

PARKERS PRAIRIE HIGH SCHOOL



2024-25 PARENT AND STUDENT HANDBOOK

Independent School District #547

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VISION STATEMENT FOR DISTRICT 547

Working together we touch the future.

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2024-25 School Year Calendar

**The 2024-25 Student Handbook is endorsed and supported by the
Parkers Prairie ISD 547 Board of Education.**

Welcome to the 2024-25 School Year!

On behalf of the faculty and staff, we welcome you to Parkers Prairie High School. We are glad you are here and will dedicate our time and efforts to your education and success. We invite you to take advantage of the academic and extracurricular opportunities that are available to you this year.

As a district, we strive to make sure every student experiences successes and achievements in a warm environment. We work to ensure an educational environment in which you can thrive. Building and growing each of our students as tomorrow's future leaders, we work day in and day out to guide you into becoming a strong, upstanding citizen.

This handbook offers you information regarding academic and behavioral expectations for our high school. Read the information and retain this handbook throughout the year for your reference. Additional, specific course information can be found in the registration handbook, available from the high school registrar.

Sending greetings for a fantastic school year with commitment to student achievement,

Derek Denny
High School Principal



PARKERS PRAIRIE SCHOOL DISTRICT 547

BOARD OF EDUCATION

Steven Inwards – Chair
Dustin Schilling - Vice Chair
Christy Hart - Treasurer
Judy Moeller – Clerk

Nancy Euteneuer -Director
Brad Ost - Director
Scott Wagner – Director

ADMINISTRATION

Megan Myers - Superintendent
Derek Denny - Principal
John Noga – Activities Director

PARKERS PRAIRIE HIGH SCHOOL CERTIFIED STAFF

Arens, Emily - English
Brouillard, Izabelle - Mathematics
Duberowski, Jim—Student Registrar, Social Studies
Ellsworth, Tamara - Science
Holm, David - Health
Johnson, Ben – Vocal Music
Johnson, Mike – Special Education
Karlstad, Shelly – English
Krueger, Erin – Science
Lampl, Jeremy – Industrial Technology
Lampl, Joy - Mathematics
Lee, Karen - English, Speech Communications, Theatre
Martin, Jennifer---Special Education
O'Brien, Dave--Social Studies
Pham, Tara – Social Worker
Plasek, Dale – Instrumental Music
Rapp, Jeremy – Social Studies
Ruckheim, Grace – Vocational Agriculture
Tvrdik, Lizz – Special Education
Wicklund, Shannon – Art
Yrjo, Brady – Physical Education

PARKERS PRAIRIE HIGH SCHOOL CLASSIFIED STAFF

Aldrich, Nicole—Special Education Para
Arnold, Deb- Food Service
Arnold, Joyce – Special Education Para
Bartels, Arianna – Special Education Para
Bates, Linda - Media Assistant
Becker, Karen – Special Education Para
Guenther, Marcia – Special Education Para
Johnson, Andrew – Special Education Para
Kaeter, Mitch – Buildings and Grounds Supervisor
Kortenbusch, Amy – Food Service
Lara, Matt – Evening Custodian
Larson, Tammy – Superintendent's Secretary/Business Manager
Lego, Jennifer – Special Education Para
Peppersack, Darcy – Administrative & Activities Assistant
Revering, Becky - Administrative Assistant/ MARSS & ED-FI Coord.
Rowe, Brittany – Payroll Clerk
Tvrdik, Kris – Buildings and Grounds

General Student Information

~Academic and other Support Services for PPHS

Advisor-Advisee - This service connects each student, grades 7-12, to a staff member for the purpose of scheduling, advising, planning, communication, and recognition. A list is available in the office.

Community Services - Psychological, family, crisis, chemical dependency, suicide, alternative education, abuse and other issue assistance programs are available. Counseling and administration can assist students and parents in connecting with community services.

Counseling and Guidance Services - This includes assistance with educational planning, interpretation of test scores, occupational information, career information, school and personal problem resolution. Also, counseling oversees state and national testing.

Special Education - Trained staff are available to provide students who have learning, physical or other disabilities with help and support.

Academic Probation - Academic support is offered after school and on specified Saturdays to help student athletes with their schooling needs.

~After School Activities

Students must be under the direct supervision of a staff member of PPHS when in the building after 3:15 p.m. If you are not participating in a supervised activity, please leave the building at 3:05. If you are waiting for a ride, you may wait at the front of the school or office. The high school office will close at 4:00 p.m. each day.

NO SKATEBOARDING, SCOOTERING OR ROLLERBLADING OF ANY KIND ON DISTRICT 547 PROPERTY!

The Pledge of Allegiance will be said once a week at the beginning of the day. "Anyone who does not wish to participate in reciting the Pledge for any reason may elect not to do so. Students must respect another person's right to make that choice." MN Stat.12A.03



~Backpacks

For safety and organizational reasons, students' backpacks, satchels, fanny packs, shoulder bags, handbags and purses, etc. are limited to transporting school materials before and after school and must remain in their lockers during the school day. Small handheld purses, clutches and pencil bags will be allowed in classrooms. School materials are to be carried via binders or folders from class to class during the school day. This includes during Panther Hour.

*We are no longer dealing with COVID-19 procedures, so backpacks will go back to how they were in 2019-2020 with the wording listed above.

~Bell Schedules (see next pages)

2024-25

REGULAR DAY

BELL SCHEDULE

Warning Bell – 8:15 A.M.

Period 1 – 8:20 – 9:10

Period 2 – 9:15 – 10:00

Period 3 – 10:05 – 10:50

Period 4 – 10:55 – 11:40

Panther Hour – 11:40 – 12:35

GOLD LUNCH - Grades 7-9 – 11:40-12:05

MAROON LUNCH - Grades 10-12 – 12:05 – 12:35

Warning Bell – 12:35 P.M.

Period 5 – 12:40 – 1:25

Period 6 – 1:30 – 2:15

Period 7 – 2:20 – 3:05

2024-25

2 HOUR LATE START

Warning Bell – 10:15

1st – 10:20-10:55

2nd – 11:00-11:30

3rd – 11:35-12:05

Lunch Hour – 12:05-12:45

GOLD LUNCH (Grades 7-9) – 12:05-12:25

MAROON LUNCH (Grades 10-12) – 12:25-12:45

Warning Bell – 12:45

4th – 12:50-1:20

5th – 1:25-1:55

6th – 2:00-2:30

7th – 2:35-3:05

2024-25 E-LEARNING SCHEDULE

**Teachers will be available
from 10:00 a.m. to 3:00 p.m.
by email only.**

~Books

Books are provided to all students at no cost, other than repair or replacement for lost or damaged books. Fines for lost or damaged books must be paid in order for students to receive reports, transcripts, or other requested information from the office.

~Breakfast

Parkers Prairie High School food service will be offering breakfast from 7:45-8:15 a.m. Each morning, breakfast will be served in the lunchroom. Breakfast is free to all students.

~Bus Regulations

Bus routes are established each fall. The bus owner and drivers make every effort to maintain and abide by the established schedules. Extremes in weather and road conditions do occasionally cause minor deviations from the schedule. Buses are to arrive at school no sooner than 10 minutes before the first class. We are pleased to be able to provide safe and reliable transportation to eligible students. **However, riding the bus is a privilege.** The bus driver is in charge of the bus and students on it at all times. Any student who violates the bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action determined by the principal. **Riding the bus is an extension of the school day. All school rules apply on the bus.**

Route Information – Rural students and students living in an area of the city whose walking path to school is considered to be potentially hazardous, will be transported by the district. Routes from year to year are similar, but not identical.

Changes in Pick-Up or Drop-Off –

If you have information that affects your student's pick-up or drop-off, please contact Michael by calling 218-338-6079.

Bus Rules

Please review the following bus rules with your student:

1. Arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus is not able to wait for late students.
2. Go directly to a seat and remain seated, keeping aisles and exits clear at all times while the bus is in motion.
3. Be courteous and respectful to other students and to the bus driver.
4. Loud talking or noise making, excessive horseplay or fighting are not allowed since these things can distract the driver.
5. Gum, candy, food and beverages are not allowed on the bus. Failure to follow this rule may result in loss of riding privileges for two or more days.
6. Tobacco, tobacco related products, alcohol and drugs are strictly prohibited on the bus.
7. Never extend any part of your body out of the bus windows.
8. Do not open windows past designated marker.
9. Do not throw or pass objects on, from or into the bus.
10. Only bring objects onto the bus that can be held in your lap.
11. No living creatures are permitted.
12. No glass containers of any kind are permitted.
13. Small balls, of all kinds, must be kept in backpacks, as they can create a hazard if they are on the floor or around the driver's pedals.
14. Treat bus equipment as you would treat furniture in your home. Keep the bus clean. Vandalism and graffiti writing will result in loss of riding privileges and potential restitution.
15. Remain quiet at railroad crossings while the bus is completely stopped.
16. When riding the bus, avoid carrying or wearing objects that dangle (strings, backpack attachments, etc.)

Misconduct on the buses will not be tolerated. Students not being cooperative will be denied the privilege of riding the bus according to **MN Statute 121A.59**. Violations of the above rules will result in a temporary suspension from the bus ranging from 1-10 days. Serious misbehavior may result in expulsion. Parents will be responsible for transporting the student to school when the student is suspended. A missed day will be unexcused. A violation of Rule #4 will result in an automatic two (2) day bus suspension.

~Cell Phone Policy (11-29-21)

In response to scientific studies with evidence proving that cell phones in the classroom are detrimental to student success, and to reclaim the learning environment, the Board of Education, the administration, and the staff have instituted this new electronics and communication devices policy beginning Monday, November 29, 2021.

1. All cell phones/smartwatches/personal communication devices will be stored in the students' hallway lockers, vehicles, or at home from 8:20-3:05.
2. For Panther Hour:
 - a. Students will be allowed to check their personal communication devices.
 - b. They will be allowed in the hallway, large gym and lunchroom.
 - c. Classrooms will remain cell phone-free for the entire school day.
3. Students may purchase a lock for \$5.00 from the office for their locker if they choose. The money will be refunded when the lock is returned.
4. Parents will call the office if the student needs to be contacted if there is a family emergency, appointment, etc.
5. Students will come to the office if they need to contact their parents for illness or other reasons.
6. Staff will confiscate devices seen in the classroom and bring them to the office.
 - a. 1st offense: The device is in the office for the day, the parent picks it up by 4:00 p.m.
 - b. 2nd offense: The device is in the office for a day, the parent picks it up by 4:00 p.m., and a conference is scheduled with the parent, student, and principal.
 - c. 3rd offense: The device is in the office for 5 school days, the parents pick it up each day by 4:00 p.m., a conference is held, and a plan is developed for keeping the student's distractions out of the classroom.
7. Chromebooks are provided for all students to be used for educational purposes only.
8. Students gaming, watching videos or movies, shopping, Netflix or any other activity that is not related to class on their Chromebooks will lose their Chromebook privileges according to the technology policy.
9. Students who provide their own Chromebook are not exempt from this policy.
10. All communication regarding this policy will be between parents and the administration.
11. Students suspected of carrying a personal communication device will be sent to the office. The teacher will report that the student is going to the office.
12. Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events.

~Class Dues

Each class votes on the amount of class dues based on their needs. Each student is expected to pay their share within one month of the set amount. Each family will be held accountable for the fee. If you have any questions, please call 338-6011. Class treasurers should collect the class dues, keep record of who paid and turn all money into the office. Students may also pay their class dues to Darcy in the office. **Students will not be allowed to attend prom or the graduation ceremony if class dues have not been paid or arrangements made.**

~Church Night

Wednesday night is designated as church night. No school activities are normally scheduled on this night. All practices and after school activities **must** end by 5:30 p.m.

~Dance policy

The advisor of the organization sponsoring a dance will determine the start and end times of the dance. *Administration reserves the right to withhold a student from a dance for justifiable reasons regarding behaviors, academics, and/or student safety concerns.* Once a student enters the school for the dance, that student may not leave the building and re-enter for any reason. Outside doors will be locked one hour after the beginning of the dance. *No student is allowed to bring pop, energy drinks or other refreshments into the building for the dance.* Students will not have access to their gym lockers or hall lockers during the dance. Students who would be unable to get to the dance before the doors lock will only be permitted to enter with prior permission from the administration. **If you wish to have a guest attend the dance, he/she must be registered (complete a "guest form") in the office prior to the day of the dance. Guests must be at least in 7th grade and not beyond 20 years of age.** All students and guests will be subject to the dress code of PPHS. Students not adhering to the dress code policy or school rules will be asked to change or leave. *If a student is asked to leave the dance, the supervisor/s will attempt to contact the parents. (Exceptions to this policy will be made by the administration only.)* **See Prom for more information regarding that event.**

~Discipline – See Policy 506 on the School Website

~District Vehicles

School buses, vans, and other vehicles provided for service to the district or vehicles owned by district staff and authorized by the district for transporting students are considered district vehicles.

~Dress Code

Dress - In order to provide a learning environment that promotes dressing for respect and success, students are to wear clothing that covers from the armpit to mid-thigh. Additionally, the following will be in effect throughout the school day, from 8:20a.m.-3:06p.m.

1. No sunglasses, headphones, or earbuds will be allowed.
2. Head coverings that cover the ears and/or the eyes are not allowed, other than religious head coverings.
3. No strapless tops or excessive undergarments/underwear visible and all tops must be made secure.
4. No clothing with a bottom hem that does not clearly extend beyond the students' mid-thigh.
5. No clothing with tears, holes, and openings between armpit and mid-thigh.
6. No clothing deemed to be a distraction to the learning environment or that carries a double meaning message and/or promotes gangs, tobacco, drugs, weapons, alcohol, innuendo, violence, derogatory messages or discriminatory references to sex, race, or religion, or their legally protected classes will be allowed.
7. Absolutely no 3D spikes on clothing or skin.
8. No roller blades, wheels-in-heel shoes, scooters, wheeled objects, or skateboards, except for medical purposes and approval from the building principal.
9. Perfumes, colognes, cosmetics, and other aromatic products must not be misused.

If there is a disagreement regarding appropriateness of a student's personal appearance, a meeting will be held with the student, parent/guardian, administration (or designee) and counselor.

~Fees and Assessments

Parkers Prairie High School requires user or participation fees in the following areas:

1. Cost of school equipment or material lost, destroyed, broken or unduly damaged through carelessness or failure to follow instructions in the amount necessary to replace or restore the item involved to service.
2. Admission fees to concerts, plays and other programs or activities which the student may attend at his/her option are at their own expense. Admission for Parkers Prairie School District 547 students for all home regular season games will be free. Alumni of PPHS will pay adult pricing for home games.
3. Athletic participation fees. These fees are for all students who participate in extracurricular athletic programs. These programs include cross country, girls' tennis, volleyball, girls' and boys' basketball, softball, girls' and boys' track, football, wrestling, baseball and speech.

~Fire Drills and other Evacuations

Fire drills and other crisis drills will be practiced throughout the school year. When the fire alarm sounds, all students and staff are to proceed in an orderly manner to the predetermined exit or shelter. An "all clear bell" will ring indicating that students and staff may return to the school. When an intruder is in the building, a lock down will occur. All students will proceed to the closest room which can be locked and will remain in the locked room until the all clear is given. Other crisis plans will be practiced as appropriate.

~Fitness Room Policy (Weight Room)

1. The Fitness Room is to be used for current 7-12 grade students and employees only.
2. Graduating seniors may use the Fitness Room post-graduation until the first day fall sports begin.
3. Incoming 7th graders are invited to use the Fitness Room for PACS. No open lift for incoming 7th graders.
4. Parkers Prairie graduates, who are also current college athletes (NCAA/NAIA/NJCAA) will have to complete a liability form to use the Fitness Room during open lift.
5. Staff may use the Fitness Room during weekends once they have had safety training or are with someone that has had safety training. Staff usage times on weekends are 6:00 a.m. to 6:00 p.m. Staff may not use the Fitness Room beyond 8:00 p.m. weeknights.

~Food and Beverages

No sport drinks or high energy drinks are allowed on the school campus between the hours of 8 a.m. and 3:15 p.m. for health reasons. Periodic locker checks may be made, and energy drinks will be confiscated. No food or pop will be allowed in classrooms. Instructors may allow water. Students are not to have protein powder or other conditioning powders in their lockers.

~ Foreign Exchange Students

PPHS will allow up to four (4) Foreign Exchange Students in a given school year. PPHS will work with the following organizations:

- *ASPECT**
- *ASSE**
- *ISE--International Student Exchange**
- *Youth for Understanding USA**
- *SHARE**

The following criteria will be used to determine eligibility into PPHS:

1. Student should have a workable handle of the English language (we do not have an ESL instructor).
2. All foreign exchange students will be listed as juniors or below.

~Insurance

The school district does not insure student losses or injuries.

~Law for 18 Year Old Students

At Parkers Prairie High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. People between the ages of 18 and 21 must follow the same regulations as those students under the age of 18. For example, the school requires that students 18 years and older must provide parent verification of absences.

~Lockers – Hall and Locker Room

Locks are available to all students for a \$5.00 refundable fee. The fee will be refunded when the lock is turned in. **ONLY SCHOOL OWNED LOCKS MAY BE USED TO SECURE STUDENT LOCKERS.** The school highly recommends locks for both your hallway and locker room lockers, but especially in the locker room. All items, regardless of value, are the responsibility of the owner. Magnets are allowed to be used to hold materials in/out of the lockers. Tape WILL NOT be allowed on the front of the lockers. Lockers are the property of ISD 547 (See Policy #502) and may be searched by school officials at any time, for any reason, without consent.

~Lunch Program

The school uses a computerized lunch purchasing system. Students may pay for lunches before school, after school or during break times. Lunches will be eaten in the cafeteria only, unless directed to do otherwise by a teacher or administrator. Students who bring their lunch must also eat there. Applications for free and reduced-price meals are mailed to all district households in July. We also have available the option of purchasing a second entrée item for \$1.50. This can only be done at the end of the lunch line, and they must have parent permission to do this and money in their account or pay the cashier cash at the time of purchase. Just a reminder, if you receive free or reduced-price meals, the second entrée item is not free and must be paid for. All breakfast and lunches are free this year. The cost of extra milk or milk only, is .60. **SEE LUNCH POLICY IN THE STUDENT POLICY HANDBOOK.**

~Lunch Contracts (Home) are available for students living in the very near proximity of the high school building. Parents and students must agree to the terms of the contract, which includes specifics for academics, length of time to be away from the building, and their need to walk there and back. At no point will any student be allowed to go home for lunch with another student, nor will they be allowed to go home for lunch outside of their 30-minute lunch service time.

~Lunch Detention will be held for the duration of Panther Hour in a designated location. Students are expected to report to the front of the lunch line and move immediately to the designated lunch detention location. It will be assigned as necessary, which may include disciplinary and/or attendance concerns.

~Closed Noon Hour and Closed Campus

Students are not allowed to leave the school grounds during the lunch period. As a privilege to students, we issue 5 uptown passes per day to students in grades 7-11. A student in grades 7-11 is allowed a pass once every 3 weeks. For seniors, we issue 4 uptown passes per day, they are allowed a pass once each week. **Students are not allowed to drive or ride with anyone uptown/home.** If we encounter any non-compliance with this privilege, it will be revoked. Violations will result in consequences at the administration's discretion, which may include revocation, parent-principal-student meetings, or others deemed necessary. Uptown passes may be suspended for any reason by the administration at any time.

~Lyceums

Each year lyceum programs may be presented to the student body. These programs will be educational and/or entertaining, and all provide a good opportunity to practice manners during a public performance and to show appreciation in an acceptable manner. Most performers travel widely and are exposed to many students and communities. The type of audience that we are, how we act, how attentive we are, applauding at the appropriate times, being courteous and respectful, help determine their opinion of us and our school and community. It is important that we make a good effort to show them we have a fine school and community. Lyceum attendance is a privilege, not a right. Misbehavior may result in detention, suspension, notification of parents, or loss of privilege for attending any other lyceums.

~Media Center

The following rules and regulations have been devised for the use of the Media Center:

1. Any student with books constantly overdue or who does not follow rules in the Media Center will lose privileges for a minimum of two weeks or a maximum of one year.
2. Visiting or conversation, or any other disturbance, is not allowed in the Media Center.
3. When students enter the Media Center, they are to immediately place their passes in the place designated by the supervisor.
4. When a student leaves the Media Center, he/she should obtain their pass and have the exit time written on it and have the pass signed to his/her classroom. All students must return to their classroom before each block ends.
5. Current magazines and newspapers are not to be removed from the Media Center. All books are loaned for a two week period, except reference books which are loaned overnight.
6. If a book is abused or lost, the person to whom the book was issued is responsible for the purchase of a replacement book.
7. Periodic locker searches may be made for overdue books not returned after posting the Overdue Book List.
8. Students will not consume food and/or beverages in the Media.
9. This is a comfortable study zone. Students will respect the learning and needs of others in the Media Center.
10. At no time are students to use their cell phones in the media center.
11. Students may check out Chromebooks for the class period only. It must be returned at the end of the period and may not be stored in backpacks, lockers or classrooms. Check with the Media Center Supervisor to check it out and return it.
12. Chromebooks are to be carried closed.
13. During Panther Hour, the Media Center will be available for quiet studying. No food/lunches will be allowed.

~Panther Hour academic lists are made each week to ensure students who are behind academically will meet with teachers during the Panther Hour time. Students on the Panther Hour list are expected to report to the teacher(s) during Panther Hour.

~Prom

Prom is a formal affair held every year for juniors and seniors of Parkers Prairie High School and guests of these students who have been approved by the high school office. Prom is a privilege of the students attending the high school. Therefore, it is only open to those students of good standing. Good standing will be defined as those students who do not have 1) excessive absences as determined by the administration 2) disciplinary action that could lead to disruption at prom 3) outstanding bills 4) making satisfactory progress towards graduation 5) detention or suspension that has not been completed. Also, prom guests **MUST** be in at least 10th grade and not over 20 years of age and must complete a Prom Guest Form. Class dues must be paid up for grades 7-11, to attend prom.

~Public Display of Affection

Public display of affection is not condoned by District #547. Students are asked to refrain from such activity. School personnel reserve the right to determine what is appropriate and what is not. Examples of inappropriate display of affection would include but are not limited to kissing, sitting on the student, hands where they don't belong, etc.

~Purchases

Purchases of materials from or agreements with merchants or vendors to expend school district or activity account money will not be made by students. **Class and/or activity advisors will make that request on a requisition form.**

~Recycling

Minnesota Schools are mandated to recycle certain materials. In the high school this includes: paper products, aluminum cans and plastic bottles. Containers are provided in the hallways and classrooms for student use. Please observe the regulations and help preserve our environment by cooperating.

~Restorative Practices/Restorative Justice

Restorative Justice will be utilized whenever deemed appropriate by the administration and under the guidance of the Minnesota Department of Education.

~School Day and Supervision of Students

All students during the "school day" must have adult supervision. Students will not be permitted in the halls or other unsupervised areas during the school day. Students who are issued hall passes are considered to be under the supervision of the teacher who issued the pass. If several students must be sent into the halls, a paper pass will be used.

"School Day" is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity. No student should be at the school before 8 a.m. or after 3:15 p.m. without an assigned adult supervisor. This includes both the elementary and high school buildings. Also, high school students should not arrive at an elementary event more than 15 minutes before scheduled time unless accompanied by an adult. *Violations can result in detention.*

Due to increased concerns regarding school security and student safety, PPHS students will be dropped off by bus and parent at the back (east) entrance only. All doors will be open before and after school. We appreciate students cooperating with and understanding the importance of this security issue. We will also have 16 cameras to help monitor our halls for safety.

~Student Driving/Parking

Students are not permitted to drive, ride or sit in motor vehicles during the school day without permission from the office. This includes driving during the lunch hour. A violation of this rule will result in 2-4 hours of detention. Students are NOT allowed to park in "visitor" parking areas across from the school on Highway 29, or on the north or east side of the school.

~Parking Lot

Students will park responsibly in the school parking lot. **Students will use the marked parking spaces given without creating new spaces.** Reckless driving in the parking lot or careless parking could result in a ticket or a tow charge. Parking carelessly or in an area not allowed by students (for example--by the greenhouse or on the north or east side of the building) may result in 2-4 hours of detention depending on the infraction. Also, students and parents need to be aware that ALL SCHOOL RULES apply, even in the parking lot. Cigarettes, alcohol, knives, shot gun shells, lighters, firecrackers, etc. will be confiscated if found in your vehicle during a canine search. Students are responsible for all items in your vehicle and students are subject to the same consequences as if those items were found in your locker. **No student is allowed to go to a car or be in the parking lot during the school day without permission from the office.**



~2024-25 School Technology Procedure

Technology will be provided for the students for distance learning however possible.
Student use of technology will follow the District Technology Policy.

Maintaining school equipment is important for the longevity and future of each device.

Maintenance of school equipment will be in accordance with Student Policy 506 and violations against property including damage or destruction of school property.

The District will issue all students, grades 7-12, a Chromebook for the school year. It is expected that students will keep the devices loaned to them from the school district well maintained and without damage or breakage. It is understood that not all damage and breakage is purposeful or avoidable. However, if school property needs to be fixed, students and/or their families will be responsible for the cost of the repair or the replacement. Specifics are listed below.

Acer/Asus Device Replacement	\$400.00
Dell Device Replacement -	\$370.00
Power/Charger Cords	\$30.00
Key replacement	\$5 per key
Screens -	\$150 – Touchscreen, \$75.00 – Non-Touchscreen
Thinkpad – College English	\$900.00

~Suicide and Crisis Lifeline – Text or Call 988

Otter Tail County Mobile Crisis Response – 800-223-4512

~Telephone Use - Office (See Cell Phone Policy on page 8)

Long-distance calls may be made from an office phone with a secretary's permission. Students will not be called from class to take phone calls, unless there is an emergency. Messages can be given to students if they are of an important nature. Students will not be excused from classes to make phone calls. Using the phone at passing time is encouraged, but phone usage is not a reason for an excused tardy.

~Vending Machines

The following rules will be observed regarding a student's use of the vending machines.

1. Pop, juice, and snack machines will be available at designated times.
2. Change for use in the machines will **not** be available in the office.
3. The machines are not to be used when the concession stand is open.
4. No refunds will be made for money lost in the machines.
5. Unnecessary violations will result in the restriction or termination of service.
6. There will be no selling of pop, candy or other items by students, this includes selling out of a student's locker.
7. The vending machines are to be treated with kindness. No rocking or shaking the machine.



~Visitors

To ensure the safety of our students, all visitors must sign in at the office upon arrival in the building. Student visitors are allowed only with administration approval. A request must be made two days prior to the visit. The only student visitors who will be allowed in class during the school day are students who are thinking of attending Parkers Prairie High School. Students who do not attend PPHS should not be in the building before or after school unless attending a public event or with administrative approval.

Academic Information

~Academic Lettering

Parkers Prairie High School's criteria for academic lettering are as follows:

Grade 9 -	Cumulative GPA of 4.00
Grade 10 -	Cumulative GPA of 3.75
Grade 11 -	Cumulative GPA of 3.50
Grade 12 -	Cumulative GPA of 3.25

Final grade calculation for graduation and academic lettering purposes will be at the end of the fifth day upon the conclusion of the third quarter. Honor students are also determined at this time.

~ACT 2024-25 Test Dates

Registration	Date of test
September 20, 2024	October 26, 2024
November 3, 2024	December 14, 2024
January 3, 2025	February 8, 2025
February 28, 2025	April 5, 2025
May 9, 2025	June 14, 2025
June 6, 2025	July 12, 2025

~Cheating and Plagiarism Academic Policies:

Plagiarism

-Definition of plagiarism according to Oxford Languages- practice of taking someone else's work or idea and passing them off as one's own.

-This includes the use of any artificial intelligence (AI) to generate any written work

(7 & 8) CHEATING POLICY

It is the belief of District 547 that all students can be successful. It is also the belief of District 547 that students should attain that success with academic integrity. District 547 understands that the pressure to cheat and the pressure to allow cheating can sometimes be very compelling, but it is always wrong. With much discussion and thought, District 547 has adopted a three-tier cheating policy (above and beyond each teacher's specific cheating policy and consequences). The consequences shall be cumulative beginning with seventh grade and continuing through the eighth grade of the student's attendance at Parkers Prairie.

* First offense: report to the office and a meeting between student, parent, teacher, and principal. (This is above and beyond the teacher's classroom consequences.)

* Second offense: report to the office, one (1) day of in-school suspension, one Saturday School assignment, and a meeting of the student, parent, teacher, principal, and superintendent. (This is above and beyond the teacher's classroom consequences.)

* Third offense: report to the office, three (3) days of suspension, three (3) Saturday School assignments, and a meeting with the student, parent, teacher, principal, superintendent and the school social worker or school psychologist. (This is above and beyond the teacher's classroom consequences.)

(9-12) CHEATING POLICY

It is the belief of District 547 that all students can be successful. It is also the belief of District 547 that students should attain that success with academic integrity. District 547 understands that the pressure to cheat and the pressure to allow cheating can sometimes be very compelling, but it is always wrong. With much discussion and thought, District 547 has adopted a three-tier cheating policy (above and beyond each teacher's specific cheating policy and consequences). The consequences shall be cumulative beginning with ninth grade and continuing through the twelfth grade of the student's attendance at Parkers Prairie.

* First offense: report to the office and a meeting of the student, parent, teacher, and principal or possibly attendance at Saturday School. (This is above and beyond the teacher's classroom consequences.)

* Second offense: report to the office, one (1) day of in-school suspension, one (1) Saturday School assignment, and a meeting of the student, parent, teacher, principal, and superintendent. (This is above and beyond the teacher's classroom consequences.)

* Third offense: report to the office, three (3) days of out-of-school suspension, three (3) required Saturday School attendances, meeting with the student, parent/s, teacher, principal, superintendent, and the school social worker or psychologist, ineligible for scholarships awarded by the Dollars for Scholars committee, and ineligible for academic awards including, but not limited to, the National Honor Society, the honor roll, top ten or equivalent and the Dan Duda award. (This is above and beyond the teacher's classroom consequences.)

~Communication

Parkers Prairie High School will make every effort to communicate effectively and often with parents regarding school issues, especially grading and student progress. We will provide the following:

1. Telephone conferences.
2. Email.
3. Special Education staffings.
4. Special meetings for parents, students, and teachers.
5. Report cards at the end of each quarter.
6. Parent-Teacher conferences at the end of Quarter 1.
7. Grades updated on Friday afternoons for each class through JMC online school system.
8. "Parent Request for Information" at any time or at regular intervals, such as every two weeks. Just call us at 218/338-6011.

Return communication from parents/guardians and students that we request include:

1. Early notification of planned absences; vacations, etc.
2. Phone call notification (338-6011) prior to 9:00 a.m. of unplanned absences; illness, emergency, etc.
3. Next day notes are accepted, if a prior phone call was impossible.
4. Complaints and misunderstandings; call us or set up an appointment. We will never purposefully harm or misinform our students or their guardians. Our goal is to serve your educational needs.
5. Change of status; address, family changes, multiple addresses, etc.

~Data Privacy

The following information is treated as public information: name, address, telephone number, awards, attendance, and pictures of students. Everything else is private data. There is an "opt out" process. If you do not want this information disclosed, you MUST notify the school in writing.

~ Graduation Requirements

A student must...

1. All PPHS students are required to earn 26 credits. The 26 credits must include 4 credits of English, .5 credit of speech, 4 credits of social studies, 3 credits of science, 3 credits in math, .5 credit for Computer Fundamentals, 1 credit of physical education, .5 credit for health, 1 credit of an art and 8 elective credits.
2. As directed by the state a PPHS student must take a college placement exam such as: PSAT, ACT, Accuplacer or ASVAB. If a student wishes to opt out, parents must contact the Student Registrar.



~Home School Students

It is relevant law that ISD 547 recognizes home school as a viable method of fulfilling a student's compulsory education requirement; however, the School District has no obligation to accept the credits and grades awarded in a home school at face value.

It is the policy that ISD 547 will assess students transferring from a home school district to determine appropriate grade placement.

The School District retains discretion as to whether to grant high school credit toward graduation for work done in a home school. If a transferring student can demonstrate to school district officials' satisfaction that he or she has mastered the learning outcomes of a course offered by the School District, he or she will be granted credit toward graduation for the course.

If the School District grants high school credit toward graduation for work done in a home school, the credit will be awarded on a "Pass" basis. The School District will not accept grades awarded in a home school. Students' grade point averages, and any academic honors, shall be based solely on grades awarded by the School District. To be recognized for academic honors or to receive a PPHS diploma, fifty-one percent of a student's educational program, in grades 9-12 must be from an accredited school recognized by the MN Dept. of Ed. In addition, as directed by the state a student must take a college placement exam such as: PSAT, ACT, Accuplacer or ASVAB.

~Honor Roll

The honor roll will be for students with an A or B average at the end of each marking period. Students receiving an I or NC in a class are ineligible for the honor roll for that marking period. Incompletes will become an NC five days after the report cards are distributed. Students must earn a 3.67 average to be on the A honor roll and a 3.0 average to be on the B honor roll. At least 50% of a student's courses must receive a letter grade in a traditional classroom to be eligible for the A or B honor roll.

~Incompletes

A student with acceptable reasons, such as extended illness, death in the family, or other extreme circumstances, will receive a grade of "Incomplete" (I), if all work is not completed by the end of the grading period. The assignment of an "Incomplete" is to be determined by the teacher. Five days after report cards are distributed, any remaining "incompletes" will automatically be changed to "No Credit" (NC) on the permanent record. It is up to the teacher to submit a new grade to the office if she/he chooses to accept missing work after that time, in which case the "NC" grade will be deleted from your record.

~Participation in Graduation

The commencement ceremony honors students who have earned a diploma through credits. It recognizes the accomplishments of graduates. High Honor students must have a 3.85 GPA and the Honor students must have a 3.67 GPA. Students who have not completed graduation requirements may not participate in commencement exercises. Each student must have the correct number of credits and must have met all credits completed by the last day of school to participate in commencement exercises.

~PSEO (Post Secondary Students)

Students interested in applying for PSEO need to complete and return a contract. See the office for more information. Students with PSEO status are high school students taking courses at another location for part or all of the day. Students who are PSEO will be considered for honor roll and will be considered for honor medals at graduation if the criteria are met. All supporting documentation from the post-secondary institution must be provided to the Principal prior to receiving their award or being placed on the honor roll. Students who wish to have their honor medal awarded at graduation should have all documentation turned in one week before the ceremony.

~Post-Secondary Visits

Juniors and seniors are allowed a total of three (3) post-secondary school visits per year and sophomores will be allowed one (1) post-secondary visit during the school year. Students are encouraged to make college and vocational school visits. It is important to spend some time shopping and comparing; your high school and after high school education will probably be the backbone of your future life's success and fulfillment. You are encouraged to visit post-secondary schools with a parent or guardian; schools provide you with better information when a parent or guardian is accompanying you. If you use school time for your visits you must use the following procedure:

1. Make an advance appointment with the school admission's office. The guidance and counseling office will assist you with this, if necessary. Your visit will not be excused if you do not have a prior appointment and counselor office approval.
2. Complete and return the "School Visit Pre-Approval Form."

~Senior Valedictorian and Salutatorian and Honors Criteria

Valedictorian and Salutatorian achievements are earned by the top two GPAs of the senior class respectively, based on their cumulative G.P.A. Students will not be considered for these two achievements unless they have completed grades 11 and 12 as full time Parkers Prairie students (no transfer students from home school or charter schools will be considered).

Seniors who have a GPA of 3.85 or higher will be recognized on the graduation program as achieving High Honors. Students who earn a 3.67-3.84 will earn Honors recognition. High Honor students will receive a gold cord and the Honor students will receive a silver cord to wear at graduation.

Academic Support

Parkers Prairie High School provides an opportunity for any student needing academic support. The program will be run from 3:10—4:00 p.m. Monday through Thursday and specified Wednesdays from 3:05-5:30. Staff will be available to help complete assignments, coordinate with peers and aide student organization. Students are also encouraged to set time before school or during Panther Hour with teachers regarding specific academic needs.

~Grading

Students are graded on an A-B-C-D-NC (failure or F) basis. However, an "S" grade (which means credit) may be granted in place of an "NC" if, in the opinion of the teacher, the student is working up to his/her potential. Some courses are graded on a Pass/Unsatisfactory (P/U) basis. Passing (P) grades earn credit, but neither "P" or "U" grades affect GPA. Other grades are defined as follows: "WF" = Withdraw Fail (calculates as an "F" in GPA), "W" = Withdraw (neutral in GPA), "I" = Incomplete (neutral in GPA). Auditing "AU" a course will be considered on a very rare instance by the building principal. Students considering auditing (AU) a course must make an appointment with principal to determine the plan for obtaining the required credit after auditing the course. Whenever necessary, the classroom teacher will be consulted for permission to audit the course.

Students may elect to take a *maximum of two credits* during their four years at Parkers Prairie High School on a Pass/Unsatisfactory basis. Requests to take courses on a Pass/Unsatisfactory basis must be submitted to and approved by teachers by the first week of a semester. Required courses **cannot** be taken on a Pass/Unsatisfactory basis.

Students may apply for an aide position not more than two semesters in grades 9-12. See the Registration Handbook for more information.

~ Student Selection to MINNESOTA HONOR SOCIETY

1. A list of all students in grades 10, 11 and 12 with a cumulative grade point average of 3.33 is obtained.
2. Each student and parent then receives a letter which discusses the process for applying for MHS
3. Each student who would like to be considered must complete the requested information in the time allotted.
4. All faculty members are given a list of the academically eligible students who have shown an interest in becoming a MHS member. Faculty members rate each candidate from 1 to 5 (5 being the highest) in the areas of service, leadership, character and scholarship.
5. Five faculty members then serve on the selection committee. The committee then screens and selects the students for MHS.
6. According to the Minnesota Chapter of MHS, the school is not allowed to share the specific reason/s for a student not being selected.
7. Students who are invited to become members of MHS will receive a letter with the details on induction into society. Students who are not selected will receive a letter thanking them for their participation in the process and, if appropriate, encouraged to try again the following year.



Activities

~Activity Offerings

Cross Country, football, volleyball, girls' tennis, girls' basketball, boys' basketball, dance agreement with Wadena-Deer Creek School, boys' hockey agreement with Wadena-Deer Creek School, wrestling, Knowledge Bowl, Student Council, FFA, Minnesota Honor Society, yearbook, Speech, One-Act Play, concert band, marching band, pep band, concert choir, jazz band, SAB choir, Triple Trio, Close-Up to Washington, History Club, baseball, boys' tennis agreement with Alexandria Schools, softball and track and trap.

~Attendance Eligibility Requirements (day of an event)

All educational programs offered by the Parkers Prairie School District are offered without regard to gender, race, color, national origin or disability. Eligibility for participation in any of the school programs may be limited by academic standing, disciplinary matters or enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program, contact the High School Principal. To be eligible to participate in games or events for athletics, MSHSL fine arts contests or any other co-curricular activity, you must attend school for the entire day. The only exceptions to this policy are school sponsored field trips, medical appointments, or approved emergencies. The exceptions must be approved by the High School Principal.

Twenty-four-hour notice rule - On the day of an athletic contest, music contest, or other extra-curricular event, when a student has been absent from school for any period of time in excess of thirty (30) minutes, without notice to the office the day before, he/she may not participate in a future scheduled event or contest. Verification of medical or dental appointments will be required for student participation, if prior notice has not been received. Emergency situations may arise after the 24-hour period. Approval of such an excuse will be determined by the activities director. In the event of the AD's absence, determination will be made by the principal.

~Code of Student Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

~I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

~I will be fully responsible for my own actions and the consequences of my actions.

~I will respect the property of others.

~I will respect and obey the rules of my school and the laws of my community, state and country.

~I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for extra-curricular participation for a period of time as determined by the school administration.

~Scholastic Eligibility Requirements

The Minnesota State High School League (Bylaw 407.00) defines eligibility as "making satisfactory progress toward graduation". The Parkers Prairie School District does not require that the determination of "satisfactory progress" be limited to mid-quarter or end of quarter GPA. At any point during the quarter, teachers have the authority to inform the office that a participant is "failing to make satisfactory progress toward graduation". If this happens, the student will not be allowed to participate in the activity until he or she has worked with the teacher to achieve satisfactory academic progress. The student will remain ineligible until proof of passing the course(s) can be made. Students will follow signature protocol to prove reinstated eligibility.

Students who have an incomplete or fail to achieve a passing grade at the end of any quarter are ineligible for two (2) events from the current MSHSL activities/contest they are participating in. Ineligibility time starts the next week after grades have been released to students and parents. A participant may become eligible during the period of ineligibility by achieving a passing grade for the grading period in which the student scored "NC" (no credit) or "I" (incomplete).

At the end of the 4th quarter, students who have earned a NC in any class will be ineligible for the first two (2) events in the fall unless they have earned the passing grade through credit recovery during the summer. Students should coordinate with the principal for summer credit recovery options. Participants will be allowed to practice and scrimmage unless determined (by faculty or administration) academic support is necessary. A coach will not allow a participant to participate until the student has met the requirement. Ineligible athletes may attend events with their team but must dress in plain clothes, not wearing their uniform.

Ineligibility: Students will have weekly qualifications for eligibility during the quarter. This will begin during the 3rd week of each quarter. Panther Hour on Monday is the notification for students. Ineligibility begins after notification continues until the grade is passing. Students will be ineligible for a minimum of 1 day. Students with NCs at the end of each quarter will be ineligible for 2 events the following quarter. At the end of the 4th quarter where ineligibility will be the beginning of the fall season. A coach would not allow a participant to participate until the student has met the requirement.

~Student Eligibility (MSHSL)

When a student enrolls in an activity at Parkers Prairie High School, the student is under the jurisdiction of the Minnesota State High School League (MSHSL) and the Parkers Prairie High School Activity Policy/Regulations. It is the responsibility of the participant in a League sponsored event to know the requirements to participate and to remain in participation. It is your right to have a coach, advisor or director explain the requirements to you. Thereafter, lack of knowledge is no defense; this is verified by you through your signed statement which is on file with the activities director.

Activities are an important part of the educational process. Teamwork, commitment, time management, and follow-through can be learned as effectively in football, softball, drama, speech or knowledge bowl, as they can be learned in the classroom. Eligibility to compete in activities can be maintained by doing your best in the classroom, being a good citizen and remembering that you represent Parkers Prairie High School, and by training effectively and avoiding illegal and/or controlled substances. In terms of eligibility regarding illegal or controlled substances or behavior unbecoming the team, the guidelines of the MSHSL are in force, including "consumption, use, and charged possession." Students who are in Category One (activities with a schedule of interscholastic contests) and Category Two (activities without a schedule, such as band and drama) will receive the appropriate penalty for each category as put forth in school policy.

Any Panther Participant who violates MSHSL rules will not be considered for Panther Awards, All-Conference Awards, All-Section Awards and All-State Awards during the season they are serving their MSHSL violation. School consequences will be based on MSHSL rules and administrative discretion.

If you feel there are extenuating circumstances for your loss of eligibility, you may appeal in writing.
(See the Appeals process noted under attendance.)

USE OF MOOD-ALTERING CHEMICALS BY STUDENT PARTICIPANTS IN MINNESOTA STATE HIGH SCHOOL LEAGUE ACTIVITIES

Rules:

During the calendar year, regardless of the quantity, a student shall not:

- (1) use or consume, have in possession, buy, sell, or give away a beverage containing alcohol.
- (2) use or consume, have in possession, buy, sell, or give away tobacco.
- (3) use or consume, have in possession, buy, sell, or give away marijuana or any controlled substance defined by law as a drug.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor when the student is not on school property.

Categories of Activities

- A. Category I Activities:** Those Minnesota State High School League sponsored activities in which Parkers Prairie High School has a schedule on interscholastic contests, exclusive of League sponsored tournaments.

Athletic Activities: As listed in the Athletic Rules of the Official Handbook.

Fine Arts Activities: Debate.

Speech Activities including One Act Play when a school schedules a season of interscholastic contests.

- B. Category II Activities:** Those Minnesota State High School League sponsored activities in which Parkers Prairie High School does not have a schedule of interscholastic contests, exclusive of League sponsored tournaments.

Fine Arts Activities: Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.

Cheerleading Activities

Music Activities

Penalties and Recommendations for Category I Activities

A. First Violation:

1. **Penalty:** after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation:

1. **Penalty:** after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

C. Third or Subsequent Violation:

1. **Penalty:** after confirmation of the third violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events, or four (4) weeks, twenty-eight (28) calendar days, whichever is greater in which the student is a participant.
2. If after a third or subsequent violation, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties shall be cumulative beginning with and throughout the student's participation on a Junior High or High School team.

E. Make up of Suspension at End of Season or Between Seasons:

Any student participating in a MSHSL Category I Activity who violates the above rules at the end of one season or between seasons, shall make up the remainder of the suspension during the next regular season of an activity in which that student has participated during the past year.

Any student who participates in a new MSHSL Category I Activity, prior to the next regular season or between seasons, shall make up the remainder of the suspension during the season of the new activity provided that the student successfully completes the whole seasons for the new activity.

Penalties for Category II Activities

A. First Violation

1. **Penalty:** After confirmation of the first violation, a student shall lose eligibility for the next interscholastic event.

B. Second Violation

1. **Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next two (2) inter-scholastic events.

C. Third Violation

1. **Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next four (4) consecutive interscholastic events.

D. Penalties shall be cumulative beginning with and throughout the student's participation in a Junior High or High School Category II Activity.

Adopted: 4-16-84

Revised: 6-15-99

Revised: 6-20-00

~Transportation to Events

All team members and managers must travel on the assigned bus. Students may travel with a parent/guardian with prior administrative approval to the event. From the event, students may be released to their parents if they sign-out in writing with the coach. Students may be released to surrogate family, a relative or the parent of a fellow teammate (HS graduate and older). when the student's parents have contacted the school at least 2 hours prior to player bus departure. If approved, the surrogate individual must sign-out in writing with the coach releasing the school of any liability, prior to leaving the event with the student.



PPHS ATTENDANCE POLICY IN CONJUNCTION WITH THE OTTER TAIL COUNTY-WIDE ATTENDANCE POLICY

~PPHS Attendance Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental encouragement to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well planned instructional activity under the tutelage of competent teacher are vital to this purpose. This is well established principle of education which underlies and gives purpose to the requirement of compulsory education in Minnesota and every other state in the union. A pattern of good attendance established in school will benefit the learner now, and will transfer to future schooling and into the work place.

~ School Attendance - IT IS THE LAW

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a **parental responsibility** to ensure the child's attendance. Between the age of 12 and through the 17th year, it is primarily the **student's responsibility** to get to school on a daily basis. Students who are age 16 and 17 must be lawfully withdrawn from school by their parent or guardian; he/she cannot independently "drop out" of school.

If a student is absent without lawful excuse on three or more days *or any part of the school day*, they are considered a truant. ***Truancy is a violation of Minnesota State law. A student is considered to be continuing truant if he/she misses more than three unexcused periods on three separate days and continuing truant if a student misses more than one period on seven separate days. We will have a parent meeting on the third unexcused absence, a letter will be sent to the attorney's office on the fourth unexcused, and a truancy petition will be filed on the seventh unexcused absence.***

1. The law also mandates that parents compel their children to attend school. Judges have the authority to administer a variety of consequences, which can include the following:
 - A child may lose their driving privileges until he or she is 18 years old.
 - The court can order that any necessary evaluations, treatment, and counseling services be completed by the child or family.
 - A child can be removed from their home and placed in a shelter or foster care or a short-term residential facility.
 - The parent can be held accountable. This can include up to a \$700 fine and/or 90 days in jail.

Parent responsibility

*When students are absent because of illness or family emergency, parents/guardians are asked to call the school at 218-338-6011, Ext. 100 or email Becky at brevoring@pp.k12.mn.us before 9:00 a.m. on the day of the absence to inform the school of the absence and the reason for it. When a phone call is not received by 9:00 a.m., an attendance clerk will attempt to contact each parent/guardian to verify the student's absence. Absences other than illness or family emergency require advance permission from the principal's office. Chronic absence may require a medical excuse to be acquired by the parent/guardian.

*Emergency situations or long-term illnesses that require extended absence from school will be considered by the principal to determine if days missed count toward the maximum allowed absences. Tutors will be available, and a doctor's verification of the illnesses will be required as provided in District Policy.

*A student is required to attend school each day and each class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school within 24 hours by phone or by sending a note. The date of absence, the specific reason for the absence, and the parent/ guardian's signature (if sending a note) are required. The school has the right and the responsibility to screen and either approve or disapprove excuses brought in by the students. The school has the right to declare an absence unapproved or unexcused even though a parent/guardian may have provided a written excuse. Such disapproval by the school indicates that the absence was not consistent with the reasons for excused absences.

Absences fall into three categories: excused, unapproved, or unexcused.

1. Excused absences include personal illness, career/college related, religious holidays, emergencies, medical or dental appointments, family trips, or situations where there is an agreement between home, school and the student as to the purpose and validity of the absence. Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. If a student is absent on this long-term project due date, the teacher must be notified or the project brought in if no prior arrangements have been made. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstance. Suspensions are to be handled as absences and students will be permitted to complete make-up work. Extended family trips that necessitate any time and/or days out of school **MUST** be pre-approved.

2. Unapproved absences are absences that are student requested, parent or guardian approved, but unapproved by the school as to intent and purpose, such as a vague "needed at home". (Consequences as decided by administration.) The student must turn in all work and meet all class expectations on the day the student returns from the unapproved absence including quizzes or tests or the student forfeits points and/or credit.

3. Unexcused absences would include any absence without a valid reason or that has neither the approval of the parent/guardian or the school. This would include missing the bus, employment, need for sleep or rest, baby sitting, shopping, hair or tanning appointments, skipping class/es during the school day, or leaving school at any time for any reason during the school day without securing office permission. **ALL** unexcused absences will require time to be made up through detention. For example, sleeping in and coming in 1 hour late = 1 hour of time to be made up.

~ATTENDANCE IS IMPORTANT FOR STUDENT SUCCESS

Excessive absences:

Regular school attendance is the number one key to success. Good attendance benefits youth academically, as well as socially. Group learning situations assist students to communicate, work tougher, gain perspectives, and accept responsibilities--all-important components of adulthood.

The following information will clarify medical excuses: All medical appointments are considered an excused absence and **will** count toward the total absences for a semester or year course. If a medical doctor recommends (written verification given to the high school office) that the student should stay home from school for X number of days, then the X number of days will not be added to the total course absences. It is, however, the expectation of the high school that you plan medical appointments after the school day unless your medical condition warrants immediate attention. Some medical specialists' appointments are out of your control and if this reoccurring situation affects your credit, please contact the high school office.

The following absences will not be added toward the total absences:

1. If a medical doctor recommends that the student stay home for an X number of days
2. Religious activities upon prior notification
3. School sponsored competition, which requires student participation
4. Funerals of the immediate family: mother, father, grandmother, grandfather, sister, brother, guardian, or member of the household.

If a student is absent for **more than ten excused absences**, a letter may be sent requesting a medical explanation or school dismissal, for the absence to be considered excused.

Tardies:

A student will be considered tardy to class when the period begins, and the student is not present. **After 15 minutes the student will be considered absent.** Four unexcused tardies are considered one unexcused absence. For every four additional tardies, an unexcused absence is registered for each class affected. See the section on unexcused absences. Only one excused tardy per year may be used due to train, traffic, or car problems.

If a student is tardy at the beginning of the day, the student should report immediately to the office. The attendance secretary will give the student a pass to class and a warning. The second tardy will result in a warning by the administration, and the third unexcused tardy will result in an hour of detention, as will each subsequent unexcused tardy.

Teachers will warn the student on the first tardy, call the parent/guardian on the second tardy, and notify the office of the third and each subsequent tardies

~ Absences in Advance

Family trips and other extended parent/guardian requested absences need to have prior approval from the office.

Absences should be arranged with the principal far enough in advance, when possible, so the student has time to obtain his or her assignments from the teachers and to complete as many of them as possible before the absence occurs. Work not completed in advance must be made up according to the requirements of the teacher and this attendance policy. **Students need to pick up a Prior Approval Absence form in the office before talking to their teachers for their assignments.** Depending on the number of days the student will or has missed, the student may be required to use the Credit Recovery Program.

~ Absences for Extracurricular Activities by Students on the Day of an Event

In order to be eligible to participate in games or events for athletics, MSHSL fine arts contests or any other co-curricular activity, you must attend school for the **entire** day. The only exceptions to this policy are school sponsored field trips, medical appointments, or approved emergencies. The exceptions must be approved by the High School Principal. Twenty-four-hour notice is required for **excused** appointments on the day of an event.

In order to help stop the spread of illness, students who are absent due to illness on the day of an event are not to attend the event as a performer/player/participant or as an audience member.

~ Absences Due to School Related Activities

Absences due to school-related activities will **not** count towards the number of allowed absences. However, if the student is in jeopardy of failing a class or has excessive absences from a class, the student may not be allowed to participate in the activity if it occurs during school.

~ Perfect Attendance

Students who are in attendance each school day, both in the morning of the school day and in the afternoon of the school day, are eligible for a Perfect Attendance award at the end of the school year. Students who are habitually late to school (tardy) for any reason or have missed more than 15 minutes at any point during a school day, may be considered ineligible for the perfect attendance award.



Additional Attendance Expectations and Procedures for Parkers Prairie High School Students

~ Office Requirements for Checking In and Checking Out

When returning to school from an absence, check in at the office and receive a pass. Advance make-up slips are required for students who know they will be gone for two or more days.

Students who are to leave the school building any time during the school day, must bring a written request from their parent/guardian that is dated, signed by a parent and identifies why the absence is necessary to the office prior to the beginning of school. **Students must sign out on the Student Log In/Out sheet located in the office at the time they leave the building. Upon returning, the student must sign back in on the same Student Log In/Out sheet and receive a pass from the office to get back into class. Students who do not follow this procedure will be considered skipping school and are subject to appropriate consequences.**

~ Detention/Wednesday School

Wednesday School is scheduled several times during the year. It runs from 3:05-5:30 p.m. Students may be assigned to Wednesday School for discipline or attendance infractions. Parents or students may also request Wednesday School for academic reasons by contacting the high school office. Wednesday School is an opportunity for students to complete missing tests and/or assignments.

Rules and regulations:

- Report on time with materials, books, etc.
- No cell phones, candy, food, pop, etc.
- Students need to be quiet, respectful, and busy during the entire scheduled time
- No hats
- No talking

****If a student does not follow the above rules or is disruptive, they will be asked to leave.**

Before school, after school or lunch detention—all rules and consequences discussed above for Wednesday School will apply. Lunch detention will be held for the duration of Panther Hour in a designated location. Students will be allowed to eat lunch at lunch detention. Other rules will still apply. Students are expected to report to the front of the lunch line and move immediately to the designated lunch detention location.

Credit Recovery

Students receiving a NC can make-up Credit Recovery through Runestone Area Learning Center in Alexandria.

DISTRICT 547 NOTICE OF 504 PROCEDURAL SAFEGUARDS

Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals with Disabilities

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, hereinafter Section 504, the following Notice of Parent/Student Rights in Identification, Evaluation, and Placement shall be utilized in the Parkers Prairie School District.

This document is provided to ensure that you are aware of the regulations regarding the identification, evaluation or placement under Section 504 that may pertain to your child. Should you have any questions, contact the *Section 504 Coordinator Derek Denny*.

Name: _____

Office Address: _____

Phone Number: _____

Email Address: _____

As the parents/guardians, you may also meet with *Superintendent Megan Myers* to resolve any objections to the evaluation or educational placement of your child.

- I. Section 504 is enforced by the U. S. Department of Education, Office for Civil Rights (OCR). If you need information about Section 504, the contact information is as follows:

Office for Civil Rights, Chicago Office (Region V)
U. S. Department of Education
500 W. Madison Street Suite 1475
Chicago, Illinois 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (312) 730-1609
Email: OCR.Chicago@ed.gov

- II. The following is a description of some of the rights granted by this federal law pertaining to students with disabilities who are subject to identification, evaluation or placement under Section 504. (See 34 C.F.R. § 104 for a full compilation of regulations.)
- A. Your child is entitled to take part in and receive benefits from public education programs or activities without discrimination because of his or her disability. 34 C.F.R. §104.21
 - B. Your child is entitled to receive a free appropriate public education regardless of the nature or severity of his or her disability. 34 C.F.R. § 104.33(a)
 - C. Your child is entitled to receive regular or special education and related aids and services that are designed to meet his or her individual educational needs as adequately as the needs of students without disabilities. 34 C.F.R. § 104.33(b)
 - D. Your child is entitled to receive free educational services except for those fees that are imposed on students without disabilities or their parents. 34 C.F.R. § 104.33(c)

- E. Your child is entitled to be educated with students without disabilities to the maximum extent appropriate to the needs of your child. 34 C.F.R. § 104.34(a)
- F. Your child is entitled to be educated in facilities and receive services and activities comparable to those provided to students without disabilities. 34 C.F.R. § 104.34(b)(c)
- G. Your child is entitled to an evaluation prior to an initial placement and any subsequent significant change in placement. 34 C.F.R. § 104.35(a)
- H. Your child is entitled to be evaluated and tested with procedures in accordance with regulations pertaining to evaluation procedures. 34 C.F.R. §104.34(b)
- I. Your child is entitled to have evaluation data and placement decisions based upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. 34 C.F.R. § 104.35(c)(1)
- J. Your child is entitled to have interpretation of data and placement decisions based on evaluation procedures that ensure information is obtained from a variety of documented and carefully considered sources. 34 C.F.R. § 104.35(b)(c)(2)
- K. Your child is entitled to have placement decisions made by people knowledgeable about your child, the meaning of evaluation data, and placement options. 34 C.F.R. § 104.35 (c)(3)
- L. Your child is entitled to periodic evaluations. 34 C.F.R. § 104.35(d)
- M. Your child is entitled to an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district. 34 C.F.R. § 104.37
- N. You are entitled to notice prior to any action by the district pertaining to the identification, evaluation, or placement of your child. 34 C.F.R. § 104.36
- O. You are entitled to examine relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement. 34 C.F.R. § 104.36
- P. You are entitled to request an impartial hearing and an appeal of any decisions or actions taken by the school district regarding your child's identification, evaluation, educational program, or placement. The school district will bear the costs for these due process procedures. You and your child may take part in these proceedings and have an attorney represent you. The following details the procedures:
 - i. If you disagree with the identification, evaluation, educational placement, or with the provisions of a free appropriate public education for your child, you may make a request for a hearing to the superintendent or the Section 504 coordinator, indicating the specific reason(s) for the request. Upon receipt of the request, the superintendent shall appoint the hearing officer.
 - ii. The school district may initiate a hearing regarding the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education to the student. The school district shall notify you of the specific reason(s) for the request.
 - iii. The school district shall conduct hearings within twenty (20) instructional days after it receives the request, unless the hearing officer grants an extension, and at a time and place reasonably convenient to you.
- Q. You are entitled to request a review (appeal) of the hearing, should you not prevail.

The following details the procedure:

- i. You or any party to the hearing may petition to review (appeal) the decision of the hearing officer. The request must specify the objections and be filed with the

superintendent and the opposing party within twenty (20) instructional days of the date the hearing officer's decision is received. The school district must appoint an independent appeals officer to conduct an impartial review of the record. The officer may, at his/her election, conduct the review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the petition to review, unless either party requests an extension of time.

- ii. The appeals officer shall ensure that a transcript of the review is prepared and made available to any party upon request.
- iii. Any party disagreeing with the decision of the appeals officer may appeal to a civil court with jurisdiction.
- iv. A parent/guardian represented by legal counsel during the proceedings of a due process hearing, appeal, or civil action may be entitled to reimbursement of legal fees if the parent ultimately prevails.

This procedure does not deny the right of the grievant to file a formal complaint in federal court or with the U.S. Department of Education. Changes in the law, including timelines for filing a complaint, may affect your rights.

Secondary School Social Worker Tara Pham is the Section 504 Coordinator and is responsible for assuring that the Parkers Prairie School District is in compliance with Section 504.

Protection of Pupil Rights Amendment

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent.
 2. Mental or psychological problems of the student or student’s family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of –**
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- **Inspect**, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party.
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

ISD 547 will directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. ISD 547 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PUPIL FAIR DISMISSAL ACT

121A.40 CITATION.

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned to them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, a parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. Alternative educational services. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall 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.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. Provision of alternative programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. Grounds for dismissal. A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. Parent notification and meeting. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. Suspension pending expulsion or exclusion hearing. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. Requiring a hearing; pupil may waive hearing. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice. Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail.
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony.
- (c) state the date, time, and place of the hearing.
- (d) be accompanied by a copy of sections 121A.40 to 121A.56.
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education.

(2) examine the pupil's records before the hearing.

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. Hearing schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. Convenient time and place of hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. Closed or open hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. Impartial hearer. The hearing shall take place before:

(1) an independent hearing officer.

(2) a member of the school board.

(3) a committee of the school board; or

(4) the full school board.

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. Creating hearing record. The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. Access to pupils' records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. Pupil's right to compel testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public-school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. Pupil's right to present evidence and testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. Pupil not compelled to testify. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. Hearer's recommendation limited to evidence at hearing; service within two days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. Basis of school board decision; opportunity for comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments on the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. Admission or readmission plan.

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions.
- (2) in excess of the statutory authority or jurisdiction of the school district.
- (3) made upon unlawful procedure, except as provided in section 121A.48.
- (4) affected by other error of law.
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. Exclusions and expulsions. The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement about alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is.

2024-25 SCHEDULE GRID

Date - 8/8/24		First	Second	Third	Fourth	Panther	Fifth	Sixth	Seventh
Grades 7-9 Lunch	11:40-12:05	8:20-9:10	9:15-10:00	10:05-10:50	10:55-11:40	Hour	12:40-1:25	1:30-2:15	2:20-3:05
Grades 10-12 Lunch	12:05-12:35					11:40-12:35			
Instructor				Grades 7-9 Panther Hr.	12:05-12:15	Grades 10-12 Panther Hr.	11:40-11:50		
Arens,	11th Grade	English 7	Prep	English 12	English 8	GOLD	English 7	English 8	Pre-College English
Emily	Advisor	English 7	Prep	English 12	English 8	GOLD	English 7	English 8	Pre-College English
Room 116									
Brouillard,	12th Grade	Algebra 8	Math Elective	Algebra II	ICAN College Algebra	GOLD	Algebra 8	Math Elective	Prep
Isabelle	Advisor	Algebra 8	Probs and Stats	Algebra II	ICAN College Statistics	GOLD	Algebra 8	Probs and Stats	Prep
Room 123									
Duberowski		Credit Recovery	Leadership 7/8	Social 7	Prep		Career Seminar	ICAN Business Math	Social 7
Jim		Credit Recovery	WBL Supervision	Registrar	Registrar		Registrar	Registrar	Registrar
Room 104									
Ellsworth,	8th Grade	Prep	Science 9	Chemistry	Science 8	MAROON	Physics	Science 8	Physics
Tamara	Advisor	Prep	Science 9	Chemistry	Science 8	MAROON	Physics	Science 8	Physics
Room 106									
Holm,		Elementary	Health & Nutrition 10	Health 8 (Tri)	Elementary		Elementary	Elementary	Elementary
David		Elementary	Health & Nutrition 10	Health 8 (Tri)	Elementary		Elementary	Elementary	Elementary
Room 102									
Johnson,		SH Choir	JH Choir	Elementary	Elementary		Elementary	Elementary	Elementary
Ben		SH Choir	JH Choir	Elementary	Elementary		Elementary	Elementary	Elementary
Room 122									
Johnson,	8th Grade	EBD Res. Room 110	EBD Res. Room 110	EBD Res. Room 110	EBD Res. Room 110	MAROON	DUTY-Sp. Ed Testing	EBD Res. Room 110	Prep
Mike	Advisor	EBD Res. Room 110	EBD Res. Room 110	EBD Res. Room 110	EBD Res. Room 110	MAROON	DUTY-Sp. Ed Testing	EBD Res. Room 110	Prep
Room 110									
Karlstad,	11th Grade	Elementary	Elementary	Elementary	Elementary	GOLD	Title 1 Language Arts	Prep	English 10
Shelly	Advisor	Elementary	Elementary	Elementary	Elementary	GOLD	Title 1 Language Arts	Prep	English 10
Room 102									
Krueger,	7th Grade	Science 7	Forensics	DUTY	Science 9	MAROON	Prep	Biology	Science 7
Erin	Advisor	Science 7	Anatomy	DUTY	Science 9	MAROON	Prep	Biology	Science 7
Room 108									
Lampl,	8th Grade	Woods	Prep	Tech 8 (Tri)	Tech 7 (Qtr/Qtr	MAROON	Tech 9	Woods	DUTY
Jerry	Advisor	Small Engines	Prep	Tech 8 (Tri)	Tech 7 (Qtr/Qtr	MAROON	Tech 9	Building Trades	DUTY
Room 119/120									

PARKERS PRAIRIE PUBLIC SCHOOL CALENDAR 2024-2025

School Board Approved 2/12/2024



School Closed



Teacher Workshop



1st & last day of school



Parent Teacher Conf



Early Release

July 2024						
Su	M	Tu	W	Th	F	Sa
	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			

August 2024						
Su	M	Tu	W	Th	F	Sa
				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

September 2024						
Su	M	Tu	W	Th	F	Sa
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					

October 2024						
Su	M	Tu	W	Th	F	Sa
		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		

November 2024						
Su	M	Tu	W	Th	F	Sa
					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

December 2024						
Su	M	Tu	W	Th	F	Sa
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				

January 2025						
Su	M	Tu	W	Th	F	Sa
			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	

February 2025						
Su	M	Tu	W	Th	F	Sa
						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	

March 2025						
Su	M	Tu	W	Th	F	Sa
						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 2025						
Su	M	Tu	W	Th	F	Sa
		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 2025						
Su	M	Tu	W	Th	F	Sa
				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

June 2025						
Su	M	Tu	W	Th	F	Sa
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					

Teachers' Work Year:

flex teacher workshop day

Days of Planned Instruction	171 Days
Pre-School Flex Workday	1 Days
Pre-School Workshop	3 Days
Parent Teacher Conferences	2 Days
Teacher Workshops	3 Day
Teacher Post Work Day	1 Days
Total Staff Work Days	181

Quarters

September 3 - November 7	46 Days
November 11 - January 23	41 Days
January 27 - March 27	43 Days
March 31 - May 29	41 Days
TOTAL	171

Days in Quarter 1		Days in Quarter 2	
Sept	20	Nov	12
Oct	21	Dec	15
Nov	5	Jan	14
	46		41
Days in Quarter 3		Days in Quarter 4	
Jan	5	Mar	1
Feb	19	Apr	20
Mar	19	May	20
	43		41

171

August	1 day	24/25 Summer Flex Workday
August	27-29	Faculty Workshop Days
August	28	HS Back to School Night 5 - 7
August	28	Elementary Conferences 3:30-7:30
August	29	Elementary Conferences 12:30-7:00
September	2	Labor Day
September	3	First Day of School
October	17-18	No School Education MN
November	7	End of Quarter 1
November	8	Teacher Workshop (Students-No School)
November	11	HS PD & Elementary Conferences 3:30-7:30
November	14	Early Release for Students - 12:30
November	14	Elem and HS Conferences 12:30-7:30
November	15	No School
November	28-29	No School - Thanksgiving
Dec 23-Jan 3		Christmas/Winter Break - No School
January	23	End of Quarter 2
January	24	Teacher Workshop (Students-No School)
February	17	No School
March	27	End of Quarter 3
March	28	Teacher Workshop (Students-No School)
April	18	No School
April	21	No School
May	18	Baccalaureate
May	26	Memorial Day - No School
May	29	Last day of School
May	30	Teacher Workshop (Students-No School)
May	30	Commencement 7:30 p.m.

Approved 2/12/24