohol, continual violation of school rules and regulations are examples of serious offenses and will result in assessing major consequences, which may include suspension, expulsion, or be subject to the severe/habitual clause which may include an educational change of placement.

III. **Areas of Responsibility**

➤ **The School Board** –

Holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

➤ **Superintendent** –

Establishes guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guideline or directive established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

➤ **Administrative Team (Principal and Dean of Students)** –

Is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The administrative team shall give direction and support to all school personnel performing their duties within the framework of this policy. The administrative team shall consult with parents of students conducting themselves in a manner contrary to the policy. The administrative team shall also involve other professional employees in the disposition of behavior referral and shall make use of those agencies appropriate for assisting students and parents.

- **Teachers** –
Will be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.
- **Other School District Personnel** –
Will be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.
- **Parents or Legal Guardians** –
Will be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- **Students** –
Will be held accountable for their behavior and for knowing and obeying the Code of Student Conduct and this policy. Students must cooperate in disciplinary investigations.
- **Community Members** –
Are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. **Student Rights**

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

V. **Student Responsibilities**

All students have the responsibility:

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

VI. **Rules of Conduct**

Students who have been expelled and/or excluded from District #2174 will be readmitted to the Pine River-Backus School district only after the preparation and implementation of an admission plan. This plan shall include measures to improve a student's behavior and requires parental/guardian involvement in the admission or readmission process. In accordance with Minnesota Pupil Fair Dismissal Act, students of the District may be

suspended, expelled, or excluded for the reasons delineated below in addition to other situations, which fall within the grounds contained in the Minnesota Fair Dismissal Act:

1. Willful violation of any reasonable school district regulation.
2. Willful conduct materially and substantially disrupting the rights of others to an education.
3. Willful conduct which endangers the pupil or other pupils, or the property of the school.

In addition to the grounds for suspension, expulsion, or exclusion, the District may take other disciplinary action for any violation of school rules or other disruptive and dangerous conduct. If a suspension occurs, reasonable efforts will be made to contact the parents/guardians prior to a child being suspended from the building. Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The listing of minimum actions does not imply or require that an administrator, in dealing with a violation, employ a step-by-step progression of increasing severity. However, there shall be a logical relationship between the severity of the offense and the administrative action. Administrators have broad discretion to impose penalties more severe than the minimum actions listed. In unusual situations, administrators may also impose discipline less severe than the minimum consequences listed. The listing of maximum action is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past, or has engaged in persistent violation of school rules, the maximum penalties may be increased to as severe a consequence as expulsion or exclusion for one calendar year. Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students for behavior not specifically set forth in such conduct.

1. Materially and substantially disrupts the rights of others to an education; or
2. Endangers the pupil, other pupils or individuals or the property of the school.

Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

VII. Disciplinary Action

Disciplinary action may include but is not limited to the following: Student conference with teacher, dean of students, counselor or other school district personnel, and verbal warning; written incident report; parent contact; parent conference; removal from class; in-school suspension; behavioral intervention; suspension from co-curricular activities; detention; extended detention; restriction of privileges; loss of school privileges; financial restitution; referral to police or other appropriate agencies; out-of-school suspension; educational placement change; exclusion; or expulsion.

Definitions

Removal from Class:

A student who is removed from class for a short time, remains in the custody of the school. Students removed from class shall be the responsibility of the principal or the lawful designee. Repeated incidences of removal from class may result in loss of credit. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the student. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference when it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. The length of time of the removal will be established at the informal administrative conference and will include the procedures for the completion of any make-up work.

Detention and Extended Detention:

Required attendance in a classroom or other specified location at a time when regular classes are in session, such as during or after school, or during lunch and recess, for disciplinary reasons. Detention times will be established by the high school administrative team as needed.

In-School Suspension:

On occasion students may be placed on in-school suspension status. Students placed in in-school suspension (ISS) shall report to the assigned in-school suspension room upon being assigned and/or when they arrive to school the day(s) they have been assigned to ISS. Students are to bring academic work to do.

Out-of-School Suspension:

The action taken by school administration prohibiting a student from attending school for a period of no more than ten (10) days, unless a longer period is authorized by law. The procedures for a suspension contained in the Pupil Fair Dismissal Act shall be followed. Any student suspended out-of-school shall not be allowed to be on the school grounds or attend any school functions before, during, or after the instructional day for the duration of the suspension. A student may receive up to full credit for student assignments in progress or missed, provided arrangements are made with the instructor(s).

Exclusion:

This action is taken by the School Board, pursuant to the Pupil Fair Dismissal Act, Minn. Stat. 127.26, et.seq, to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Expulsion:

This action is taken by the School Board, pursuant to the Pupil Fair Dismissal Act, Minn. Stat. 127.26, et.seq, to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the pupil is expelled.

Revocation of Bus Privileges:

Students engaging in disruptive behavior on a school bus or other vehicle or violating any provision of this policy while in a school vehicle may have their bus/school vehicle privileges suspended for up to one school year.

Habitual/Severe Clause:

Habitual/severe abuse of the rules and policies and excessive disciplinary referrals in a semester may warrant a meeting with the student, parent and administration. Behaviors which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: Disciplinary conference with the student, parent and administration; detention; in-school suspension; out-of-school suspension; or referral to the School Board for a possible change of placement or expulsion proceedings. Suspensions are made by the administration and are not appealable.

VIII. Disciplinary Referrals

Consequences for failing to follow the rules or meet daily expectations will first be handled in the classroom whenever it is possible. In the case of a discipline referral to the office, teachers will submit a disciplinary referral, the nature of the problem, and action taken to correct the problem. The office will make an attempt to notify the parent by phone or by mail. Appropriate consequences will be assigned. If a student is dismissed from class for disciplinary reasons, he/she is to report to the office.

The complete Student Discipline Policy 506 is available in the high school office or on our school website.

The following acts are unacceptable behavior subject to disciplinary action by the school district:

Violations against Property

Violation	Definition	Minimum Consequence	Maximum Consequence
Arson	Intentionally setting fire or causing a fire or explosion to occur on school grounds, school vehicle or at school related activities.	Suspension of up to five (5) days, restitution, parent/guardian conference and immediate notification of police	Expulsion or exclusion for up to one (1) year
Robbery/ Extortion	The obtaining of property from another where his/her consent was induced by use of force or threat of force.	Suspension of up to five (5) days, restitution, parent/guardian conference and immediate referral to police	Expulsion or exclusion for up to one (1) year
Theft	The act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property, or finding of lost property and not making a reasonable effort to find the owner.	Confiscation of the stolen property, student conference and parent/guardian contact Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year
Unauthorized Use of School Property	The unauthorized use of school property.	Student conference and parent/guardian contact Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year
Willful Damage to Property	Any student who willfully cuts, defaces, or otherwise destroys in any way property, real or personal, belonging to the school district, or any individual, including other students or employees shall be disciplined.	Detention, ISS, restitution, or a suspension of up to five (5) days Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year and restitution, which may be monetary or service based

Violations against Person(s)

Violation	Definition	Minimum Consequence	Maximum Consequence
Abusive Language/ Verbal Assault	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year
Assault	Threat of bodily harm to another person, without material physical contact.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year
Fighting	Characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving or horseplay.	Students will be suspended from the classroom or from the building for a period not to exceed five (5) day	Expulsion or exclusion for up to one (1) year
Harassment	Inappropriate, abusive, threatening or demeaning actions which may be based on many harassing comments in relation to, for example: personal, body, academic ability, family, race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation, among others. Bullying is a form of harassment. Bullying is defined as: "A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons (Olweus, 1991). Essentially, if the aggressor knows that his or her behavior is disturbing to the victim and continues the act; that is bullying. This also pertains to all Social Media activity.	Parent/Guardian conference	Harassment charges, hearing, expulsion or exclusion for up to one (1) year
Hazing	Committing an act against a student or coercing a student to commit 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. Examples of hazing include, but are not limited to, initiating or harassing a fellow student by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals such as name calling, taping, marking, etc. See Hazing Policy #526.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year
Intentional Physical Harm	Physical attack on another person.	Student will be suspended from the classroom or from the building for a period not to exceed five (5) days	Expulsion or exclusion for up to one (1) year

Dangerous and Harmful Substances

Violation	Definition	Minimum Consequence	Maximum Consequence
Alcohol	Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.	Minimum consequence: parent/guardian conference Other possible action: Referral to police	Suspension of up to five (5) days
Drugs	Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs, legal mind altering drugs (ex. marijuana-THC) or narcotics at school, school sponsored activities or on school grounds. This would include drug paraphernalia of any type and in the forms of vape pens, E-Liquid, edibles, gummies, etc.	Suspension from the classroom, parent/guardian conference, and/or notification of legal authorities Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year, notification of legal authorities
Possession/Use of Tobacco/Vaping	possessing, using, or distributing of tobacco or tobacco paraphernalia of vape pens and E-liquid by students is prohibited at school, on school grounds, school vehicles and at school sponsored activities.	Online Dangers of Vaping Course , Suspension from the classroom, parent/guardian conference, and referral to police for a citation (Chapter 130.06)	Suspension of up to five (5) days

The complete Chemical Use and Abuse Policy 417 and Drug-Free School Policy 418 are available in the high school office or online.

Threats and Disruptions

Violation	Definition	Minimum Consequence	Maximum Consequence
Dangerous Threats	Threats to normal school operations and school activities, including but not limited to, the reporting of dangerous and hazardous situations that do not exist, sounding false fire alarms or bomb threats.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year, notification of legal authorities
School Disruptions	Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. Threats and major disruptions are considered a severe behavior and will result in execution of the Habitual/Severe Policy.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year, notification of legal authorities

Student Conduct

Violation	Definition	Minimum Consequence	Maximum Consequence
Cheating	Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion to include the non-acceptable use of artificial intelligence	Loss of credit and parent notification	Further action as determined by the administration
Failure to Attend Detention	Failure to attend detention will result in	Student conference and parent/guardian contact, extended detention	Further action as determined by the administration
Gang-Related Behaviors	Displaying currently recognizable gang-related hand signals, clothing, jewelry, written or oral expressions, including graffiti at school, on school grounds or at school sponsored activities.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Gambling	Including, but not limited to, playing of a game of chance for stakes.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
ID Falsification	Falsifying signatures or data on official records and/or refusal to give correct identification or giving false identification when requested to do so by a staff member. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or electronic means.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Interference/Obstruction	Any intentional action taken to attempt to prevent any school personnel from exercising their lawfully assigned duties.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Internet Behaviors	Sending or displaying offensive messages or pictures using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; trespassing in another's folders, work or files; intentionally wasting limited resources; employing the network for commercial purposes; any use of the network infringing on the rights of others.	Loss of Internet/Computer privileges, student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Trespassing	Physically present on a school campus, on a school vehicle or at a school activity after being requested to leave by the person lawfully responsible for the control of said premises.	Student conference and parent/guardian contact Other possible action:: Referral to Police or Juvenile authorities	Further action as determined by the administration

Violation	Definition	Minimum Consequence	Maximum Consequence
Truancy/ Leaving School Grounds	A student is absent from school for all or part of a school day without a valid excuse acceptable to the building principal or designee. Leaving school grounds during the school day without permission constitutes truancy.	Detention, and parent/guardian contact	Truancy filed, and/or further action as determined by the administration
Unauthorized Distribution	Distribution of literature or graphics on or near school property of libelous, slanderous, plagiarized or obscene material or material which violates the School District Harassment Policy.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Willful Disobedience	Refusal to follow school rules, regulations and/or directives.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Other Acts	Determined by the school district, which are disruptive of the educational process, are dangerous or detrimental to the student or other students, school district personnel or surrounding persons or which violate the rights of them or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of the students or employees.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year

Traffic Regulations and Bus Safety

Violation	Definition	Minimum Consequence	Maximum Consequence
Careless/ Reckless Driving	Driving on school property in such a manner as to endanger persons or property.	Student conference and/or loss of parking privilege and pass	Suspension and referral to police authorities
School Bus Safety/ Conduct	Violation of any provision of the discipline policy on a school bus shall be subject to discipline.	Parent/Guardian Contact Warning	Expulsion or exclusion for up to one (1) year

The complete Student Transportation Policies 707, 708, 709, 710 & 711 are available in the high school office or online.

Weapons

This policy applies to students and non-students, adults, employees and visitors to the District.

Statement of Policy

It is a violation of the policy of Independent School District No. 2174 for any individual to possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon and destructive device or a look-alike weapon or destructive device in school, on school grounds, at school activities, at bus stops or in school vehicles, or entering upon or departing from school premises, property or events. Weapons and destructive devices will not be tolerated.

Definitions

General Definition of Weapons

1. Any and all articles commonly used or designed to inflict bodily harm and/or intimidate another person(s). Examples include, but are not limited to: firearms, whether loaded or unloaded or incapable of being used; knives; clubs; metal knuckles, nunchucks; throwing stars; explosives; stun guns; ammunition; mace; pellet guns; starter guns; crossbows; bows and arrows; and other non functioning guns and weapons that could be used to threaten others.
2. Any and all look-alike weapons, including any item, which may reasonably be believed to constitute a weapon under this policy.
3. Any and all articles designed for other purposes that are actually used to inflict bodily hard and/or intimidate. Examples include, but are not limited to: belts; combs; pen/pencils; files; scissors; compasses; laser pointers; and letter openers.
4. Objects such as fireworks, firecrackers, smoke/stink bombs, darts, and nuisance items and unauthorized tools, which have the potential to cause harm. The building administrator or designee shall use his/her discretion when interpreting the use and intent of such articles at school as outlined above.

Destructive Device – Gun Free School Act of 1994

1. Any explosive, incendiary, or poisonous gas:
 - a. Bomb or Grenade
 - b. Rocket having a propellant charge of more than four ounces
 - c. Missile having an explosive or incendiary charge of more than ¼ ounces
 - d. Mine
 - e. Device similar to any of the devices described in the preceding clauses
2. Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
3. Combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

Weapon – Gun Free School Act

1. Any weapon, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer
4. Any destructive device

Enforcement

1. The District shall act immediately to investigate all acts and complaints of violence, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.
2. Pursuant to the Gun Free School Act of 1994, all students in possession of a weapon or destructive device, as defined above in Article C, 2 and 3, may be expelled or excluded from attendance or otherwise removed from school for a period of one calendar year. The Superintendent may recommend to the School Board, in unusual circumstances, that a less severe penalty be imposed.
3. Students with or without disabilities are subject to the consequences of this policy. Students with a disability will be subject to disciplinary action, which complies with the law applicable to disabled students. This includes but is not limited to, interim alternative placement as provided by 20 U.S.C. 1415.
4. Students in possession of a weapon as defined in Article C, Section 1, which does not constitute a weapon or destructive device pursuant to the Gun Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Possible consequences include:
 - a. Notification of parent/guardian;
 - b. Involvement of the police with a recommendation to charge;
 - c. *Minimum consequence:* suspension not to exceed ten (10) days from school
 - d. *Maximum consequence:* expulsion/exclusion from school for up to one (1) year.
5. Any student who proactively communicates with the Principal/Dean of Students when they inadvertently are in possession of a weapon may not be subject to the discipline.

This policy is not meant to interfere with the instruction or use of appropriate equipment by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for the purposes of this policy. However, when authorized instructional and work equipment or tools are used in a dangerous or potentially dangerous and/or threatening manner, they may be considered a weapon and their use may be subject to the contents of this policy.

The complete Weapons Policy 501 is available in the high school office or online.

Additional Considerations

- a. Principals and licensed employees in a building shall review this disciplinary policy at least annually and assess whether its provisions have been enforced.
- b. Principals have broad discretion to impose any penalty more severe than, or in addition to, the minimums set forth above. In addition, administrators have broad authority to require other types of intervention for conduct violating this policy, including referral to teach teams and other agencies or authorities for assistance and/or evaluation.
- c. The listing of minimum consequences is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules; a maximum consequences shall be increased to expulsion/exclusion for one school year.
- d. Handicapped students involved in violations of these rules of conduct will be assessed through the child study process.
 - a. Students with IEPs, when suspended, must have a child study team meeting within five (5) days of the suspension.
 - b. Team must meet prior to expulsion or exclusion; the child cannot be expelled or excluded if the misconduct is related to the handicapped condition.

- c. Statutes: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 125A (Students with Disabilities) and IDEA 1997 Minn. Stat. 121A.40 to 121A.56 (Pupil Fair Dismissal Act) Minn. Stat. 121A.60 to 121.A.61 (Removal from Class) Minn. Stat. 124D.03 (Enrollment Options Program) Minn. Stat. 124D.07 and 124D.08 (Enrollment in Nonresident District) Minn. Stat. Ch. 260A (Truancy) Goals 2000: Educate America Act 20 U.S.C. 5801 ET seq. 29 U.S.C. 794 et sep. (Section 504 of Rehabilitation Act of 1973)

ATTENDANCE

The School Board of Independent District No. 2174 believes that success in academic work is directly related to regular school attendance. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences may result in a failing grade. Experiences with class discussions and student teacher interactions cannot be replicated outside the classroom or at a later time. In addition, regular attendance develops habits of dependability important to the future of the student. In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, students are required to attend all assigned classes every day school is in session. Students, parents and teachers share the responsibility for attendance.

Responsibilities of Students and Parents

Student Responsibility:

1. To attend all assigned classes every day that school is in session.
2. To be in class on time, prepared for academic work.
3. To know and follow correct procedures regarding attendance.
4. To request missed assignments due to an absence, and complete assigned work.

Parent/Guardian Responsibility:

1. To encourage the student to attend school.
2. To recognize that any absence, regardless of cause, has a detrimental influence on the student's achievement.
3. To inform the school in the event of a student's absence.
 - a. Calling the office on the day the student is absent (preferred method)
 - b. OR notifying the office on the day the student returns to school by:
 - Calling the office the morning the student returns
 - The student submitting a parent signed note to the office prior to school starting the day they return.
4. To work cooperatively with the school and the student to solve any attendance problems that may arise.

General Procedures Regarding Absenteeism

When a student is absent, the parent or guardian shall notify the school by phone (587-4425) the day of the absence or by lunch the day the student returns to school to avoid any potential consequence. All notes must be signed in ink, dated, and include an explanation regarding the absence.

- A student whose illness extends beyond three (3) consecutive school days may be asked to provide a doctor's slip documenting the illness.
- If the illness extends five (5) or more consecutive school days a doctor's slip documenting the illness may be required to excuse the absences.
- Any student that accumulates 10 or more absences, whether excused or unexcused, may be asked to provide a doctor's slip documenting previous or future absences.

Official school field trips or other school-sponsored events, which require a student to be absent from class, are not considered absences as outlined by this policy.

Excused Absences

- A. The following reasons shall be sufficient to constitute excused absences:
1. Illness
 2. Serious illness in the student's immediate family
 3. Significant family events such as a death in the student's immediate family or of a close friend or relative, or a wedding
 4. Medical or dental treatment. An appointment card or note from the doctor's office may be requested for students who have been identified and referred to county truancy for excessive or continuing truancy
 5. Court appearances occasioned by family or personal action
 6. Religious instruction as agreed upon by the parent and school district
 7. Religious/spiritual days kept sacred by the pupil when religious/spiritual services are observed only during school hours
 8. Physical emergency conditions such as fire, flood, storm, etc.
 9. Removal of a student due to a suspension. Suspensions are to be handled as excused absences and the student will be permitted to complete make-up work;
 10. Dismissal under the Pupil Fair Dismissal Act for disciplinary purposes;
 11. School sponsored activities;
 12. Important events requiring student participation in such activities as state or national contests, tournaments, concerts or performances;
 13. Students in the 11th and 12th grade will be allowed up to three college visits each year. Visits must be approved through the guidance counselor prior to the visit.
- B. Guidelines for Work Completion:
1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 2. Students absent due to school-sponsored activities will consult with their teachers prior to the activity requiring them to miss school. Students should return to class with the work completed or at the discretion of the teacher.
 3. Students excused from school for an extended period of time may request homework in advance. Teachers may or may not be prepared to distribute all assignments missed. Any work given prior to the absences is due upon return to school or at the teacher's discretion.

Unexcused Absences

- A. The following are examples of absences, which will not be excused:
1. Truancy. An absence from school without the parent's or school's knowledge and/or approval.
 2. Work at home, including babysitting a younger sibling.
 3. Work at a business, except under a school-sponsored work release program.
 4. Vacations with family (**unless approved in advance by the Administrative team**).
 5. Personal trips to school or colleges (**unless arranged through the guidance counselor and/or approved in advance by the Administrative team**).
 6. Arriving to class more than 15 minutes late will be considered an unexcused absence unless the student has a note and the student's absence is excused by administration.
 7. Any other absence not included under the attendance procedures set out in this policy.
- B. Consequences of Unexcused Absences
1. Students may not receive credit for work missed during an unexcused absence.
 2. Students are expected to take part in all classroom activities immediately upon returning

Tardiness

- A. Definition: Tardiness is the failure of a student to be in an assigned area without a valid excuse when the final bell sounds for each class. Individual classroom teachers will define "assigned area". Students will be considered tardy if they are not in the assigned classroom when the final bell rings. A late entrance is considered tardy if it occurs during the first fifteen (15) minutes of class. After that (15) minute time period, tardiness will automatically turn into an absence.
- B. Procedure for Reporting Tardiness
1. Students tardy at the start of school must report to the school office for an admission slip before being allowed entrance into their first hour class (to avoid unnecessary calls home).
 2. Teachers will report students being tardy during the school day utilizing Infinite Campus.
- C. Consequences for Excessive Tardiness
1. Students with excessive tardiness will be subject to school discipline.
 2. All discipline measures are subject to administrative discretion.

Advanced Absences

Temporary absence from the school can be issued based upon the personal request of the parent/guardian (**provided the request is made in advance of the absence**) if it is due to an emergency. To receive full credit for work missed because of emergency absences, a student must make arrangements with each teacher upon returning to school or via email.

Note: Vacation days must be pre-approved by the principal via phone call or written notice two days in advance to be considered as an excused absence. Vacation days not pre-approved will count as verified but considered as an unexcused absence. Pre-approval may have an impact on the final outcome of earning credit.

Requests for Assignments when Absent

Parents may call the school office at 587-4425 requesting homework assignments. *A minimum of one full school day should be allowed to give staff members the necessary time to write out assignments, collect books and appropriate materials and deliver them to the office.*

Leaving School During the Day

Sometimes students have appointments which must be kept, or for some other reason need to leave school during the day. Please have your parents call the office in the morning when this will occur or provide a written note signed by a parent/guardian. You must check out with the office when you leave and check in again when you return. You will never be allowed to leave the school during the day without communication, verbal or written, between school officials and your parent(s)/guardian(s). Leaving class or the building without approval is considered truancy. For the purposes of this policy, the school day begins when a student boards the bus or arrives at school.

Senior Open Lunch(Remove this)

~~Open lunch opportunities will be granted to **seniors** once per month. To be eligible for open lunch a senior must turn in written notice from a parent/guardian before the lunch period on that day. Monthly open lunch is a privilege. Seniors are only eligible for open lunch if they are in good standing at the time of the request. Students who return late or leave without permission from lunch will lose this privilege for the remainder of the school year and receive a consequence as deemed appropriate.~~

School Attendance: Eligibility to participate in school activities/extracurricular athletics:

- Students who are not in school by 11:00 AM will not be allowed to participate that day in their school-sponsored activity: practice or competition. Students should still attend their school-sponsored activity despite not being able to participate.
- Students must attend a full day of school following participation in an event.
- Students who are ill during the day and leave school early should not plan to participate that night. We will not attempt to enhance a performance, win a game or match at the expense of a student's health.

Any exceptions to the above expectations regarding eligibility are at the discretion of the PRB High School Administrative Team.

Note: Parents must pick their student up from any school-related activity if medical attention or disciplinary action is required for the student.

The complete Student Attendance Policy 503 is available in the high school office or online.

- Pine River-Backus School uses a collaborative response to student attendance issues that may arise. The school district collaborates with families to the best of our ability to support their needs of students. In the event a student attendance issue arises, the school will consult with Cass County Health Human and Veteran Services, our Cass County Attorney, and Cass County Probation per state statute.
 - The information below serves to establish a common understanding and clear stakeholder interventions that will engage, inform, and plan with parents and students to address statutorily required educational needs.
 - Pine River-Backus schools has established a School Attendance Review Board pursuant to Minnesota Statute § 260A.05. Our Attendance Review Board includes a variety of stakeholders that have developed a plan to promote interagency and community cooperation and to reduce the duplication of services for students with school attendance. Cass County has committed a Probation Officer and Social Worker to attend our established School Attendance Review Boards.
- Pine River-Backus Schools will use the protocol and procedures below to monitor and handle student attendance.

1. Child starts displaying a pattern of absences or has up to 3 days unexcused absences (Includes Early Identification), the following school interventions take place.
 - a. Teacher takes attendance and verifies per the school's policy.
 - b. Student/Parent contacts- Contacts with Parents at elementary level and students AND parents at middle school and high school level
 - c. Elementary students can be engaged with to build rapport, however identification of barriers and solutions to those barriers should occur with the parent.
 - d. For Middle School and High School students, planning can be done with both students and parents.
 - e. Staff will clearly explain the process of how attendance will be taken.
 - f. Staff will identify barriers to student's attendance.
 - g. Staff will develop strategies with students and parents about removing barriers (transportation, video games, bus schedule, alarm clock, technology/connectivity, family dynamics during COVID, living arrangements, learning space in the home, cultural barriers, etc.)
 - h. Staff will make plans with students and/or parents about how to get the child to school.
 - i. Staff will provide alternative options for how students can attend during the day if applicable.
 - j. Staff will create a plan for how a student can attend if technology fails to work.
 - k. Staff will make and document any referrals made for:
 - i. Homelessness- make referral to homeless liaison
 - ii. Mental Health- refer to school counselor or school social worker
 - iii. Medical concern - indicate medical concern and document referrals to school nurse
 - iv. Cultural – refer student to appropriate Diversity Liaison (if applicable)
 - l. County requires cultural liaisons to be connected with families before county involvement will occur.
 - m. Identify and address cultural barriers, such as reading and comprehending written English versus a conversation in English. Encourage students to get involved in community activities and build relationships with at least one positive adult support in the school.
 - n. Checking the student's history for chronic absenteeism.

State and County Truancy Intervention Policy

Pine River-Backus Schools will send a 3-day letter to students that have 3 days unexcused absence (do not have to be consecutive). Letters are statutorily required, per Minnesota Statutes § 260A.03

A child meets "Habitual Truant" definition of 7 or more unexcused absences

*(5-11 years) – 7 FULL days unexcused

*(12-17 years) – 7 periods on 7 separate days

- School Interventions:
 - Continued communication with students and parents about attendance concerns
 - Positively reinforcing the child when/if they do come or participate in school
 - Continued work with Attendance Teams and problem solving. Follow up and revisions to any intervention plan or IEP.

Pine River-Backus Schools will send a 7-day letter to parent explaining concerns and potential of sending referral to Cass County Social Services

- Ensure all prior required and recommended interventions have been completed
- Interventions expected to be taken by the school prior to reporting to child protection include, but are not limited to:

- *Phone calls, texts, emails with parent and/or student
- *Face to face contact with parents and/or student
- *Confirming students are still in the district
- *Identifying any and all appropriate supports to ensure families have access to classes, which may include mental health referrals, transportation, referrals to childcare, and financial resources.

Pine River-Backus may refer the matter to the County Attorney's Truancy Mediation Program. This is a program authorized by Minnesota Statute § 260A.07 that allows staff from the County Attorney's Office to meet with parents and the student to discuss the possible legal consequences of truancy. This meeting is voluntary on the part of the parents and student and entirely educational. The referral should be made before the matter is referred to social services and the school should continue efforts to work with the parents and student. If truancy issues continue after this meeting and continued efforts by the school, then the matter could then be referred to social services. If a referral is ultimately made to social services, the school should still continue to work with the parents and student and provide updates to social services.

ATTIRE & APPEARANCE

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

PURPOSE

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

GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to dress appropriately for school activities.
- B. **APPROPRIATE** clothing includes, but is not limited to, the following:
 1. Clothing appropriate for the weather;
 2. Clothing and/or accessories that do not create a health or safety hazard;
 3. Clothing appropriate for the activity (i.e. physical education or the classroom).
 4. Clothing that provides appropriate coverage.
 5. Students are allowed to wear appropriate hats/headaddresses in the building and classrooms, but only at their teachers discretion.
- C. **INAPPROPRIATE** clothing/accessories includes, but is not limited to, the following:
 1. Clothing must be appropriate for a school setting and not distract, harass, or intimidate other students and staff. The following are not allowed:
 - a. Shorts and skirts that are not an appropriate length.
 - b. Short shirts or tank tops that expose too much midriff.
 - c. Clothing which is suggestive or inadequate in its covering (tube tops, shoulderless tops)
 - d. Waistbands below the hips exposing underwear or skin.
 - e. Clothing/Apparel that bears a message that is lewd, vulgar or promoting illegal activity.
 - f. Objectionable emblems, signs, words or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which implies gang membership or that approves, advances, or provokes any form of religious,

racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

- g. Footwear that would damage school property or is a safety issue.
- h. Students are not allowed to wear hats/headaddresses that are not appropriate in the building. If these items cause a classroom disruption, or do not follow dress code guidelines, students will be asked to place them in their lockers or bring them to the office for the duration of the school day. Other exceptions will be held under the discretion of the administrative team.
- i. Clothing depicting guns and/or firearms unless deemed appropriate by school admin.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, promoting illegal substances, and do not advocate violence or harassment against others.

“Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. The “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang. Students will not be allowed to wear any chains, spikes or any gang-related articles of dress.

PROCEDURES

1. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications of or will be sent home for the day. Parents/guardians will be notified.
2. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
3. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval.

Violators of this policy will be subject to disciplinary action, including but not limited to: student/teacher conference; detention; removal from class; dismissal; and suspension or expulsion. Students unable or unwilling to change clothes will be given an unexcused absence for their time out of class.

Students are expected to dress in accordance with this policy at all extracurricular and school-sponsored events.

The complete Student Dress & Appearance Policy 504 is available in the high school office or online.

Graduation Attire

Graduates may wear any of the following clothing for graduation: dress pants, dress capris, skirts and dresses. No distressed jeans or jeans with holes, shorts, flip-flops or sunglasses will be permitted. There should not be any type of outerwear or jewelry on the outside of the graduation gown.

Students will be monitored for appropriate clothing and may be pulled from the graduation line if not dressed appropriately.

CELL PHONES, DIGITAL IMAGING DEVICES & OTHER PERSONAL ELECTRONIC DEVICES

The Pine River-Backus School District holds high expectations for staff and student behavior, academic integrity and responsible use of existing and emerging technologies such as, cellular phones, digital picture/video camera phones, watches, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

III. STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES

A. Respect the educational environment:

- a. High School Students (Grades 9-12): Cellular phones and other personal electronic devices shall be silenced and kept out of sight during instructional time. Unless, being used as part of the teacher-led classroom activity.
 - i. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
 - ii. Students shall not be allowed to leave class in response to any electronic devices.
 - iii. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas – such as near lockers or the cafeteria, or outside on school grounds.
- b. Junior High and Elementary Students (Grades K-8): Cellular phones and other personal electronic devices are prohibited to be used at school. If a cellular phone and other personal electronic device is brought to school it must be turned off and stored in their locker throughout the school day. **This includes passing periods and the designated lunch period.**

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:

● 1st Reported Offense:

- The cell phone will be turned into the office **and a verbal reminder will be issued.** If the student does not turn it in, the parents will be called to come and pick it up. If the student voluntarily gave the phone up the student may pick up the phone after the school day is over.

● ~~Additional Offenses:~~

~~Student's phone will be taken and the student will receive additional consequences.~~

● 2nd Offense:

- **The phone will be held in the office.**
- **Parent/guardian must pick up the phone.**
- **Student conference with administration.**
- **Parent notification sent.**

● 3rd Offense:

- **Parent pick-up of the phone required.**
- **Student receives a temporary phone privilege suspension (e.g. 1 week)**
- **Student signs behavior contract**

● Chronic Violations:

- **Progressive consequences may include detention, extended loss of phone privileges, and/or in-school suspension.**
- **Additional interventions determined by administration.**

B. Respect for privacy rights:

- a. Students shall not photograph or record video of other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
- b.
 - i. Staff and students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
 - ii. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms, restrooms and other areas as designated by Administration.
- c. **Ensuring Academic Integrity:** Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- d. **Compliance with Other District Policies:** Use of cellular phones or other personal electronic devices must not violate any other District Policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use policy, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:

● **~~1st Reported Offense:~~**

~~The cell phone will be turned into the office. If the student does not turn it in, the parents will be called to come and pick it up. If the student voluntarily gave the phone up the student may pick up the phone after the school day is over.~~

● **~~Additional Offenses:~~**

~~Student's phone will be taken and the student will receive additional consequences.~~

A student is not allowed to take pictures or film of another student unless under the direct supervision of a teacher for educational purposes. Students that violate the right of others will be subject to the maximum consequence(s) allowable under the District Harassment Policy.

The complete Cell Phones, Digital Imaging Devices and Personal Electronic Devices Policy 540 is available in the high school office or online

OTHER SCHOOL POLICIES & PROCEDURES

Bullying

The Pine River-Backus School District will not tolerate bullying at any time; in school, on the bus or in any other school (i.e. when our students are traveling and attending an activity at another school/location).

Bullying as defined in this handbook is a form of harassment and will be treated very seriously by members of the staff and administration. Bullying can be **direct**, meaning face-to-face interactions which include physical attacks or threatening or intimidating gestures; or **indirect** which requires a third party. Indirect bullying is often more subtle and includes social isolation, rumor spreading and scapegoating.

Bullying, whether direct or indirect contains several key elements. These include: physical, psychological or intellectual and hinder the victim from defending him/herself.

- **Repeated actions** – The negative actions usually occur repeatedly over a period of time.
- **Intentional actions** – Bullies purposely choose actions that will hurt or intimidate the targeted victim. Bullies seldom show empathy or concern for the victim.
- **Unequal levels of affect** – The victim will typically display a high level of emotional distress; yelling, crying, withdrawal or anxiousness. The bully, however, will demonstrate very little emotion or anguish. The adolescent doing the bullying is likely to blame the victim for causing the aggressive act or believe “he/she deserved it”. Bullies commonly feel justified in their actions.

Bullying behavior can include any or all of the following forms of abuse:

- **Physical aggression:** includes destroying property, threatening
- **Social aggression:** spreading rumors, racial slurs, exclusion from group
- **Verbal aggression:** name calling, teasing, threatening, intimidating phone calls
- **Intimidation:** graffiti, a dirty trick, taking possessions, coercion
- **Written aggression:** electronic messaging directed at an individual that occurs during the school day, note passing, graffiti
- **Sexual harassment:** any comments or actions of a sexual nature which are unwelcome and make the recipient uncomfortable
- **Racial and cultural (ethnic) harassment:** Any comments or actions containing racial or ethnic content (direct or indirect) which are unwelcome and make the recipient uncomfortable.

The Principal will work in collaboration with the Dean of Students, Guidance Counselor, Youth and Family Services Worker as well as the full staff to investigate and handle all allegations of bullying. After investigation and when deemed appropriate, parents of all parties will be notified.

Students or staff who recognize that these things are occurring must report them immediately to school administration.

The complete Bullying Prohibition Policy 514 is available in the high school office or online.

Passes (In School)

In-school passes are required whenever you leave the room in which you are scheduled. To limit the number of students permitted to leave a classroom at any given time, passess will be limited. It is expected that students will

come to class prepared. The teacher in charge of your room will issue these passes. The scheduled classroom teacher has the final authority as to whether a pass will be honored.

Telephone (Main Office)

Students are not to use the office telephone during the school day without permission. You will not be called to the telephone during school hours. An emergency message from parents will be delivered to you. Students may ask to use the office phone before or after school or during lunchtime as needed for important matters.

Backpacks & Oversized Bags

Large or oversized bags are to remain in the lockers during the school day. These large items can cause a safety hazard within the classroom. Average sized backpacks, small drawstring bags and binders are allowed, however, they are subject to being searched when there is a reasonable suspicion of the contents within.

Change of Address or Telephone Number

It is important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number. It is also helpful to have up-to-date email addresses. We have an emergency system that automatically calls and emails parents of important and emergency information.

Pledge of Allegiance

One morning of every week, the Pledge of Allegiance will be recited aloud. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Immunizations

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, rubella and a tuberculin skin test.

Visitors

Parents/guardians are welcome to visit school when necessary. Approved parents/guardians with a specific purpose are required to register in the office when they enter the building. If a visit with your student is necessary, you may request to see your child in the office area. An appointment will be necessary if you wish to visit with an instructor. Parents/guardians that request to have lunch with their student will be provided an alternative setting.

Students are not allowed to bring visitors to school at any time during the school day, including lunchtime. Should this happen the visitor will be sent home immediately

No unauthorized visitors will be allowed in the building during the school day.

The complete Visitors to School District Buildings and Sites Policy 903 is available in the high school office or online.

Food/Beverages in the Classroom

At the classroom teacher's discretion, students may be allowed to bring food and beverage within the classroom. Bringing these items into the classroom is a privilege and students will be held responsible for any spills or messes that may occur. Students should not visit the vending machines besides during their designated lunch period.

Lunch

Most students have 30-35 minutes to eat lunch each day. **We are a closed campus for grades K-10 and these students may not leave our campus during this time.** You may bring your lunch from home or in the situation we have to charge, deposit lunch money into your food services account and eat school lunch. Students will be restricted to certain areas of the building during lunch periods.

Students in grades 11-12 MAY leave for lunch as long as they exit and enter from the high school main office and door (#2). These students will sign-in and sign-out in the high school office.

Possible reasons for losing Open Lunch Privileges:

- **Multiple tardies or truancy**
- **Not exiting and entering through the high school main office and door #2**
- **Allowing non-eligible students (Grades 7-10) to ride along**
- **Being late to/leaving early from other in-person classes**
- **Unexcused absences**
- **Failing grades**
- **Discipline issues/violation of school rules either on-campus or off-campus**
- **Admin discretion**

PIN # Policy

The United States Department of Agriculture (USDA) Food and Nutrition Service has a policy regarding handling misused pin #'s. This policy applies to misused pin #'s in districts/schools that participate in the national school lunch, school breakfast or special milk programs. Meals must always be provided to preschool and K-3 students or for handicapped students who may be unable to take full responsibility for a pin #. Special meal arrangements are the appropriate action to take for these students. (This policy applies only to situations involving misused pin #'s and does not apply to situations where there may be insufficient funds to pay for a meal.)

Special meal arrangements may include:

1. Students who repeatedly don't know or misuse their pin # may be required to go to the end of the line.
2. Students who repeatedly don't know or misuse their pin # may be required to eat in a location other than the cafeteria (i.e. supervisory or detention room or principal's office).

Disciplinary measures policy for misuse of pin #:

1. Appropriate disciplinary policies can be implemented by the school for unacceptable student behavior that involves pin #'s, including but not limited to, buying, selling, sharing, borrowing or stealing the #.
2. Students cannot be denied a complete NSLP/SBP meal as a disciplinary measure, except when they are absent from school due to having been suspended.
3. Students cannot have their free/reduced price meal status changed because of disciplinary measures.

Messages from Parents/Guardians

Only emergency messages from a parent will be delivered to students. Messages received by telephone or delivered in person will be sent to an administrator who may forward the message to the student. Students should not expect to receive messages from employers concerning work schedules. **Bus passes and parent/guardian messages are to be made to the school before 2:00 p.m.**

Building Service Personnel

Building service personnel are very important people in our school system. They perform many necessary duties within the school. Their job is difficult and never-ending. Be considerate and appreciative of their efforts. Kindly assist by using the waste cans, not writing on desks, etc. to help make our school a better place.

School-Sponsored Dances

All school rules and policies apply. An invited guest may be a non-PRB student with prior approval form completed and approved by school administration. Forms are available in the high school office. The completed form must be submitted back to the office at least two (2) days prior to the event in order to allow administration to conduct a background check. Guest's must be under the age of 21 years of age. Any non-PRB student attending a dance or school function may be required to provide a photo ID prior to attending. Sophomores may attend prom if invited by a Junior or Senior from Pine River-Backus highschool. Students may be excluded from dances for disciplinary issues per administration's discretion. Any student who leaves the dance is not allowed to return.

Parents must pick their student up from the dance/activity if medical attention or disciplinary action is required for the student.

Lockers

Each student is assigned a locker for storage of books, materials and personal articles. **Students are not to share lockers or move to another locker without office approval.** All students are strongly advised to obtain a lock for their gym lockers. **DO NOT**, under any circumstance, share your locker or its combination with another person. Since lockers provide only minimum security, valuables should not be stored in lockers. **The school will not be responsible for losses due to theft and therefore will not spend time investigating allegations of theft.** Please understand that lockers belong to the school, and we let you use them for convenience. Inappropriate materials should not be displayed in lockers. The lockers are school property; therefore administration has the right to inspect the lockers at any time. Please keep your locker neat and organized so that you can easily find the things you need.

Public Displays of Affection

In keeping with our commitment to creating a safe and respectful school environment, most public displays of affection will not be tolerated. Students are allowed to hold hands. Kissing and other forms of affection could be considered harassing in nature, and consequences will follow harassment procedures.

Valuables

Common sense and consideration is the best guide to determine whether or not to bring personal possessions to school. School staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary to bring substantial cash or other important possessions to school, please coordinate safeguarding these items with school administration.

Restricted Areas

The building is open to students from 7:30 a.m. until 3:45 p.m. during school days. Students may not enter the building at other times unless accompanied and supervised by a staff member. Once a student arrives at school he/she must remain in the building, and not in parking lots or other school property. The Pine River-Backus Elementary School is off limits to High School students during the regular school day unless a student has a pass to enter that building. Pine River-Backus High School does not have a universal open lunch policy. Students are not permitted to leave campus for lunch unless given permission.

Technology Use

A technology use policy is in effect in the Pine River-Backus Schools and is available in the offices of the various schools. A parent permission form must be signed for students to be able to access the Internet on school district computers. These forms are available at the administration offices of each building. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right - and entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

It is presumed that users will comply with district standards; the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files/communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. All Pine River-Backus School Board policies must be adhered to. Violations may result in a loss of access as well as other action.

The following are not permitted:

- Sending or displaying offensive messages or pictures; Using obscene language;
- Harassing, insulting or attacking others; Using another's password;
- Damaging computers, computer systems or computer networks;
- Violating copyright laws; Violation of any local, state or federal statutes.
- Trespassing in another person's folder, work or files; Employing the network for commercial purposes;

The user requirements contained in the Chromebook Procedures & Information Handbook renews automatically each year (sign once). You can call the principal to revoke your child's use of a Chromebook.

Artificial Intelligence Use (AI)

Purpose:

Artificial Intelligence (AI) tools can enhance learning when used ethically and responsibly. This policy outlines appropriate use of AI by students at school or when completing school-related work.

Acceptable Use:

- **AI tools (e.g., ChatGPT, Grammarly, image generators, coding assistants) may be used with teacher approval for learning, brainstorming, tutoring support, or editing as long as the work remains original and aligns with assignment guidelines.**
- **Students must clearly cite or disclose the use of AI tools when contributing to any assignment, project, or assessment.**

Unacceptable Use:

- **Submitting AI-generated work as your own without disclosure is considered plagiarism and will be addressed under the school's Academic Integrity Policy.**

- Using AI tools to complete tests, quizzes, or other assessments without explicit teacher permission is cheating.
- Generating or sharing harmful, inappropriate, false, or offensive content with AI tools is strictly prohibited.

Consequences:

Violations will result in disciplinary action consistent with the Academic Integrity Policy and/or the Code of Conduct. This may include redoing the assignment, loss of credit, detention, or further administrative action depending on severity.

Student Responsibility:

It is each student’s responsibility to use AI ethically and in alignment with class expectations. When in doubt, ask your teacher before using AI tools.

Disaster Drills

From time to time throughout the year we will have fire drills, tornado drills and lockdown procedures. Please be ready to respond when signals are given without waiting for instructions from the teacher. You should make sure you know in advance where you are to go for each type of drill from each room you use regularly. Please understand that these drills are potential lifesavers in a real emergency so you need to take them seriously. Fire alarm exit procedures are posted in each classroom and will be reviewed periodically.

Automobiles & Other Motorized Vehicles

Automobile access to the campus is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Students finding it necessary to drive to school should drive carefully at all times.

Eligible students will be issued a free parking pass at the beginning of the school year.

~~No student may occupy his/her or any other car during the school day. This includes lunch hour. Violators of this regulation will be subject to disciplinary action. The above rules~~ **This** also applies to motorcycles, snowmobiles and ATV’s **and should be addressed in the high school main office.** During the academic school day, student parking is limited to the front lot located in the front entrance of the high school building only (Door #2). Cars improperly parked may be towed at the owner’s expense **as well as lose their parking privileges.**

Driving and parking pass privileges may be revoked or suspended for the following reasons:

- Reckless driving or speeding on school grounds; Excessive vehicle noise
- Unauthorized use of the vehicle during the school day or at a school activity. Doors are to be kept locked. Students are responsible for anyone in their car whether or not they have been given permission.
- Excessive tardiness, truancy or absences where driving is determined to be a factor
- Any accident on school property when the student is at fault
- Continued parking in non-designated locations
- Failure to follow posted parking regulations and signs; Failure to yield right-of-way to buses
- **Failure to sign-out and exit from the high school main office and door #2.**

- **Failure to follow open lunch policy and/or allowing non-eligible students (grades 7-10) to leave campus in their vehicle.**

Students who violate and lose their driving/parking privileges will be required to pay a fee to get them reinstated as well as further consequences determined by administration.

The school is not responsible for the automobile or its contents.

There is to be no loitering in the parking lot or visitation in the parking lot without permission. Students may only park in the student parking lot. Student vehicles may be subject to search if there is reasonable suspicion that a student's vehicle contains an item that is a violation of school policy.

Field Trips

On trips representing the school, students must bear in mind that their behavior reflects not only on themselves, but also on PRB High School and the community. Therefore, each student shall be accountable for any adverse publicity that he/she may cause. When a student goes to an event with a class, group or team, he/she must return on the bus. Any other arrangements must be made prior to the trip with the teacher, coach or administrator. The only exception will be when parents request in person to take a student home. A parent signature will be required. Students who misbehave on a field trip are subject to disciplinary action.

Due Process

Pine River-Backus Public Schools will not deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion or expulsion as prescribed in the Minnesota Pupil Fair Dismissal Act of 1974.

Section 504

It is the policy of the Pine River-Backus Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA).

HEALTH SERVICES PROCEDURES

Nurse Passes

Students who become ill during school should obtain a pass from the classroom teacher to go to the office. Students must check in at the office for a pass to go to the nurse. The nurse will visit the student in their location if they have had chronic visits to the nurse. The nurse will determine if the student needs to go home and note that on the pass back to the office. Students must meet expectations of the cell phone use policy at all times and are not allowed to call/text parents to pick them up unless permission is granted by the school nurse or administration. Failure to meet these expectations may result in an unexcused absence.

Student Medications

Pine River-Backus Schools wish to ensure the health, safety, and well being of all students. The purpose of this policy is to set forth the provisions that must be followed when administering

Non-emergency prescription medication to students at school:

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

REQUIREMENTS:

1. A completed signed request from the student's parent/guardian.
2. An Administering Prescription Medications form completed annually.
3. Prescription medication must arrive in the original container labeled for the student by a pharmacist in accordance with the law & must be administered in a manner consistent with the instructions on the label.
4. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
5. Prescription medications are not to be carried by the student, but will be left with the District.
6. The school must be notified by the parent, in writing, of any change in the student's prescription medication administration.

The school shall provide the following:

1. A school nurse or a designated school employee to dispense medications as needed.
2. Record sheet for each child:
 - a. Name of medication
 - b. Dosage and time to be dispensed
 - c. Date and time dispensed
3. Secure medication storage facility in the nurse's office.

NOTE: Procedures for the administration of drugs and medicine at school and school activities shall be developed in consultation with the school nurse.

Non-Prescription And/Or Short Term Medication Dispersal

The parent/guardian shall provide the school with the following information:

1. Child's name
2. Medication to be given
3. Parent/guardian signature and date
4. Medication in original bottle

The school shall provide the following records including:

1. Student's name
2. Medication/dosage given
3. Time/date/dispensed

If, during the course of a school day, a child should develop a headache, for example, the child's parents may be contacted. If the parent determines that the child would benefit from taking Tylenol, the parent may give permission for the nurse to give the child the Tylenol (aspirin will not be given). Tylenol will not be given without parental permission.

The complete Student Medication Policy 516 is available in the high school office or online.

Communicable Diseases & Infectious Conditions

It is the policy of the School Board that students with communicable diseases not be excluded from attending school as long as their attendance does not create a substantial risk of the transmission of the illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include review of the educational implications for the student and others with whom he or she comes into contact.

ATHLETICS & ACTIVITIES POLICIES & PROCEDURES

Extra/Co-Curricular Eligibility Requirements

Students are encouraged to participate in the many activities that are offered at Pine River-Backus High School. Students need to prioritize academics above participation in activities. The Pine River-Backus HS academic eligibility policies and procedures apply to all students participating in athletic and fine arts activities, as well as Knowledge Bowl, Student Council, Speech, Interact, Robotics, BPA, Homecoming and SnoDaze court. Band and choir contests, both individual and group, are governed by this academic policy when they are sanctioned and affiliated with the MSHSL.

Eligibility Checks:

Students participating in extra-curricular activities will have their grades monitored every three weeks while in-season using dates established by administration.

On the Monday (or first day of the school week) following a three-week grade check, students will be notified if they had an F in any class. Students who have an F at any three-week grade cutoff are placed on one week of probation

- **The probation period serves as a warning to students that they will become ineligible if they do not improve their grades. While on probation, students remain fully eligible for their extra-curricular activity.**
- **Students on probation will have until 3:30 on the Friday following their notification of probation to improve all grades to a passing level.**

If a student does not receive, by the 3:30 Friday deadline, written notification from each of their teachers that they have improved all of their grades to a passing level, they will be ineligible for one week or one game (whichever is greater), beginning the following Monday.

- After serving this one week or one game (whichever is greater) of ineligibility, a student can regain eligibility as soon as all of their teachers have given written notification that they are passing all of their classes. Until all teachers have given written notification that the students is passing all of their classes, the student will remain ineligible.
- Ineligible students may practice but cannot participate in events.
- Ineligible students will not miss any part of the school day to attend an athletic event that they are academically ineligible to participate in.

Any student-athlete that has two or more “Fs” at the end of a quarter will be ineligible for 2 events or 2 weeks, whichever is greater, of their current or upcoming activity. (Note: Semester grades will be the grades considered for eligibility purposes at the end of the 2nd and 4th quarter)

- If a student makes up the credit from failed classes through summer school or ALC opportunities, they will regain eligibility.

The teaching staff has 48 hours from the time a student’s work is submitted to post any grade that may change the student’s eligibility status.

IEP/504 Student-Athlete Policy:

The school district will provide students with disabilities an equal opportunity to participate in its existing extracurricular athletic programs. The district will make an individualized inquiry to determine if there are reasonable modifications, or make necessary aids and services, which would allow a student with a disability the chance to take part in the activity. Students with IEPs or 504 Plans are not subject to “pass all.” The student is not to be denied eligibility on the basis of grades if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s IEP or 504 Plan. (All students that are on an IEP or 504 Plan will be monitored individually by administration, the athletic director, and the IEP/504 Plan case manager to check for their making progress towards graduation -MSHSL)

The Athletic Director will meet with a committee if there are any difficult or questionable decisions to be made about any certain student on eligibility. Ex: Activities Director, Coach, Teacher, Dean of Students, Principal, and the IEP case manager.

*****Any student who has a failed course on their transcript and has been declared ineligible on the list is to report to the ALP for credit recovery on both Tuesdays of the ineligibility period until that credit has been earned*****

Minnesota State High School League Bylaws As members of the Minnesota State High School League (MSHSL) we enforce and abide by all of its rules and regulations. The Pine River-Backus HS Student Handbook contains sections and excerpts from the MSHSL Official Handbook. For a complete copy of the MSHSL Official Handbook, please visit the league website at <http://www.mshsl.org>

Minnesota State High School League Bylaws:

Copies can be found at <http://www.mshsl.org>

As members of the Minnesota State High School League (MSHSL) we enforce and abide by all of its rules and regulations. The Pine River-Backus HS Student Handbook contains sections and excerpts from the MSHSL Official Handbook. For a complete copy of the MSHSL Official Handbook, please visit the league website.

Bylaw 205 Chemical Eligibility:

1. A student shall not at any time, regardless of the quantity:
 - a. Use or consume, have in possession a beverage containing alcohol;
 - b. Use or consume, have in possession tobacco; or,
 - c. Use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia

Penalties for Category 1 Activities:

- **First Violation:** After a violation has been determined, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who joins a treatment program.
- **Second Violation:** After a violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who joins a treatment program.
- **Third or Subsequent Violation:** After a violation has been determined, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater, of a season in which the student is a participant.
 - A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six (6) weeks after entering treatment if all of the following conditions are met:
 - The student is assessed as chemically dependent,
 - Enters treatment voluntarily, and
 - The director of the treatment center certifies that the student has successfully completed the treatment program. Successful completion of a chemical treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

Accumulative penalties: Penalties shall be accumulated beginning with and continuing throughout the student's participation on any team or activity in grades 7-12.

Bylaw 206 Good Standing and General Eligibility Requirements

1. **Good Standing:** In order to be eligible for regular season and League tournament competition a student must be in good standing.
 - a. Definition: The term "good standing" shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.
2. **Student Code of Responsibilities:** Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities: I WILL...
 - a. respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - b. be fully responsible for my own actions and the consequences of my actions.
 - c. respect the rights and property of others.
 - d. respect and obey the rules of my school and the laws of my community, state and country.
 - e. show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

3. **Penalty:** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school, the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Bylaw 409 Responsibility for Participating Teams, Students and Spectators

MSHSL minimal behavior expectations for regular and postseason tournament competitions

- Respect the American flag and the National Anthem
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, “white” boards or other similar items contest/tournament officials deem to be in poor taste will be removed
- Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted
- Artificial noisemakers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not permitted
- Laser lights are strictly prohibited

Social Media Responsibilities & Guidelines

Attending and competing for Pine River-Backus High School is a privilege. Participants in athletics and activities are held in the highest regard and are seen as role models in the community. As students you have the responsibility to portray your team, your coaches, our school, and yourselves in a positive manner at all times. Facebook, Twitter/X, Instagram, Snapchat and other social media sites have increased in popularity globally, and are used by the majority of students in one form or another.

Students should be aware that third parties--including the media, staff, future employers and college officials--could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, student-athlete and our school. This can also be detrimental to a student’s future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, or comments showing the personal use of alcohol, drugs and/or tobacco
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.

Content online that is deemed unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender) will not be tolerated. No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Pine River-Backus High School. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family or PRB HS.

ACADEMIC & COUNSELING/GUIDANCE SERVICES

Our school has a guidance counselor who performs continuous service for our students. The counselor's function is in a number of specialized areas in the course of carrying out these services to our students. Among these are individual and group orientation of new students, counseling students who need help, conferring with parents, testing and test interpretation to students and parents, helping students with educational and vocational planning through individual conferences and group guidance, schedule planning, assisting with college and school application and assistance in job placement. Students are encouraged to make use of these services. You are always welcome to make an appointment by signing up in advance in the high school office.

Graduation Requirements

Students must be enrolled as a Pine River-Backus student in order to participate in the Pine River-Backus graduation ceremony.

Seventh and Eighth Grade

Students must satisfactorily complete the Pine River-Backus High School 7th and 8th grade programs. Every student will take five required courses each year: English, American History/Geography, Math, Life/Earth Science and Physical Education/Health. Every student will also take 3.5 elective courses each year. Electives may change each year. Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. Students will be promoted to the next grade on the advice of the faculty and approval of the principal.

Ninth through Twelfth Grade

Any waiver of requirements will be granted only with the principal's approval.

Graduation Requirements

English- 4

Social Studies- 3.5

Science- 3

Math- 3

Physical Education- 0.5*

Health- 0.5*

Fine Arts- 1
Personal Finance- 0.5
Electives- 6

Total Required Credits: 22

Course Length

- Semester .5 credit
- Year-long 1 credit

**Grades are calculated on a quarterly basis.*

**To graduate from PR-B, the student will need to have a 22-credit minimum.*

Course/Subject Requirements

Grade 9

English/Language Arts I- 1 credit

Geometry 9 or Intermediate Algebra 9-
1 credit

Earth & Space Science- 1 credit

World History 9- 1 credit

Intro to World Cultures & Language-
0.5 credit

Grade 10

English/Language Arts II- 1 credit

Geometry 10 or Advanced Algebra- 1
credit

Biology- 1 credit

US History- 1 credit

Grade 11

English/Language Arts III- 1 credit

Advanced Algebra or CIS Precalculus-
1 credit

CIS Chemistry or Chemistry 11- 1
credit

World History Survey or CIS World
History - 0.5 credit

Citizenship/Government or CIS
Government- 0.5 credit

Grade 12

English/Language Arts IV- 1 credit

Economics - 0.5 credit

Personal Finance- 0.5 credit

Grades 9-12

Physical Education- 0.5 credit*

Fine Arts- 1 credit

Health- 0.5 credit*

Electives- 6 credit

Credits toward graduation will only be accepted from authorized, accredited schools.

Students who qualify for special education may be granted permission to pursue alternative programs leading to graduation. These programs will be developed by the special education department and approved by the administration.

Teacher term overrides may be considered under unusual circumstances.

Honor Roll

Honor roll is determined each semester based on the student's grade point average for that semester. Students must be enrolled full time at the high school in order to qualify for the honor roll. To be included on the "B" honor roll a student must have at least a 3.00 GPA and no grade lower than a C-. To be included on the "A" honor roll a student must have at least a 3.60 GPA and no grade lower than a B-. Grade point averages are calculated as follows:

A	4.00	B-	2.60	D+	1.30
A-	3.60	C+	2.30	D	1.00
B+	3.30	C	2.00	D-	0.60
B	3.00	C-	1.60	F	0.00

Grade point average is determined by the grades you have received in courses, the credits in each course, divided by the number of credits attempted. Pass/No Pass will have no grade point average assigned. Students who have NC for attendance or D's, F's, or incompletes on their report cards will not be considered for the honor roll.

Selection of Valedictorian & Salutatorian

Each graduating class will have one valedictorian and one salutatorian. These are special distinctions awarded to the top student overall academically (*1st rank*) and runner-up (*2nd rank*). These students will be honored during the graduation ceremony.

Selection Criteria is as follows:

The graduating student with the highest overall GPA shall be named valedictorian of the graduating class and the graduating student with the second highest GPA shall be named salutatorian.

In the case of a tie, the following tie-breaking values will be used in order until a single student is chosen for each distinction:

1. Most Credits of College-level or CIS Courses taken; *then*
2. Most Credits taken in Grades 9-12; *then*
3. Highest Composite ACT Score; *then*
4. Teaching Staff Recommendation

Honor Graduates

Those seniors with a cumulative GPA of 3.60 or higher from grades 9-12 will be recognized as honor graduates and high honor graduates at commencement. Seniors who have NC's or incompletes on their report card may not be considered graduating with high honors or honors.

National Honor Society

Selection to the National Honor Society is an honor. It is recognition that a student has achieved an excellent academic record and also made important contributions to his/her school and community. Good scholarship is combined with service, character and leadership. To be eligible for membership one must be at least a junior at PRB and have a minimum of a 3.5 GPA. A student must also have demonstrated those elements of service, character and leadership in ways for making a good world. A faculty council will review the candidate's application and determine who will be accepted for membership.

Online/PSEO Course Registration Requirements

PRBHS offers 10th-12th graders the opportunity to complete college courses through Post-Secondary Enrollment Options (PSEO). Central Lakes College is the main college for students wishing to take PSEO courses, but students can also choose from other potential colleges that offer the PSEO option (not all do).

Requirements

10th graders may take 1 PSEO class their first semester if they meet the following requirements:

- Minimum 3.0 GPA during 9th grade year
- 90th Percentile or higher in Reading and Math as determined by district and/or state assessments
- Apply and be accepted by the college or university

11th & 12th graders may take multiple PSEO courses if they meet the following requirements:

- Minimum cumulative GPA: 3.0 for Juniors & 2.5 for Seniors
- At either "Meets" or "Exceeds" (i.e. at grade level) for Reading and Math as determined by district and/or state assessments
- Apply and be accepted by the college or university

All students must receive a minimum of a "C" in all PSEO courses to continue taking PSEO courses for the following semester. A Withdrawal/ "W" grade from the college will be treated as an "F" grade at PRB; this grade may require a student to make-up the credit at the ALP in order to graduate.

Any student interested in PSEO must speak with the school counselor first to determine eligibility and discuss course options.

Online Students & Open Campus Privileges

11th and 12th grade students who are taking one or more online courses may leave school property during their assigned "online" class period if they meet the following criteria:

- Signed Parent consent & release of liability form is turned in to the office
- Student is not failing any PRB in-person classes
- Student does not have unresolved discipline issues (e.g. detention hours to complete)
- Student does not have attendance or tardy issues in other in-person PRB classes.

The open campus hour is a privilege and can be revoked at any time by the Principal or Dean of Students. Once the privilege is revoked, a student is ineligible for any open campus hours for the remainder of the semester.

Reasons for revocation of the privilege include but are not limited to:

- Being late to/leaving early from other in-person classes
- Unexcused absences
- Failing grades
- Discipline issues/violation of school rules either on-campus or off-campus
- Admin discretion

Conferences (Parent/Teacher)

Parent/teacher conferences are scheduled twice a year; once in the fall and once in the spring. Parents are urged to call teachers when they have any questions or concerns. Parents and students may access daily attendance and grades online through their family access account. Students and parents are given a pass code allowing access to your student's grades and assignments. This account may be accessed through the school website by visiting www.prbschools.org. Please stop by the high school office if you have not received your username and password.

Make-Up Work

When a student has been absent for a legitimate reason, the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the assignment. Students should be prepared to take tests on the day returning to school if the test was announced previously or absence was for one day. It is the student's responsibility to obtain assignments to be completed. Students may not be allowed to make up work missed due to an unexcused absence.

Incomplete Grades

A student is given an "I" for incomplete work only if extended illness or some other situation beyond the student's control prevents completion of work by the end of the grading period. An "I" counts as a failure in computing academic athletic eligibility. A student is given no more than one day for each day absent to make up work. The maximum limit is two weeks after which the "I" becomes an "F". The student receiving an "I" has the responsibility to contact the teacher to determine what work is expected and the date it is due. The teacher giving an "I" has the responsibility to inform the student what is expected in order to meet the grading requirements and the date by which the "I" must be cleared. The teacher must then report the grade promptly to the school office.

Schedule Changes

Students may change schedules. **The deadline for changing classes is two days after the start of the semester.** Students taking online courses will be held to the standard of the state colleges of the State of Minnesota. Students who drop out of a class after the fourth week of a semester will receive a "NC" on the report card. The "NC" can be removed only by successful completion of the class OR TRANSFER OF THE STUDENT TO THE ALP. Grading will be done by semester. Semester tests will be administered in every class.

Student Records

The school will maintain records on all students. Information included in these records may not be released without written parental consent except under two circumstances: One, a transcript of student records will be forwarded to another school when a student transfers; two, a transcript will be sent when a student applies for admission or scholarship to a post-secondary institution. Parents and students may view these records upon giving a written request to the office.

BELL SCHEDULE FOR PINE RIVER-BACKUS HIGH SCHOOL

NORMAL DAY	2024-2025 SCHOOL YEAR	TIGER TIME (T & TH)
1st Hour	8:25 – 9:25	8:25 – 9:20
<i>TIGER TIME</i>		9:25 – 9:45
2nd Hour	9:30 – 10:30	9:50 – 10:45
3rd Hour	10:35 – 11:35	10:50 – 11:45
4th Hour (9-12)	11:40 – 12:40 <i>Lunch 12:45-1:10</i>	11:50-12:45 <i>Lunch 12:50-1:15</i>
4th Hour (7-8)	<i>Lunch 11:40-12:05</i> 12:10 – 1:10	<i>Lunch 11:50-12:15</i> 12:20-1:15
5th Hour	1:15 – 2:15	1:20 – 2:15
6th Hour	2:20 – 3:15	2:20 – 3:15
LATE START		
1st Hour	10:25 – 11:00	<i>NO TIGER TIME FOR A LATE START</i>
2nd Hour	11:05 – 11:40	
3rd Hour & 9-12 Lunch	11:45 – 12:25 <i>Lunch 12:30-12:55</i>	
7-8 Lunch & 3rd Hour	<i>Lunch 11:45-12:10</i> 12:15 – 12:55	
4th Hour	1:00 – 1:40	
5th Hour	1:45 – 2:25	
6th Hour	2:30 – 3:15	
EARLY OUT		
1st Hour	8:25 – 9:05	<i>NO TIGER TIME FOR AN EARLY OUT</i>
2nd Hour	9:10 – 9:45	
3rd Hour	9:50 – 10:25	
4th Hour	10:30 – 11:10	

5th Hour	11:15 – 11:55	
6th Hour & 9-12 lunch	12:00 – 12:40 <i>9-12 Lunch 12:45-1:15</i>	
9-12 Lunch & 6th Hour	<i>7-8 Lunch 12:00-12:25</i> 12:30 – 1:15	