

Regular Monthly Board Meeting

Monday, September 11, 2023 5:30 PM

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

1. Call to Order and Pledge to the Flag

Speaker(s): Board Chair

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

2. Welcome to Visitors

Speaker(s): Board Chair

2.1. Public Comments and Time for Interaction with the Board on Agenda Items

Speaker(s): Board Chair

2.2. Spotlight on Education - Melanie Lindquist, High School French Teacher

3. Approve Agenda (and addendum, if included)

4. Approve Minutes of the August 7, 2023 Regular Board Meeting.

Speaker(s): Board Chair

5. Informational Items

5.1. Principal Reports

5.2. Director Reports

5.3. Superintendent Report

5.4. Enrollment Report

5.5. ESSER Funding

6. Consent Calendar

6.1. Approve Bills Presented

6.2. Approve Investment Report

6.3. Approve Treasurer's Report

6.4. Approve Electronic Funds Transfers and Other Banking Transactions

6.5. Adopt Resolution Accepting Monetary Awards and Donations

6.6. Approve Personnel Items as Listed

7. Discussion Items

7.1. Policy 506 Student Discipline Complaint Form

7.2. Career Pathways

7.3. School Resource Officer

7.4. Student Representative

8. Action Items

8.1. Approve the 2023-24 High School Student Handbook

8.2. Set Fees and Coach Rate of Pay for Trap Team

8.3. Approve the Hiring of Melissa Trumble as a Paraprofessional for 6.5 Hours per Day Effective September 5, 2023

8.4. Change September 18, 2023 school board work session to a special meeting

9. Open Forum

10. Adjourn

A meeting of the Board of Education was held in the High School Media Center at 5:30 p.m. on Monday, August 7, 2023 with Vice Chair Trumble presiding.

Members present: Leslie Bouchonville, Wanda Carlson, Roger D. Hoplin, David Sheley, Ryan Trumble and Superintendent Jonathan Clark. Chris Cunningham and Nicki Linsten-Lodge were absent.

The floor was opened for comments from the public on agenda items.

Motion by Carlson, second by Bouchonville, to approve the agenda. All voted aye and the motion carried.

Motion by Hoplin, second by Sheley, to approve the minutes of the July 10, 2023 regular board meeting. All voted aye and the motion carried.

Administrative team and director reports were heard.

Consent Calendar - Motion by Carlson, second by Bouchonville, to approve the Consent Calendar, which consisted of the following items:

- Approve bills presented (checks 73826-73913 totaling \$413,955.07); approve the investment report; approve the treasurer's report; approve the report on electronic fund transfers and other banking transactions; adopt a resolution accepting monetary awards and donations; and
- Approve Personnel Items:
 - Accept the resignation of Alan Hulke as Route Bus Driver effective July 31, 2023 and authorize posting for a replacement;
 - Approve the hiring of Rachel Allen as Social Studies Teacher effective with the 2023-24 school year;
 - Approve the hiring of Abigail Rister as Elementary Science Teacher effective with the 2023-24 school year;
 - Approve the hiring of Jordan Ackerman as Junior High Volleyball Coach for the 2023 season;
 - Approve the hiring of Mike Shetka as Robotics Coach for the 2023 fall season; and
 - Approve the hiring of Andrew Rudlang as Robotics Coach for the 2023 fall season.
- Eliminate class overload for Ben Kinser, Band Instructor, effective with the 2023-24 school year;
- Approve a class overload for Greg Gentry, English Teacher, for the 2023-24 school year;
- Approve a class overload for Katie Vershelde, Science Teacher, for the 2023-24 school year;
- Set meal prices for 2023-24 at: adult breakfast \$2.25, adult lunch \$4.95, adult breakfast extra entrée \$2.25, adult lunch extra entrée \$.75, student lunch extra entrée \$1.25 and milk \$.40;
- Set substitute and other rates of pay. Rates to be effective immediately.
 - Substitute teacher \$140/day
 - Para, cook and clerical subs \$14.50/hour
 - Cook short hour staff \$15.25/hour
 - Custodial subs and short hour staff \$15.25/hour
 - Sub bus drivers \$56.50 per run plus \$500 incentive pay after completing 50 full routes or 100 half routes in the same school year
 - Extra-curricular bus driver \$16.50/hour
 - Sub van drivers \$15.50/hour
 - Nonexempt varsity coach \$18.00/hour
 - Nonexempt assistant/JH coach \$16.00/hour
 - Scoreboard/shot clock/stat panel JH/JV \$25.00/game
 - Scoreboard/shot clock/stat panel varsity \$30.00/game
 - Official book varsity \$25.00/game
 - Ticket takers \$20.00/event
 - Referee/umpire JH \$35.00/game
 - Referee/umpire C/JV \$40.00/game
 - Game/activity supervisor \$75.00/event
- Approve posting for an Administrative Assistant to work four hours per day for 185 work days.

All voted aye and the motion carried.

Discussion items:

- Trap team. Board members expressed support of the program becoming a school sponsored team. Coach salary and student fees will need to be set.
- 2023-24 High School Student Handbook. A draft of the updated handbook was shared.

Motion by Carlson, second by Hoplin, for third reading and approval of policies:

- 203.6 Consent Agenda
- 605 Alternative Programs
- 610 Field Trips

Motion by Hoplin, second by Sheley, for reading and approval of policies:

- 102 Equal Employment Opportunity
- 418 Drug Free Workplace/Drug Free School
- 419 Tobacco Free Environment
- 424 License Status
- 425 Staff Development
- 504 Student Appearance
- 506 Student Discipline
- 507 Corporal Punishment and Prone Restraint
- 509 Enrollment of Nonresident Students
- 513 Student Promotion, Retention, and Program Design
- 516.5 Overdose Medication
- 524 Internet Acceptable Use and Safety Policy
- 532 Use of Peace Officers and Crisis Teams
- 534 School Meals Policy
- 601 School District Curriculum and Instructional Goals
- 602 Organization of School Calendar and School Day
- 603 Curriculum Development
- 604 Instructional Curriculum
- 613 Graduation Requirements
- 616 School District System Accountability
- 617 School District Ensurance of Standards
- 618 Assessment of Student Achievement
- 620 Credit for Learning
- 621 Literacy and the READ Act
- 624 Online Instruction
- 708 Transportation of Nonpublic School Students
- 709 Student Transportation Safety Policy
- 806 Crisis Management Policy

All voted aye and the motion carried.

Open forum – The meeting was opened for comments from the public.

Trumble adjourned the meeting at 5:47 p.m.

Wanda Carlson, Clerk
Recorded by Cindy Felthous



**ELEMENTARY SCHOOL BOARD REPORT
PINE RIVER-BACKUS ELEMENTARY SCHOOL
MONDAY, SEPTEMBER 11, 2023**

SAFE ENVIRONMENT AND CONSISTENT DISCIPLINE

- Staff will spend the first couple weeks of school teaching and **positively reinforcing school expectations** to all of our students throughout our school building. We do this so students understand our common expectations. I put a copy of our School-Wide Behavior Expectations at the bottom of my report. We be doing crisis drills in the next few weeks as well as bus safety training provided by our transportation department.
- Establishing **positive relationships** is an important part of our PBIS framework as well. We must be striving for connections with kids first, not compliance. **Positive relationship building** is the cornerstone of everything we do with school culture. Classrooms start each day with a morning meeting, which includes a greeting, sharing, and some type of community building activity.
- Classrooms created **positive behavior** support plans to respond to and support students. We use proactive and logical consequences with students in the event a violation occurs. Situations are handled according to school policy. Administrative discretion is used with all major issues.

STAFF TRAINING & PROFESSIONAL DEVELOPMENT

- **ALICE Training** during inservice week was very well received by staff. Mrs. LaFavor and Mrs. Bauman led us through training as well as a simulation. We also took a “field trip” to our Rally Locations and Safe Houses.
- 3rd, 4th & special ed. teachers received Structured Literacy training on Thursday.
- **Professional Learning Teams**
 - PLC’s will begin meeting on September 20th. Our direction and focus will continue to be on using our priority standards to discuss student proficiency levels and to identify critical elements needed to be taught in order to reach those goals. Our instructional goals will include a relentless focus on the standards, being rigorous in our teaching, focusing on vocabulary across all content areas, and using a common model of instruction.
 - The purpose of a professional learning community is:
 - **To ensure that students learn**
 - **To ensure a culture of professional collaboration for school improvement**
 - **To focus on results**
 - **To be action oriented**

STUDENT ACHIEVEMENT

Building Goals:

Math - TBD

Reading - TBD

Relationship - Understanding students’ backgrounds and interests; Having high expectations for ALL learners.

Assessment

- Our fall benchmark assessment window is open until the end of September. Our interventionists and classroom teachers are assessing students in reading, math, and social/emotional competence in grades K-6. Interventionists and classroom teachers will use this data to make intervention and/or enrichment groups and target specific skills.
- I will be meeting with all teachers early in late September and early October to go over their data and discuss their professional growth goals for the year. I always look forward to these productive meetings!!
- We will be continuing efforts with Highly Reliable Schools and focus on how these efforts align with our current strategic plan.



Pine River-Backus

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Curriculum

- We are working on ELA and Math standards and alignment across the district. We will continue to schedule time for this as the year goes on.

FACILITY NEEDS

- We look forward to the continued updates. Our DCD room is pretty much finished, the nursing center is continuing getting worked on, and new 5th & 6th Grade Lockers will be installed in the next few weeks. Students and staff have made many positive comments about the branding that has been done so far in the cafeteria and commons area. There is a sense of pride that comes with making the school stand out.

Upcoming events

- **September 11th:** Bus Safety
- **September 20th:** PLC's - 3:30-4:30
- **September 28th:** 5/6 Student of the Month - 8:00
- **September 28th:** ROAR Rally - 1pm
- **October 4:** PLC's - 3:30-4:30
- **October 5th:** Kevin Lovegreen Author Visit
- **October 10th:** PTO Move For Our School
- **October 11th:** PTO Mornings with Moms- 7:40am
- **October 18th:** PTO Daybreak with Dads- 7:40am



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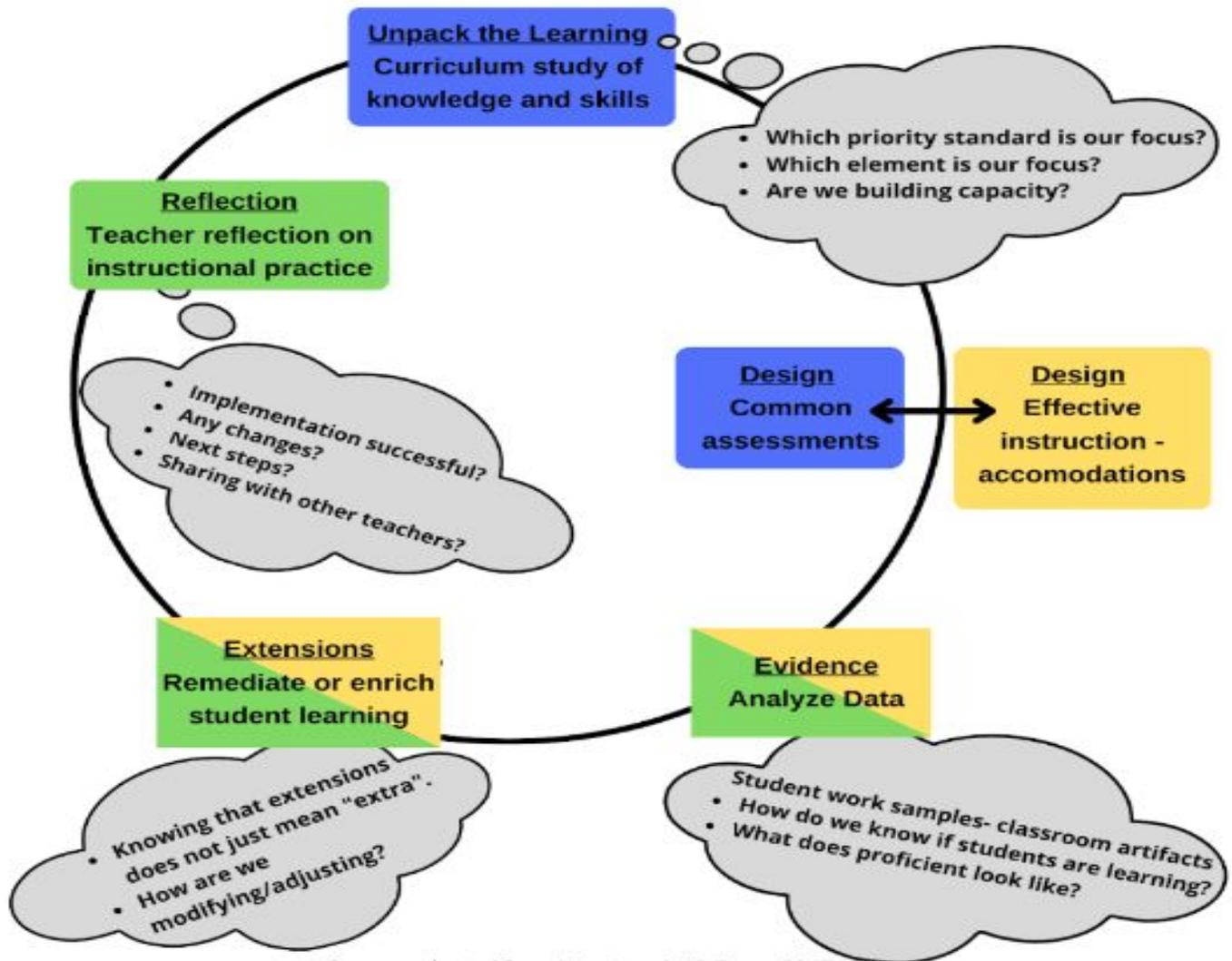
Pine River-Backus Elementary School-wide Behavior Expectations - ROAR

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



PLC Planning Cycle

-  What do we want students to learn?
-  How will we know if students are learning?
-  How will we respond when students don't learn?
-  How will we extend learning for students who are already proficient?



Source: adapted from Westwood HS, Texas 2017



Pine River-Backus

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Early Childhood		
Kids Together		
School Readiness		
Headstart		
	0	
Kindergarten		8/30/2023
Dallas	18	
Noeman	19	
Travis	19	
	56	
Grade 1		
Anderson	21	
Hicks	19	
Kamholz	17	
	57	
Grade 2		
Ackerman	21	
Robbi	20	
Rice	21	
	62	
Grade 3		
Diederich	19	
Dinnel	19	
Hoffarth	20	
	58	
Grade 4		
Goddard	25	
Rowell	24	
Vry	23	
	72	
Grade 5		
Ackerman	23	
Freeman	24	
	47	
Grade 6		
Rister	24	
Hawks	23	
Vetsch	24	
	71	
TOTAL	423	

Jon Clark, Superintendent
Chris Halverson, High School Principal
Rick Aulie, Elementary Principal
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PINE RIVER-BACKUS SCHOOLS ISD 2174

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Tim Tungseth, Activity Director



School Board Report for September 11th, 2023 *Current Happenings at PR-B High School*

PRB High School Site Goals:

- The percent of PR-B high school students who can identify a positive adult connection with PR-B staff will increase by 20% over the 2023-24 school year.

● High School

- **Math** - Increase MCA Math scores to 48% Proficient or higher by 2024.
- **Reading** - Increase MCA Reading scores to 60% Proficient or higher by 2024.
- **Relationship** - Understanding students' backgrounds and interests;
Having high expectations for ALL learners.

- Level One and Two HRS Certification Finalized - Level 3 work in process.

2023-2024 Level 1 Current Goals: Safe & Collaborative School

- -Administer Level 1 and 2 Surveys to staff, parents, students (*Established*)
- -Utilize monitoring system to identify lagging indicators - *In-Action*
- -Continue to strengthen PBIS program - *ongoing*
- -Implementation of Catalyst Strategies at the habitual and systems level - *daily/ongoing (training in Catalyst toward certification)*
- -Professional Learning Teams - *2 Wednesdays per month*
- -ALICE/Crisis Planning - *Ongoing*

Focus of Effective Instructional Practices: (HRS Level 2)

- Standards, Rigor, Vocabulary, Common Model of Instruction, Instructional Rounds, REACH, Envoy Strategies, Learning Goals Posted, HRS Framework
- -Marzano Art & Science of Teaching Learning Segment(s) (PLC focus)
- -Learning Goals Posted, Rigor, Vocabulary, Common Model of Instruction, Instructional Rounds

Professional Learning Teams

- PLC's are starting to get going. Staff will begin their PLC this year by choosing an element from Robert Marzano's "Art & Science of Teaching". PLCs will also be concentrating on essential standards and best practice in the remote setting during this school year. PLC's are under way and the feedback from faculty and the PLC Learning
-

Teach Inspire Grow Excel Reach Succeed! TIGERS!

Jon Clark, Superintendent
Chris Halverson, High School Principal
Rick Aulie, Elementary Principal
Sue Peet, ALC Director
Charity Crannel, Transportation Director
Kevin Furst, Technology Director

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- Team notes prove that we are creating and facilitating a model that creates and fosters teaching and learning growth and development. This is very positive for our school!
- The purpose of a professional learning community is: (BASE NORMS)
 - **To ensure that students learn**
 - **To ensure a culture of professional collaboration for school improvement**
 - **To focus on results**
 - **To be action oriented**

Safe Environment and Consistent Discipline

- Ms. Bauman and myself held three “Welcome Back” assemblies for grades 7-12. We talked about positive behavior and the current data with significant progress in our building and what it looks like and how we reward it. We also discussed expectations and accountability that is stated in our student handbook. The goal was clarity and communication to the students and staff as a group. The unified Team and message together for our students
- We are continuing an advisory period - “Tiger Time” to our Tuesday and Thursday schedule that will be twenty minutes long in length. It will provide the needed time to continue to discuss expectations/accountability in our building (Student handbook), Personal Learning Plans, grade/assignment checks, relationship building as well as social/emotional topics while using “BASE” as our platform to deliver the content opportunities.

Staff Training and Professional Development:

- Staff participated in four breakout sessions during inservice. Each session was run by our High School Leadership Team and myself and Ms. Bauman. The sessions consisted of Infinite-Campus/Schoolology, IEP Snapshot, Relationship Building/Student Engagement and clarification on referrals/student handbook. The discussion in each of our sessions was very productive and staff had positive feedback on the effectiveness and efficiency of each of the other sessions.
- **ALICE Training** during inservice week was very well received by staff. Mrs. LaFavor and Mrs. Bauman led us through training as well as a simulation. We also took a “field trip” to our Rally Locations and Safe Houses.
- PLC’s will begin meeting next Wednesday. Our direction and focus will be on using our priority standards to discuss student proficiency levels and to identify critical elements needed to be taught in order to reach those goals. Our instructional goals will include a relentless focus on the standards, being rigorous in our teaching, focusing on vocabulary across all content areas, and using a common model of instruction.
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- Our PR-B High School Leadership Team is committed to meeting twice a week and continuing communication with our student council leader, Ms. Aimee Wilson.

- **STUDENT ACHIEVEMENT**

Assessment

- Our interventionists and classroom teachers are assessing students in reading, math, and social/emotional competence in grades 7-12. Interventionists and classroom teachers will use this data to make intervention and/or enrichment groups and target specific skills.
- We will be continuing efforts with Highly Reliable Schools and focus on how these efforts align with our current strategic plan.

FACILITY NEEDS

- The health center addition and branding bring a sense of vision and Tiger Pride that comes with making the school more efficient and effective. We look forward to the continued updates. Thank you for your support in this area!

- **Upcoming events**

- **September 20th:** PLC's - 3:30-4:30
- **September 28th: 5-8** Student of the Month - 8:00
- **September 28th: 9-12** Student of the Month - 8:00
- **September 28th: 9-12** Student of the Month - 8:00
- **October 4:** PLC's - 3:30-4:30

Jon Clark, Superintendent
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Jon Clark, Superintendent
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SCHOOLS
ISD 2174**



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**Respectfully,
Chris A. Halverson**

Facility report
Sept 5, 2023

Today is the first day of school and the air conditioning in the Elementary was not functioning in the morning. Two of the units were down, one was a computer glitch and the other had two freon leaks. Both are now up and running.

The elementary DCD room is almost completed with only a few items yet to finish. The room passed a state inspection last Thursday and we are cleared to occupy the classroom.

New health services addition: The roof has been installed, with the exception of the flashing. Metal studs have been installed to form the rooms. Electrical is being installed today. The brick work will start Thursday.

It was a busy summer. Staff worked hard to have the buildings ready for the start of the school year. We still have the shops to work on and the bus garage floors to complete.

The new fire alarm system should be completed within the next two weeks.

New lockers for the 5th-6th grade hallway are to arrive Friday. We are working on finding a time to install them.

We completed all of the capital outlay projects with the exception of the lockers and the hardware on the doors to the Elementary.

Karl Flier

September 2023

Very excited to be starting the school year fully staffed. Looking at getting back to more baking and starting a Salad Bar Choice Line for 5-12. After School Snacks will be available again this year starting September 11th.

Looking at bringing in more Farm to School produce.

Excited for another year!

Respectfully,

Jilline Blanchard



Pine River-Backus
PUBLIC SCHOOLS - PINE RIVER, MN

TEACHING & LEARNING UPDATE 9/11/2023

The first week of school is not quite as busy for me as workshop week so I feel like I've had a bit of a reprieve for the past week. Here are some things I've been up to since August:

1. Our first American Indian Education Parent Advisory Committee meeting was held on Aug 23.
 - a. Three families were represented and there was good conversation.
 - b. Looking for one parent to step up to be Chair. Our next meeting is scheduled for Nov 22 and we are hoping for increased representation.
2. Career Pathways has hit the ground running with our first meeting happening on Aug 17. We have set our 1st quarter goals and created an action plan to follow.
 - a. Banners are on order from Digital Ink and we should have a mock up to approve by this weekend (9/9).
 - b. Maria is working on reaching out to those who responded to our survey and would like to speak in the building so we can get them scheduled to come in during Tiger Time.
3. We have created a Data Team in order to not only dig into data more deeply than we have in the past, but also to find out what our staff need in order to feel more comfortable doing the same. We met on Aug 15. (Members: Greg Gentry, Katie Vershelde, Leah Freeman, Stef Arneson, Steph Dinnel, Shari Kamholz, Ariana Schendel, Becky Shackle)
4. Curriculum updates could always take a long time if I go into detail so I will summarize as best I can.
 - a. We will be pausing our work with our full committee ELA work until the state has made some decisions on their recommended curriculum. This should happen by January 2024. I will continue to work with grade levels on crosswalking between 2010 and 2020 standards until then.
 - b. We started working on the new Science standards that must be implemented by 2024-2025. Next steps will be to break this team into smaller groups by grade level (primary, intermediate, HS) and work on bundling the standards.
 - c. Our K-2 teachers have completed their first year working with structured literacy and we are so proud of what they have accomplished with students. We met at the end of the school year and discussed common assessments for them to use to increase fidelity.
 - i. Each K-2 teacher was given a folder with a master copy, answer keys, and directions for the assessments they need for all the structured literacy units available to them.
 - ii. 3rd grade teachers will receive the same folder once they have had time to dig in to the curriculum.

5. All staff were given 2 hour training on updated ALICE procedures on Monday, Aug 28. Teachers were also given scenario training on Thursday, Aug 31. Many great “Yes, but...” questions were raised. Some were answered and some will fuel further discussion.
6. MCA stickers - In the past our secretaries have spent hours sticking MCA assessment score stickers on student cumulative folders. I did not order these stickers this year. Each year I give Kevin a .csv file that is uploaded into Campus. Teachers have access to this information and secretaries have told me they print off this information if a student moves. Additionally, upon graduation, we are converting our student files to digital files. So, this time could be much better used elsewhere.



Pine River-Backus
PUBLIC SCHOOLS - PINE RIVER, MN

September 6, 2023

And just like that...the 2023-24 school year has begun!! We have welcomed 18 new staff members:

- 2 Speech/Language Pathologists
- 1 High School Counselor
- 6 Teachers
- 1 Youth and Family Services Worker
- 2 Paraprofessionals
- 3 Cooks
- 1 Van Driver
- 1 Nurse
- 1 Administrative Assistant

I enjoy the process of meeting with all new staff for the employee paperwork and benefit enrollment process.

We are in need of bus drivers. The transportation department provides free on-site training for anyone interested in obtaining their CDL with a school bus endorsement. Please help spread the word! Route drivers, substitutes and extra-curricular drivers are needed.

We are in the process of obtaining bids for our group health insurance renewal. The bid process is required every two years. Our insurance committee, which has representation from both Local 284 and Pine River-Backus Education Minnesota will meet on September 19 to make a recommendation. The renewal will be effective January 1, 2024.

A representative from CliftonLarsonAllen will be at the September 18 school board work session to present information on the 2022-23 financial audit.

I am looking forward to another great school year!

PO Box 610
401 Murray Ave
Pine River, MN 56474

Go Tigers!
ISD 2174

P. 218-587-8000
F. 218-587-4120
prbschools.org

2023-2024 SCHOOL YEAR
ENROLLMENT REPORT

	<u>2022-23</u>	<u>9/6/2023</u>	<u>10/1/2023</u>	<u>11/1/2022</u>	<u>12/1/2023</u>	<u>1/1/2023</u>	<u>2/1/2023</u>	<u>3/1/2023</u>	<u>4/1/2023</u>	<u>5/1/2023</u>	<u>6/1/2023</u>	2023-24 YTD Average
ELEMENTARY:												
Kindergarten	61	56										56
First	61	57										57
Second	60	62										62
Third	79	58										58
Fourth	46	73										73
Fifth	73	47										47
Sixth	58	70										70
Total Elementary	438	423	0	0	0	0	0	0	0	0	0	423
HIGH SCHOOL:												
Seventh	73	57										57
Eighth	69	68										68
Ninth	71	66										66
Tenth	77	72										72
Eleventh	59	65										65
Twelfth	63	48										48
Total High School	412	376	0	0	0	0	0	0	0	0	0	376
Total w/o FT ALC	850	799	0	0	0	0	0	0	0	0	0	802
ALC:												
Ninth	1	0										0
Tenth	12	0										0
Eleventh	17	0										0
Twelfth (includes 12th +)	41	0										0
Total Full-time ALC	71	0	0	0	0	0	0	0	0	0	0	0
DISTRICT TOTAL	921	799	0	0	0	0	0	0	0	0	0	802
<u>PUPIL UNITS:</u>												
ECSE	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5
Kindergarten	61.0	56.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	56.0
Elementary 1-3	200.0	177.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	177.0
Elementary 4-6	177.0	190.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	190.0
Secondary	494.4	451.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	451.2
ALC	85.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Pupil Units	1030.1	886.7	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	886.7

ADM ALC (full and part-time) is included in last year's data and budget data but the ALC is budgeted based on total average daily membership and attendance. In addition, the full-time ALC is not included in the pupil units section because it would not reflect an accurate picture of the ALC pupil units due to the nature of the program.

FEDERAL FUNDS UPDATE - Allocation, Budget, Spending 9/6/2023

FEDERAL COVID FUNDS:

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	YTD SPENT 2023-24	Carry Forward to FY2025	Application Status	Budget Status	Proposed Use of Funds
2024	160	Formula 160 - SFY2024 Budget Only	\$674,844.56	\$674,844.56	\$0.00	\$415,525.15	\$0.00	TBD	TBD	Health Services Addition - \$200,000 in FY2023, balance to finish in FY2024
2024	161	Formula 161 - SFY2024 Budget Only	\$253,368.93	\$112,915.00	\$140,453.93	\$0.00	\$0.00	TBD	TBD	1.0 fte Curriculum Coordinator District, extended time for teachers to work with Curriculum Coordinator
FEDERAL COVID FUNDS TOTAL			\$928,213.49	\$787,759.56	\$140,453.93	\$415,525.15	\$0.00			

FEDERAL TITLE FUNDS:

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	YTD SPENT 2023-2024	Carry Forward to FY2025	Application Status	Budget Status	Proposed Use of Funds
2024	401	Formula - 401 - SFY 2024, Title I, Part A: Improving the Academic Achievement of the Disadvantaged	\$313,713.19	\$313,000.00	\$713.19	\$0.00	\$313,713.19	Application Submitted 8/28/2023	TBD	3.0 fte Title I Teachers - Elementary
2024	414	Formula - 414 - SFY 2024, Title II, Part A: Teacher and Principal Training and Recruitment	\$38,043.34	\$38,000.00	\$43.34	\$0.00	\$38,043.34	Application Submitted 8/28/2023	TBD	Staff Development - extended time for curriculum alignment and intervention implementation training and training on appropriate methods for data review, conferences and supplies.
2024	433	Formula - 433 - SFY 2024, Title IV, Part A, Student Support and Academic Enrichment	\$0.00	\$0.00	\$0.00	N/A	N/A	No Application Needed	N/A	All \$19,737.88 Title IV Funds transferred to Title I (401). No FY2024 application in Title IV.
FEDERAL TITLE FUNDS TOTAL			\$351,756.53	\$351,000.00	\$756.53	\$0.00	\$351,756.53			

**NOTE: Budgets have been to YTD spending. Any funds remaining will be budgeted for FY2024.
Carry Forward amounts assume Unbudgeted FY2023 Funds + Unspent FY2023 Funds are used in FY2024.**

PINE RIVER BACKUS SCHOOLS
Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174		CHEC	75275	73914	Check	1	59100		AUTO VALUE PARTS STORE	Yes	No	No	USD	08/07/2023	281.43
			75249	73915	Check	1	103797		BSN SPORTS LLC	Yes	No	No	USD	08/07/2023	7,635.42
			75232	73916	Check	1	00376		BUREAU OF CRIMINAL APPREHENS	Yes	No	No	USD	08/07/2023	60.00
			75243	73917	Check	1	102611		BUSINESS CARD	Yes	No	No	USD	08/07/2023	351.49
			75239	73918	Check	1	101604		CENTRAL MCGOWAN, INC - 139156	Yes	No	No	USD	08/07/2023	60.55
			75268	73919	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	08/07/2023	7,979.53
			75269	73920	Check	1	13800		CHAMBER OF COMMERCE	Yes	No	No	USD	08/07/2023	400.00
			75270	73921	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	USD	08/07/2023	66,580.61
			75234	73922	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	08/07/2023	2,484.21
			75267	73923	Check	1	105674		COOPER COMMISSIONING, LLC.	Yes	No	No	USD	08/07/2023	1,000.00
			75251	73924	Check	1	103992		CRANNELL, CHARITY	Yes	No	No	USD	08/07/2023	121.83
			75271	73925	Check	1	18200		CULLIGAN	Yes	No	No	USD	08/07/2023	191.17
			75235	73926	Check	1	100195		DAY'S SANITARY SEWER SVC	Yes	No	No	USD	08/07/2023	447.00
			75245	73927	Check	1	103012		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	08/07/2023	266.89
			75272	73928	Check	1	31800		GARDINER HARDWARE	Yes	No	No	USD	08/07/2023	294.64
			75246	73929	Check	1	103397		GLS PROMOTIONS	Yes	No	No	USD	08/07/2023	377.00
			75244	73930	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	USD	08/07/2023	1,698.20
			75273	73931	Check	1	37900		HOGLUND BUS CO., INC.	Yes	No	No	USD	08/07/2023	321.68
			75256	73932	Check	1	104850		HUDDL	Yes	No	No	USD	08/07/2023	8,000.00
			75274	73933	Check	1	40600		IND SCHOOL DIST #181	Yes	No	No	USD	08/07/2023	109,851.67
			75240	73934	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/07/2023	800.56
			75261	73935	Check	1	105137		KIMBER CREEK FORD	Yes	No	No	USD	08/07/2023	110.74
			75236	73936	Check	1	100595		LAKES COUNTRY SERVICE COOP	Yes	No	No	USD	08/07/2023	35.00
			75254	73937	Check	1	104156		MARCHWICK CHIROPRACTIC	Yes	No	No	USD	08/07/2023	90.00
			75255	73938	Check	1	104825		MATBOSS, LLC	Yes	No	No	USD	08/07/2023	599.00
			75238	73939	Check	1	101507		MESPA	Yes	No	No	USD	08/07/2023	175.00
			75258	73940	Check	1	104948		MIDWEST BUS PARTS, INC.	Yes	No	No	USD	08/07/2023	49.20
			75257	73941	Check	1	104890		NEE MINNESOTA PROJECTS LLC	Yes	No	No	USD	08/07/2023	8,697.03
			75266	73942	Check	1	105574		NOR-SON CONSTRUCTION LLC	Yes	No	No	USD	08/07/2023	269,800.00
			75231	73943	Check	1	00071		NORTHLAND STEAM CLEANERS	Yes	No	No	USD	08/07/2023	3,810.00
			75264	73944	Check	1	105376		OLSON, TRACY	Yes	No	No	USD	08/07/2023	126.00
			75247	73945	Check	1	103413		PAPER STORM	Yes	No	No	USD	08/07/2023	200.00
			75262	73946	Check	1	105173		QUADIENT LEASING USA, INC.	Yes	No	No	USD	08/07/2023	290.16
			75253	73947	Check	1	104140		RAINBOW LAWNS IRRIGATION SYST	Yes	No	No	USD	08/07/2023	381.06
			75250	73948	Check	1	103851		RASINSKI TOTAL DOOR SERVICE LL	Yes	No	No	USD	08/07/2023	1,140.31
			75237	73949	Check	1	100728		REGION 6A MSHSL	Yes	No	No	USD	08/07/2023	200.00
			75242	73950	Check	1	102417		RTS	Yes	No	No	USD	08/07/2023	4.54
			75260	73951	Check	1	105080		RUDLANG, ANDREW	Yes	No	No	USD	08/07/2023	53.50
			75259	73952	Check	1	105069		SCHOLASTIC, INC.	Yes	No	No	USD	08/07/2023	247.23
			75252	73953	Check	1	104136		SHI INTERNATIONAL CORP	Yes	No	No	USD	08/07/2023	24,000.00
			75241	73954	Check	1	102311		SNA	Yes	No	No	USD	08/07/2023	214.50

PINE RIVER BACKUS SCHOOLS

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2174		CHEC	75265	73955	Check	1	105494		TOMMYS PAINTING AND STAINING LI	Yes	No	No	USD	08/07/2023	3,910.00
			75248	73956	Check	1	103628		VERIZON WIRELESS	Yes	No	No	USD	08/07/2023	98.48
			75263	73957	Check	1	105281		WRIGHT SPECIALTY PREMIUM TRUS	Yes	No	No	USD	08/07/2023	108.00
			75233	73958	Check	1	00566		XCEL ENERGY	Yes	No	No	USD	08/07/2023	452.37
			75276	73959	Check	1	102809		PINE RIVER BAKERY	Yes	No	No	USD	08/09/2023	70.00
			75277	73960	Check	1	104820		BACH, JUDY	Yes	No	No	USD	08/15/2023	200.00
			75278	73961	Check	1	105675		MR. TUBBS	Yes	No	No	USD	08/15/2023	305.83
			75284	73962	Check	1	100192		AAA EQUIPMENT CENTER	Yes	No	No	USD	08/16/2023	65.56
			75286	73963	Check	1	100428		ACADEMIC THERAPY PUBLICATIONS	Yes	No	No	USD	08/16/2023	2,673.00
			75293	73964	Check	1	102374		ALEXANDRIA TECHNICAL COLLEGE	Yes	No	No	USD	08/16/2023	3,000.00
			75296	73965	Check	1	103197		BENGTSON, JOLENE	Yes	No	No	USD	08/16/2023	117.38
			75282	73966	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIO	Yes	No	No	USD	08/16/2023	30.00
			75305	73967	Check	1	104914		CANVAS TECH LLC	Yes	No	No	USD	08/16/2023	5,400.60
			75314	73968	Check	1	12825		CAROLINA BIOLOGICAL SUPPLY CO.	Yes	No	No	USD	08/16/2023	67.25
			75294	73969	Check	1	102716		CENEX CREDIT CARD	Yes	No	No	USD	08/16/2023	655.53
			75315	73970	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	08/16/2023	62.72
			75292	73971	Check	1	102170		CENTURY ELECTRIC AND E/R INC.	Yes	No	No	USD	08/16/2023	19,454.99
			75311	73972	Check	1	105677		CHARGE MOMMY BOOKS LLC	Yes	No	No	USD	08/16/2023	125.93
			75316	73973	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	USD	08/16/2023	334.41
			75317	73974	Check	1	18200		CULLIGAN	Yes	No	No	USD	08/16/2023	43.87
			75307	73975	Check	1	104955		ESGI, LLC	Yes	No	No	USD	08/16/2023	2,238.00
			75299	73976	Check	1	103668		ESSENTIA HEALTH	Yes	No	No	USD	08/16/2023	158.00
			75308	73977	Check	1	105025		EVERWHITE CORPORATION	Yes	No	No	USD	08/16/2023	827.00
			75285	73978	Check	1	100427		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	08/16/2023	236.35
			75318	73979	Check	1	31800		GARDINER HARDWARE	Yes	No	No	USD	08/16/2023	353.94
			75301	73980	Check	1	104051		GREGORY, ROBBI	Yes	No	No	USD	08/16/2023	33.00
			75295	73981	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	USD	08/16/2023	867.96
			75300	73982	Check	1	103966		IEA INC	Yes	No	No	USD	08/16/2023	4,745.66
			75319	73983	Check	1	40820		IND SCHOOL DIST #318	Yes	No	No	USD	08/16/2023	4,929.29
			75291	73984	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/16/2023	117.30
			75304	73985	Check	1	104488		LUPELLA, MIKE	Yes	No	No	USD	08/16/2023	63.50
			75303	73986	Check	1	104156		MARCHWICK CHIROPRACTIC	Yes	No	No	USD	08/16/2023	270.00
			75280	73987	Check	1	00309		MASMS	Yes	No	No	USD	08/16/2023	490.00
			75306	73988	Check	1	104948		MIDWEST BUS PARTS, INC.	Yes	No	No	USD	08/16/2023	822.20
			75320	73989	Check	1	55800		MINNESOTA POWER	Yes	No	No	USD	08/16/2023	1,584.47
			75312	73990	Check	1	105678		MUNICIPAL ATHLETIC COMPLEX	Yes	No	No	USD	08/16/2023	580.00
			75290	73991	Check	1	102067		NORMAN, ERICA	Yes	No	No	USD	08/16/2023	409.58
			75288	73992	Check	1	101234		NORTHLAND FIRE PROTECTION LLC	Yes	No	No	USD	08/16/2023	2,332.30
			75302	73993	Check	1	104077		OFFICE SUPPLY.COM	Yes	No	No	USD	08/16/2023	275.00
			75298	73994	Check	1	103610		OUTDOOR SPECIALITES, LLC	Yes	No	No	USD	08/16/2023	970.00
			75297	73995	Check	1	103413		PAPER STORM	Yes	No	No	USD	08/16/2023	80.00

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2174		CHEC	75310	73996	Check	1	105676		PETERSON, DAVE	Yes	No	No	USD	08/16/2023	150.00
			75321	73997	Check	1	66750		PETTY CASH	Yes	No	No	USD	08/16/2023	50.00
			75322	73998	Check	1	67575		PINE RIVER AREA SANITARY DIST.	Yes	No	No	USD	08/16/2023	526.22
			75279	73999	Check	1	00053		PINE RIVER DAIRY QUEEN	Yes	No	No	USD	08/16/2023	100.00
			75313	74000	Check	1	10650		PINE RIVER FAMILY MARKET	Yes	No	No	USD	08/16/2023	9.98
			75289	74001	Check	1	101712		SHETKA, MIKE	Yes	No	No	USD	08/16/2023	1,318.14
			75283	74002	Check	1	04800		TDS TELECOM	Yes	No	No	USD	08/16/2023	4,872.52
			75309	74003	Check	1	105195		TUNGSETH, TIM	Yes	No	No	USD	08/16/2023	157.20
			75281	74004	Check	1	00373		US POSTAL SERVICE	Yes	No	No	USD	08/16/2023	428.00
			75287	74005	Check	1	100701		WASTE PARTNERS	Yes	No	No	USD	08/16/2023	236.94
			75323	74006	Check	1	02080		AFLAC	Yes	No	No	USD	08/17/2023	100.00
			75325	74007	Check	1	105549		MetLife	Yes	No	No	USD	08/17/2023	946.21
			75324	74008	Check	1	104817		Minnesota Life Insurance Company	Yes	No	No	USD	08/17/2023	940.45
			75326	74009	Check	1	70801		NCPERS Group Life Ins	Yes	No	No	USD	08/17/2023	16.00
			75327	74010	Check	1	77300		SCHOOL SERVICE EMPLOYEES	Yes	No	No	USD	08/17/2023	1,246.86
			75336	74011	Check	1	105368		COLONIAL LIFE	Yes	No	No	USD	08/18/2023	2,757.91
			75338	74012	Check	1	105679		ESSENTIA HEALTH	Yes	No	No	USD	08/22/2023	567.00
			75339	74013	Check	1	03175		NATIONAL INSURANCE SERVICES	Yes	No	No	USD	08/23/2023	800.59
			75340	74014	Check	1	00489		PAUL'S LARGE GARAGE	Yes	No	No	USD	08/23/2023	5,704.10
			75344	74015	Check	1	100192		AAA EQUIPMENT CENTER	Yes	No	No	USD	08/24/2023	874.78
			75367	74016	Check	1	105683		ALL STATE COMMUNICATIONS	Yes	No	No	USD	08/24/2023	154,000.00
			75347	74017	Check	1	102042		BATTERIES PLUS	Yes	No	No	USD	08/24/2023	239.76
			75357	74018	Check	1	104564		BITES GRILL & BAR	Yes	No	No	USD	08/24/2023	300.00
			75341	74019	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIVE	Yes	No	No	USD	08/24/2023	60.00
			75360	74020	Check	1	105327		CLARK, JON	Yes	No	No	USD	08/24/2023	797.91
			75358	74021	Check	1	104701		CULINEX	Yes	No	No	USD	08/24/2023	725.99
			75342	74022	Check	1	00418		DACOTAH PAPER CO	Yes	No	No	USD	08/24/2023	1,136.40
			75353	74023	Check	1	103607		DINNEL, MICHAEL	Yes	No	No	USD	08/24/2023	110.75
			75362	74024	Check	1	105560		HAMP, TERESA	Yes	No	No	USD	08/24/2023	428.57
			75351	74025	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	USD	08/24/2023	1,210.42
			75369	74026	Check	1	40600		IND SCHOOL DIST #181	Yes	No	No	USD	08/24/2023	225.00
			75343	74027	Check	1	00421		IND SCHOOL DIST #2170	Yes	No	No	USD	08/24/2023	150.00
			75368	74028	Check	1	40275		IND SCHOOL DIST #31	Yes	No	No	USD	08/24/2023	8,071.49
			75350	74029	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/24/2023	112.66
			75359	74030	Check	1	104971		KELLER FENCE COMPANY NORTH - I	Yes	No	No	USD	08/24/2023	5,800.00
			75349	74031	Check	1	102081		KENNEDY & GRAVEN	Yes	No	No	USD	08/24/2023	1,845.00
			75365	74032	Check	1	105681		LAPOSKY, MELISSA	Yes	No	No	USD	08/24/2023	247.26
			75364	74033	Check	1	105680		LeFAVOR, RACHEL	Yes	No	No	USD	08/24/2023	509.47
			75355	74034	Check	1	104156		MARCHWICK CHIROPRACTIC	Yes	No	No	USD	08/24/2023	90.00
			75346	74035	Check	1	101909		MREA	Yes	No	No	USD	08/24/2023	495.00
			75348	74036	Check	1	102067		NORMAN, ERICA	Yes	No	No	USD	08/24/2023	70.99

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2174		CHEC	75363	74037	Check	1	105574		NOR-SON CONSTRUCTION LLC	Yes	No	No	USD	08/24/2023	2,163.75
			75361	74038	Check	1	105376		OLSON, TRACY	Yes	No	No	USD	08/24/2023	209.25
			75356	74039	Check	1	104547		PINE RIVER AREA FOOD SHELF	Yes	No	No	USD	08/24/2023	60.00
			75370	74040	Check	1	68800		PINE RIVER ELECTRIC	Yes	No	No	USD	08/24/2023	7,791.50
			75352	74041	Check	1	103340		PIONEER MANUFACTURING CO	Yes	No	No	USD	08/24/2023	584.50
			75345	74043	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	08/24/2023	153.25
			75354	74044	Check	1	104136		SHI INTERNATIONAL CORP	Yes	No	No	USD	08/24/2023	2,071.00
			75377	74045	Check	1	105497		BLAKE, LEOLA	Yes	No	No	USD	08/29/2023	125.00
			75375	74046	Check	1	105310		DILLY, CLAYTON	Yes	No	No	USD	08/29/2023	148.00
			75376	74047	Check	1	105311		FREDRICKSON, SCOTT R.	Yes	No	No	USD	08/29/2023	148.00
			75372	74048	Check	1	103649		HEPOLA, MICHAEL	Yes	No	No	USD	08/29/2023	148.00
			75378	74049	Check	1	105520		HOLLENHORST, BRADLEY	Yes	No	No	USD	08/29/2023	165.00
			75373	74050	Check	1	105308		REINBOLD, MATT	Yes	No	No	USD	08/29/2023	148.00
			75374	74051	Check	1	105309		THALMANN, KALEB	Yes	No	No	USD	08/29/2023	148.00
			75398	74052	Check	1	59100		AUTO VALUE PARTS STORE	Yes	No	No	USD	08/31/2023	407.61
			75380	74053	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIV	Yes	No	No	USD	08/31/2023	135.00
			75389	74054	Check	1	104357		CLIFTONLARSONALLEN LLP	Yes	No	No	USD	08/31/2023	21,095.00
			75381	74055	Check	1	00418		DACOTAH PAPER CO	Yes	No	No	USD	08/31/2023	133.99
			75393	74056	Check	1	105493		IND SCHOOL DIST #139	Yes	No	No	USD	08/31/2023	200.00
			75385	74057	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	08/31/2023	615.62
			75395	74058	Check	1	41680		INTERMEDIATE DISTRICT 287	Yes	No	No	USD	08/31/2023	609.50
			75394	74059	Check	1	105681		LAPOSKY, MELISSA	Yes	No	No	USD	08/31/2023	248.30
			75396	74060	Check	1	49670		MASSP	Yes	No	No	USD	08/31/2023	870.00
			75397	74061	Check	1	56700		MINNESOTA STATE HIGH SCH LEAG	Yes	No	No	USD	08/31/2023	1,525.00
			75390	74062	Check	1	104922		PLAY THERAPY SUPPLY	Yes	No	No	USD	08/31/2023	111.88
			75392	74063	Check	1	105287		RECOGNITION ENGRAVING & AWARI	Yes	No	No	USD	08/31/2023	668.25
			75386	74064	Check	1	102417		RTS	Yes	No	No	USD	08/31/2023	4.54
			75388	74065	Check	1	104347		SAFETYFIRST PLAYGROUND SURFA	Yes	No	No	USD	08/31/2023	3,357.20
			75383	74066	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	08/31/2023	142.80
			75384	74067	Check	1	102084		TEACHER DIRECT	Yes	No	No	USD	08/31/2023	686.39
			75391	74068	Check	1	105195		TUNGSETH, TIM	Yes	No	No	USD	08/31/2023	312.08
			75387	74069	Check	1	103628		VERIZON WIRELESS	Yes	No	No	USD	08/31/2023	98.48
			75382	74070	Check	1	00566		XCEL ENERGY	Yes	No	No	USD	08/31/2023	315.37
			75399	74071	Check	1	66750		PETTY CASH	Yes	No	No	USD	08/31/2023	100.00
			75400	74072	Check	1	105682		QUILL.ORG	Yes	No	No	USD	09/06/2023	1,440.00
			75415	74073	Check	1	103794		ANDERSON, ALEXIS	Yes	No	No	USD	09/06/2023	190.69
			75417	74074	Check	1	104145		BENCHMARK EDUCATION COMPANY	Yes	No	No	USD	09/06/2023	1,122.00
			75421	74075	Check	1	104348		BIX PRODUCE CO.	Yes	No	No	USD	09/06/2023	836.85
			75408	74076	Check	1	102611		BUSINESS CARD	Yes	No	No	USD	09/06/2023	4,757.89
			75405	74077	Check	1	101604		CENTRAL MCGOWAN, INC - 139156	Yes	No	No	USD	09/06/2023	60.55
			75430	74078	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	USD	09/06/2023	396.19

PINE RIVER BACKUS SCHOOLS

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174		CHEC	75401	74079	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	09/06/2023	24,236.66
			75431	74080	Check	1	18200		CULLIGAN	Yes	No	No	USD	09/06/2023	181.17
			75429	74081	Check	1	105685		CURRICULUM ASSOCIATES	Yes	No	No	USD	09/06/2023	2,737.31
			75409	74082	Check	1	102674		ECO LAB	Yes	No	No	USD	09/06/2023	461.80
			75411	74083	Check	1	103012		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	09/06/2023	266.89
			75424	74084	Check	1	105025		EVERWHITE CORPORATION	Yes	No	No	USD	09/06/2023	963.00
			75402	74085	Check	1	01194		GODDARD, CARLA	Yes	No	No	USD	09/06/2023	256.60
			75432	74086	Check	1	34975		GRINNING BEAR ROLL-OFF	Yes	No	No	USD	09/06/2023	492.00
			75410	74087	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	USD	09/06/2023	395.31
			75413	74088	Check	1	103392		HILLER'S COMMERCIAL FLOORS	Yes	No	No	USD	09/06/2023	5,250.00
			75433	74089	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	09/06/2023	6,764.36
			75428	74090	Check	1	105684		HIRSHFIELDS BAXTER	Yes	No	No	USD	09/06/2023	161.92
			75437	74091	Check	1	87150		IND SCHOOL DIST #2155	Yes	No	No	USD	09/06/2023	150.00
			75407	74092	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/06/2023	193.30
			75414	74093	Check	1	103642		IXL LEARNING	Yes	No	No	USD	09/06/2023	15,814.00
			75435	74094	Check	1	51950		KEMPS, LLC	Yes	No	No	USD	09/06/2023	1,424.92
			75426	74095	Check	1	105170		LOGE, AUTUMN	Yes	No	No	USD	09/06/2023	218.20
			75418	74096	Check	1	104156		MARCHWICK CHIROPRACTIC	Yes	No	No	USD	09/06/2023	90.00
			75434	74097	Check	1	49670		MASSP	Yes	No	No	USD	09/06/2023	870.00
			75406	74098	Check	1	101855		MENARDS	Yes	No	No	USD	09/06/2023	2,642.24
			75412	74099	Check	1	103025		MUSIC THEATRE INTERNATIONAL	Yes	No	No	USD	09/06/2023	1,160.00
			75436	74100	Check	1	58360		NASCO	Yes	No	No	USD	09/06/2023	394.48
			75423	74101	Check	1	104890		NEE MINNESOTA PROJECTS LLC	Yes	No	No	USD	09/06/2023	7,673.83
			75427	74102	Check	1	105574		NOR-SON CONSTRUCTION LLC	Yes	No	No	USD	09/06/2023	251,551.45
			75403	74103	Check	1	100344		ODENS, TENA	Yes	No	No	USD	09/06/2023	257.10
			75416	74104	Check	1	104140		RAINBOW LAWNS IRRIGATION SYST	Yes	No	No	USD	09/06/2023	166.48
			75419	74105	Check	1	104207		SAWYER, RHONDA	Yes	No	No	USD	09/06/2023	313.55
			75425	74106	Check	1	105069		SCHOLASTIC, INC.	Yes	No	No	USD	09/06/2023	190.48
			75420	74107	Check	1	104339		SHERWIN-WILLIAMS	Yes	No	No	USD	09/06/2023	127.02
			75422	74108	Check	1	104789		SOURCEWELL	Yes	No	No	USD	09/06/2023	500.00
			75404	74109	Check	1	100701		WASTE PARTNERS	Yes	No	No	USD	09/06/2023	1,152.01

Bank Total: CHEC

\$1,158,976.70

Report Total:

\$1,158,976.70

PINE RIVER-BACKUS SCHOOLS

Investment Report

September 11, 2023

Brokered CD's

<u>Name of Bank</u>	<u>Address</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Days</u>	<u>Amount</u>	<u>Percent</u>	<u>11-Sep-23 Interest To Date</u>
Franklin Bank	Franklin, TN	4/19/2021	4/19/2024	1096	\$ 99,000.00	1.50%	\$ 3,559.93
<i>Total Brokered CD's</i>					<u>\$ 99,000.00</u>		

Investments in Local Banks

<u>Name of Bank</u>	<u>Address</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Days</u>	<u>Amount</u>	<u>Percent</u>	<u>Accrued Interest</u>
Pine River State Bank (no broker)	Pine River, MN	1/12/2022	1/12/2025	36	\$ 250,057.17	0.65%	\$ 50,057.17
First National Bank of Walker (no broker)	Backus, MN	11/14/2022	11/14/2023	12	\$ 103,716.61	1.75%	\$ 4,716.61
<i>Total Pine River State Bank CD's</i>					<u>\$ 353,773.78</u>		

MN School District Liquid Asset Fund

<u>Name of Account / Bank</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Percent</u>	<u>Interest To Date</u>
MSDLAF Max & Liquid Class	NA	NA	4,441,937.19	Blended	NA
<i>Total MSDLAF</i>			<u>\$ 4,441,937.19</u>		

Business Treasury Savings Account (QZAB)

<u>Name of Bank</u>	<u>Address</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Percent</u>	<u>Interest To Date</u>
Minnesota Bank & Trust	Edina, MN	9/3/2010	9/3/2024	\$ 773,750.18	3.04%	\$ 196,297.10
				<u>\$ 773,750.18</u>		

Scholarship Funds

<u>Name of Fund</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Amount</u>	<u>Percent</u>
Good Citizen Scholarship Savings Acct			536.60	0.15%
Marshall Scholarship CD	7/17/2025	36	29,926.72	0.90%
Marshall Savings			9,228.99	0.15%
Alfred Weise Scholarship CD	9/3/2023	48	5,536.69	1.61%
Alfred Weise Scholarship Savings			1,011.54	0.15%
Fillings (Reighard) Scholarship CD	4/16/2023	48	7,301.88	1.60%
Fillings (Reighard) Scholarship Savings Acct			568.22	0.15%
Evelyn W. Berg Savings			8,120.13	0.15%
Sheila Joan Anderson Scholarship CD	4/4/2025	48	1,309.14	0.80%
Sheila Joan Anderson Savings Acct			463.66	0.15%
Dennis Heemstra Scholarship CD - FNB	2/17/2025	60	105,318.26	2.02%
Dennis Heemstra Scholarship CD - FNB	4/3/2024	48	119,705.48	1.50%
Dennis Heemstra Scholarship CD - FNB	9/22/2026	48	59,073.34	1.55%
Dennis Heemstra Scholarship Savings - PRSB			9,493.60	0.50%
PR-B Scholarship CD	4/10/2025	36	10,534.38	0.65%
PR-B Scholarship Savings Acct			45,843.88	0.15%
Evan Lindquist Memorial Scholarship CD	6/20/2024	48	39,626.15	1.00%
Evan Lindquist Memorial Scholarship Savings			2,480.25	0.15%
Earl & Violet Fenton CD	5/2/2024	48	4,913.78	1.41%
Earl & Violet Fenton Savings Acct			405.83	0.15%
<i>Total Pine River State Bank / First National Bank Walker</i>			<u>\$ 461,398.52</u>	

TOTAL INVESTMENTS

\$ 5,356,109.49

Notes & Changes from prior report:

Balances updated per bank statements - PRSB CDs, MSDLAF, QZAB and Scholarships

PINE RIVER BACKUS SCHOOLS Multi Year Fd, Obj Series

Sequence: Fd, O/S	202202			202302			202402		
Description	Budget rbud22	Year to Date	%	Budget rbud23	Year to Date	%	Budget pbud24	Year to Date	%
01 General Fund									
100 Salaries & Wages	6,732,315.00	110,516.60	2%	6,880,441.00	137,958.84	2%	7,125,963.00	161,097.97	2%
200 Employee Benefits	1,780,984.00	74,697.89	4%	1,851,652.00	84,417.65	5%	1,993,828.00	94,495.45	5%
300 Purchased Services	1,408,739.00	131,153.12	9%	1,369,010.00	172,583.09	13%	1,380,938.00	203,442.65	15%
400 Supplies & Materials	513,907.00	93,361.91	18%	480,914.00	91,719.41	19%	446,965.00	115,748.91	26%
800 Other Expenditures	24,094.00	7,956.00	33%	(4,406.00)	14,282.00	(324%)	(4,406.00)	14,304.25	(325%)
900 Other Financing Uses	110,000.00	0.00	0%	545,000.00	0.00	0%	110,000.00	0.00	0%
01 General Fund	10,570,039.00	417,685.52	4%	11,122,611.00	500,960.99	5%	11,053,288.00	589,089.23	5%
02 Food Service Fund									
100 Salaries & Wages	181,931.00	1,029.08	1%	191,126.00	1,054.57	1%	230,541.00	1,158.29	1%
200 Employee Benefits	44,886.00	1,502.02	3%	46,971.00	1,657.70	4%	55,933.00	1,938.34	3%
300 Purchased Services	11,520.00	87.94	1%	20,520.00	308.59	2%	20,520.00	4,862.46	24%
400 Supplies & Materials	257,500.00	5,446.23	2%	344,340.00	11,747.21	3%	344,340.00	9,969.78	3%
500 Capital Expenditures	5,000.00	0.00	0%	5,000.00	0.00	0%	5,000.00	16,593.72	332%
800 Other Expenditures	1,200.00	506.00	42%	1,200.00	2,277.00	190%	1,200.00	2,292.90	191%
02 Food Service Fund	502,037.00	8,571.27	2%	609,157.00	17,045.07	3%	657,534.00	36,815.49	6%
03 Transportation Fund									
100 Salaries & Wages	468,263.00	8,812.66	2%	453,000.00	10,355.97	2%	475,778.00	8,706.68	2%
200 Employee Benefits	87,806.00	3,776.51	4%	82,705.00	5,227.08	6%	87,499.00	5,424.62	6%
300 Purchased Services	29,902.00	570.00	2%	25,188.00	33,204.23	132%	28,188.00	32,253.01	114%
400 Supplies & Materials	161,000.00	2,978.32	2%	181,000.00	2,268.21	1%	196,000.00	3,766.21	2%
500 Capital Expenditures	163,958.00	19,115.00	12%	130,000.00	0.00	0%	130,000.00	0.00	0%
800 Other Expenditures	3,600.00	0.00	0%	3,600.00	0.00	0%	3,600.00	0.00	0%
03 Transportation Fund	914,529.00	35,252.49	4%	875,493.00	51,055.49	6%	921,065.00	50,150.52	5%
04 Community Service									
100 Salaries & Wages	259,361.00	3,159.40	1%	276,805.00	3,706.64	1%	283,918.00	3,214.04	1%
200 Employee Benefits	80,734.00	2,784.14	3%	87,634.00	4,520.31	5%	91,629.00	4,703.71	5%
300 Purchased Services	28,715.00	1,477.41	5%	32,215.00	900.93	3%	32,215.00	648.24	2%
400 Supplies & Materials	15,100.00	705.55	5%	13,100.00	8,431.80	64%	13,100.00	1,289.60	10%

PINE RIVER BACKUS SCHOOLS
Multi Year Fd, Obj Series

Sequence: Fd, O/S	Description	202202			202302			202402		
		Budget rbud22	Year to Date	%	Budget rbud23	Year to Date	%	Budget pbud24	Year to Date	%
04	Community Service									
	800 Other Expenditures	5,700.00	0.00	0%	5,700.00	0.00	0%	5,700.00	0.00	0%
04	Community Service	389,610.00	8,126.50	2%	415,454.00	17,559.68	4%	426,562.00	9,855.59	2%
05	Capital Expenditure									
	300 Purchased Services	180,040.00	3,029.25	2%	102,000.00	4,386.51	4%	479,698.00	80,033.21	17%
	400 Supplies & Materials	79,100.00	799.00	1%	79,100.00	21,309.90	27%	79,100.00	2,071.00	3%
	500 Capital Expenditures	289,422.00	47,798.30	17%	442,015.00	120,274.51	27%	1,533,314.00	392,547.05	26%
05	Capital Expenditure	548,562.00	51,626.55	9%	623,115.00	145,970.92	23%	2,092,112.00	474,651.26	23%
06	Construction									
	500 Capital Expenditures	227,740.00	116,494.60	51%	0.00	0.00	0%	0.00	0.00	0%
06	Construction	227,740.00	116,494.60	51%	0.00	0.00	0%	0.00	0.00	0%
07	Debt Redemption Fund									
	700 Debt Service	523,612.00	117,085.80	22%	532,711.00	99,622.34	19%	529,634.00	94,641.09	18%
07	Debt Redemption Fund	523,612.00	117,085.80	22%	532,711.00	99,622.34	19%	529,634.00	94,641.09	18%
08	Scholarship									
	800 Other Expenditures	43,150.00	0.00	0%	53,850.00	0.00	0%	73,500.00	3,000.00	4%
08	Scholarship	43,150.00	0.00	0%	53,850.00	0.00	0%	73,500.00	3,000.00	4%
20	Student Activity Fund									
	400 Supplies & Materials	198,309.25	5,340.42	3%	184,188.49	6,407.15	3%	151,898.71	3,308.57	2%
20	Student Activity Fund	198,309.25	5,340.42	3%	184,188.49	6,407.15	3%	151,898.71	3,308.57	2%
	Report Totals:	13,917,588.25	760,183.15	5%	14,416,579.49	838,621.64	6%	15,905,593.71	1,261,511.75	8%

PINE RIVER BACKUS SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
CHEC		75204		Wire	1	105351	MEDICA		No	No	No	08/01/2023	83,474.31
CHEC		75230		Wire	1	102611	BUSINESS CARD		No	No	No	08/04/2023	2,761.81
CHEC		75328		Wire	1	102302	PUBLIC EMPLOYEE RETIRE ASSOC		No	No	No	08/17/2023	21,002.35
CHEC		75329		Wire	1	102303	STATE OF MN TAX WITHHOLDING		No	No	No	08/17/2023	20,415.05
CHEC		75330		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	08/17/2023	126,548.87
CHEC		75331		Wire	1	104958	FURTHER		No	No	No	08/17/2023	6,015.93
CHEC		75332		Wire	1	104996	Minnesota State Retirement System		No	No	No	08/17/2023	550.00
CHEC		75333		Wire	1	105150	AVIBEN		No	No	No	08/17/2023	15,850.66
CHEC		75334		Wire	1	105548	FIDELITY SECURITY LIFE INSURANCE		No	No	No	08/17/2023	38.50
CHEC		75335		Wire	1	83400	MN TEACHERS RETIREMENT ASSOC		No	No	No	08/17/2023	71,201.93
CHEC		75337		Wire	1	105351	MEDICA		No	No	No	09/01/2023	78,471.04
CHEC		75371		Wire	1	104958	FURTHER		No	No	No	08/25/2023	1,320.25
CHEC		75379		Wire	1	105548	FIDELITY SECURITY LIFE INSURANCE		No	No	No	08/30/2023	165.95
Bank Total:												\$427,816.65	
Report Total:												\$427,816.65	

Resolution Accepting Monetary Awards and Donations

Be it resolved by the School Board of Independent School District No 2174 that we hereby acknowledge and accept the following monetary awards and donations received in August 2023:

<u>Name</u>	<u>Amount</u>	<u>Purpose</u>
Backus American Legion	\$500.00	Boys Basketball program
Backus American Legion	\$500.00	Wrestling program
Dan and Tracy Olson	\$60.00	Tiger Den food pantry
James and Lori Bartholomay	\$150.00	Kevin Vanderwerf Memorial Scholarship
Kenneth and Rhonda Anderson	\$350.00	Kevin Vanderwerf Memorial Scholarship

ISD #2174
Regular School Board Meeting
September 11, 2023

PERSONNEL UPDATES

Resignations/Terminations:

Name	Position	Effective	Notes
Julie Oakland-Soukup	Elementary ELA Teacher	8/22/2023	This action will accept Julie's resignation and authorize posting for a replacement.
Mark Gonnion	Physical Education/DAPE Teacher	12/29/2023	This action will accept Mark's resignation and authorize posting for a replacement. Mark has been a teacher at PRB for 31 years.
Tracy DeGrote	Route Bus Driver .5 fte	8/30/2023	Tracy has resigned from her a.m. bus route.

Hires:

Name	Position	Effective	Notes
Lorraine Kunde	Paraprofessional	8/28/2023	6.5 Hours/Day
Peggy Norman	Cook	8/28/2023	6.25 Hours/Day
Elizabeth Walton	Cook	8/28/2023	5.5 Hours/Day
Katrina Miller	Cook	8/28/2023	5.5 Hours/Day
Stephanie Todd	Administrative Assistant	8/29/2023	4 Hours/Day 185 Days
Chloe Hawks	Elementary ELA Teacher	8/28/2023	Chloe will be placed on BS+0 Step 2 of the salary schedule.

Extra-Curricular:

Name	Position	Season
Sidney Lodge	Assistant Cross Country Coach - .5 fte	2023
Aimee Wilson	Student Council Advisor	2023-24 School Year
Ben Kinser	Pep Band Advisor	2023-24 School Year
Ben Kinser	Band Extra Performances	2023-24 School Year
Teresa Hamp	Vocal Extra Performances	2023-24 School Year
Kate Davis	Elementary Music Performances	2023-24 School Year
Jennifer Anderson	Drama Advisor	2023 Musical
Kate Davis	Vocal Coach	2023 Musical
Ben Kinser	Pit Orchestra Director	2023 Musical



Pine River-Backus

PUBLIC SCHOOLS - PINE RIVER, MN

Pine River-Backus Schools
Discipline Complaint Form

Name of Person Completing Form _____ Date _____

Email Address _____ Cell Phone _____

Student Name _____ Grade _____

Relationship to the Student _____

Applicable Governing Discipline Documents

[Minnesota Pupil Fair Dismissal Act](#)

[Pine River-Backus District Policy 506 - Student Discipline](#)

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or Policy 506 or how the procedures in these documents are being discriminately applied.

What date and by whom did the alleged discipline action occur?

Identify the exact document (Pupil Fair Dismissal Act and/or Policy 506) and line item (including page number and sentence/paragraph) that you feel is not being implemented appropriately or are being discriminately applied.

List below any other information you would like the District to consider:

Signature _____

Date _____

Pine River-Backus High School Student Handbook 2023/24



Pine River-Backus High School Welcomes You!

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

If you have any questions, please feel free to ask.

Handbook also available on the Pine River-Backus school website

<http://prbschools.org>

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Mission Statement

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

Teach
Inspire
Grow
Excel
Reach
Succeed

Vision Statements

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

Beliefs Statements

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

Goals

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

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

COVID-19

- ~~See Pine River-Backus “PRB Schools COVID-19 Preparedness Plan” for procedures, safety guidelines, procedures, and more information related to the COVID-19 Pandemic.~~

DISCIPLINE POLICY RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

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

STUDENT DISCIPLINE POLICY

I. **PURPOSE**

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

II. **GENERAL STATEMENT OF POLICY**

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

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

III. **AREAS OF RESPONSIBILITY**

➤ **The School Board** –

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

- **Superintendent** –
Establishes guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guideline or directive established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- **Administrative Team (Principal and Dean of Students)** –
Is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The administrative team shall give direction and support to all school personnel performing their duties within the framework of this policy. The administrative team shall consult with parents of students conducting themselves in a manner contrary to the policy. The administrative team shall also involve other professional employees in the disposition of behavior referral and shall make use of those agencies appropriate for assisting students and parents.
- **Teachers** –
Will be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.
- **Other School District Personnel** –
Will be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.
- **Parents or Legal Guardians** –
Will be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- **Students** –
Will be held accountable for their behavior and for knowing and obeying the Code of Student Conduct and this policy. Students must cooperate in disciplinary investigations.
- **Community Members** –
Are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

1. For their behavior choices, knowing and obeying school rules, regulations, policies and procedures;
2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. To make necessary arrangements for making up work when absent from school;
5. To assist the school staff in maintaining a safe school for all students;
6. To assume that until a rule or policy is waived, altered or repealed, it is in full force

7. To be aware of and comply with federal, state and local laws;
8. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
9. To respect and maintain the school's property and the property of others;
10. To dress and groom in a manner which meets standards of safety, health, and common standards of decency and which is consistent with applicable school district policy;
11. To avoid inaccuracies in student newspapers and publications and refrain from indecent and obscene language;
12. To conduct themselves in an appropriate physical and verbal manner; and
13. To recognize and respect the rights of others.

VI. RULES OF CONDUCT

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

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

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

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

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

VII. DISCIPLINARY ACTION

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

DEFINITIONS (STUDENT DISCIPLINE)

Removal from Class:

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

Detention and Extended Detention:

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

In-School Suspension:

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

Out-of-School Suspension:

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

Exclusion:

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

Expulsion:

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

Revocation of Bus Privileges:

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

Habitual/Severe Clause:

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

VIII. DISCIPLINARY REFERRALS

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

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

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

Violations against Property

Violation	Definition	Minimum Consequence	Maximum Consequence
Arson	Intentionally setting fire or causing a fire or explosion to occur on school grounds, school vehicle or at school related activities.	Suspension of up to five (5) days, restitution, parent/guardian conference and immediate notification of police	Expulsion or exclusion for up to one (1) year
Robbery/ Extortion	The obtaining of property from another where his/her consent was induced by use of force or threat of force.	Suspension of up to five (5) days, restitution, parent/guardian conference and immediate referral to police	Expulsion or exclusion for up to one (1) year
Theft	The act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property, or finding of lost property and not making a reasonable effort to find the owner.	Confiscation of the stolen property, student conference and parent/guardian contact Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year
Unauthorized Use of School Property	The unauthorized use of school property.	Student conference and parent/guardian contact Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year

Willful Damage to Property	Any student who willfully cuts, defaces, or otherwise destroys in any way property, real or personal, belonging to the school district, or any individual, including other students or employees shall be disciplined.	Detention, ISS, restitution, or a suspension of up to five (5) days Other possible action: Referral to police	Expulsion or exclusion for up to one (1) year and restitution, which may be monetary or service based
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Violations against Person(s)

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

	be initiated into or affiliated with a student organization. Examples of hazing include, but are not limited to, initiating or harassing a fellow student by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals such as name calling, taping, marking, etc. See Hazing Policy #526.		
Intentional Physical Harm	Physical attack on another person.	Student will be suspended from the classroom or from the building for a period not to exceed five (5) days	Expulsion or exclusion for up to one (1) year

Dangerous and Harmful Substances

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

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

Threats and Disruptions

Violation	Definition	Minimum Consequence	Maximum Consequence
Dangerous Threats	Threats to normal school operations and school activities, including but not limited to, the reporting of dangerous and hazardous situations that do not exist, sounding false fire alarms or bomb threats.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year, notification of legal authorities

School Disruptions	Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. Threats and major disruptions are considered a severe behavior and will result in execution of the Habitual/Severe Policy.	Parent/Guardian conference	Expulsion or exclusion for up to one (1) year, notification of legal authorities
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Student Conduct

Violation	Definition	Minimum Consequence	Maximum Consequence
Cheating	Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion	Loss of credit and parent notification	Further action as determined by the administration
Failure to Attend Detention	Failure to attend detention will result in	Student conference and parent/guardian contact, extended detention	Further action as determined by the administration
Gang-Related Behaviors	Displaying currently recognizable gang-related hand signals, clothing, jewelry, written or oral expressions, including graffiti at school, on school grounds or at school sponsored activities.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Gambling	Including, but not limited to, playing of a game of chance for stakes.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
ID Falsification	Falsifying signatures or data on official records and/or refusal to give correct identification or giving false identification when requested to do so by a staff member. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or electronic means.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Interference/Obstruction	Any intentional action taken to attempt to prevent any school personnel from exercising their lawfully assigned duties.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year

Internet Behaviors	Sending or displaying offensive messages or pictures using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; trespassing in another's folders, work or files; intentionally wasting limited resources; employing the network for commercial purposes; any use of the network infringing on the rights of others.	Loss of Internet/Computer privileges, student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Trespassing	Physically present on a school campus, on a school vehicle or at a school activity after being requested to leave by the person lawfully responsible for the control of said premises.	Student conference and parent/guardian contact Other possible action:: Referral to Police or Juvenile authorities	Further action as determined by the administration
Violation	Definition	Minimum Consequence	Maximum Consequence
Truancy/ Leaving School Grounds	A student is absent from school for all or part of a school day without a valid excuse acceptable to the building principal or designee. Leaving school grounds during the school day without permission constitutes truancy.	Detention, and parent/guardian contact	Truancy filed, and/or further action as determined by the administration
Unauthorized Distribution	Distribution of literature or graphics on or near school property of libelous, slanderous, plagiarized or obscene material or material which violates the School District Harassment Policy.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Willful Disobedience	Refusal to follow school rules, regulations and/or directives.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year
Other Acts	Determined by the school district, which are disruptive of the educational process, are dangerous or detrimental to the student or other students, school district personnel or surrounding persons or which violate the rights of them or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of the students or employees.	Student conference and parent/guardian contact	Expulsion or exclusion for up to one (1) year

Traffic Regulations and Bus Safety

Violation	Definition	Minimum Consequence	Maximum Consequence
Careless/ Reckless Driving	Driving on school property in such a manner as to endanger persons or property.	Student conference and/or loss of parking privilege	Suspension and referral to police authorities

School Bus Safety/ Conduct	Violation of any provision of the discipline policy on a school bus shall be subject to discipline.	Parent/Guardian Contact	Expulsion or exclusion for up to one (1) year
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The complete Student Transportation Policies 707, 708, 709, 710 & 711 are available in the high school office or online.

WEAPONS

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

Statement of Policy

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

Definitions

General Definition of Weapons

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

Destructive Device – Gun Free School Act of 1994

1. Any explosive, incendiary, or poisonous gas:
 - a. Bomb or Grenade
 - b. Rocket having a propellant charge of more than four ounces
 - c. Missile having an explosive or incendiary charge of more than ¼ ounces
 - d. Mine
 - e. Device similar to any of the devices described in the preceding clauses

2. Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
3. Combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

Weapon – Gun Free School Act

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

Enforcement

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

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

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

ADDITIONAL CONSIDERATIONS

- a. Principals and licensed employees in a building shall review this disciplinary policy at least annually and assess whether its provisions have been enforced.
- b. Principals have broad discretion to impose any penalty more severe than, or in addition to, the minimums set forth above. In addition, administrators have broad authority to require other types of

intervention for conduct violating this policy, including referral to teach teams and other agencies or authorities for assistance and/or evaluation.

c. The listing of minimum consequences is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules; a maximum consequences shall be increased to expulsion/exclusion for one school year.

d. Handicapped students involved in violations of these rules of conduct will be assessed through the child study process.

- a. Students with IEPs, when suspended, must have a child study team meeting within five (5) days of the suspension.
- b. Team must meet prior to expulsion or exclusion; the child cannot be expelled or excluded if the misconduct is related to the handicapped condition.
- c. Statutes: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 125A (Students with Disabilities) and IDEA 1997 Minn. Stat. 121A.40 to 121A.56 (Pupil Fair Dismissal Act) Minn. Stat. 121A.60 to 121A.61 (Removal from Class) Minn. Stat. 124D.03 (Enrollment Options Program) Minn. Stat. 124D.07 and 124D.08 (Enrollment in Nonresident District) Minn. Stat. Ch. 260A (Truancy) Goals 2000: Educate America Act 20 U.S.C. 5801 ET seq. 29 U.S.C. 794 et seq. (Section 504 of Rehabilitation Act of 1973)

ATTENDANCE

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

Responsibilities of Students and Parents

Student Responsibility:

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

Parent/Guardian Responsibility:

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

General Procedures Regarding Absenteeism

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

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

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

Excused Absences

A. The following reasons shall be sufficient to constitute excused absences:

1. Illness
2. Serious illness in the student's immediate family
3. Significant family events such as a death in the student's immediate family or of a close friend or relative, or a wedding
4. Medical or dental treatment. An appointment card or note from the doctor's office may be requested for students who have been identified and referred to county truancy for excessive or continuing truancy
5. Court appearances occasioned by family or personal action
6. Religious instruction as agreed upon by the parent and school district
7. Religious/spiritual days kept sacred by the pupil when religious/spiritual services are observed only during school hours
8. Physical emergency conditions such as fire, flood, storm, etc.
9. Removal of a student due to a suspension. Suspensions are to be handled as excused absences and the student will be permitted to complete make-up work;
10. Dismissal under the Pupil Fair Dismissal Act for disciplinary purposes;
11. School sponsored activities;
12. Important events requiring student participation in such activities as state or national contests, tournaments, concerts or performances;
13. Students in the 11th and 12th grade will be allowed up to three college visits each year. Visits must be approved through the guidance counselor prior to the visit.

B. Guidelines for Work Completion:

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Students absent due to school-sponsored activities will consult with their teachers prior to the activity requiring them to miss school. Students should return to class with the work completed or at the discretion of the teacher.
3. Students excused from school for an extended period of time may request homework in advance. Teachers may or may not be prepared to distribute all assignments missed. Any work given prior to the absences is due upon return to school or at the teacher's discretion.

Unexcused Absences

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

Tardiness

A. Definition: Tardiness is the failure of a student to be in an assigned area without a valid excuse when the final bell sounds for each class. Individual classroom teachers will define "assigned area". Students will be considered tardy if they are not in the assigned classroom when the final bell rings. A late entrance is considered tardy if it occurs during the first fifteen (15) minutes of class. After that (15) minute time period, tardiness will automatically turn into an absence.

B. Procedure for Reporting Tardiness

1. Students tardy at the start of school must report to the school office for an admission slip before being allowed entrance into their first hour class (to avoid unnecessary calls home).
2. Teachers will report students being tardy during the school day utilizing Infinite Campus.

C. Consequences for Excessive Tardiness

1. Students with excessive tardiness will be subject to school discipline.
2. All discipline measures are subject to administrative discretion.

Advanced Absences

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

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

Requests for Assignments when Absent

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

Leaving School During the Day

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

considered truancy. For the purposes of this policy, the school day begins when a student boards the bus or arrives at school.

Senior Open Lunch

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

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

- Students who are not in school by 8:30 AM will not be allowed to participate that day in their school-sponsored activity: practice or competition. Students should still attend their school-sponsored activity despite not being able to participate.
- Students must attend a full day of school following participation in an event.
- Students who are ill during the day and leave school early should not plan to participate that night. We will not attempt to enhance a performance, win a game or match at the expense of a student's health.

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

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

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

- Pine River-Backus School uses a collaborative response to student attendance issues that may arise. The school district collaborates with families to the best of our ability to support their needs of students. In the event a student attendance issue arises, the school will consult with Cass County Health Human and Veteran Services, our Cass County Attorney, and Cass County Probation per state statute.
 - The information below serves to establish a common understanding and clear stakeholder interventions that will engage, inform, and plan with parents and students to address statutorily required educational needs.
 - Pine River-Backus schools has established a School Attendance Review Board pursuant to Minnesota Statute § 260A.05. Our Attendance Review Board includes a variety of stakeholders that have developed a plan to promote interagency and community cooperation and to reduce the duplication of services for students with school attendance. Cass County has committed a Probation Officer and Social Worker to attend our established School Attendance Review Boards.
- Pine River-Backus Schools will use the protocol and procedures below to monitor and handle student attendance.
 1. Child starts displaying a pattern of absences or has up to 3 days unexcused absences (Includes Early Identification), the following school interventions take place.
 - a. Teacher takes attendance and verifies per the school's policy.
 - b. Student/Parent contacts- Contacts with Parents at elementary level and students AND parents at middle school and high school level
 - c. Elementary students can be engaged with to build rapport, however identification of barriers and solutions to those barriers should occur with the parent.

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

State and County Truancy Intervention Policy

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

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

*(5-11 years) – 7 FULL days unexcused

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

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

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

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

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

ATTIRE AND APPEARANCE

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

PURPOSE

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

GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to dress appropriately for school activities.
- B. **APPROPRIATE** clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather;
 - 2. Clothing and/or accessories that do not create a health or safety hazard;
 - 3. Clothing appropriate for the activity (i.e. physical education or the classroom).
 - 4. Clothing that provides appropriate coverage.
- C. **INAPPROPRIATE** clothing/accessories includes, but is not limited to, the following:
 - 1. Clothing must be appropriate for a school setting and not distract, harass, or intimidate other students and staff. The following are not allowed:
 - a. Shorts and skirts that are not an appropriate length.
 - b. Short shirts or tank tops that expose too much midriff.
 - c. Clothing which is suggestive or inadequate in its covering (tube tops, shoulderless tops)
 - d. Waistbands below the hips exposing underwear or skin.
 - e. Clothing/Apparel that bears a message that is lewd, vulgar or promoting illegal activity.
 - f. Objectionable emblems, signs, words or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which implies gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - g. Footwear that would damage school property or is a safety issue.

- h. Hats/headdresses are allowed to be worn in the building during designated times. Students are allowed to wear appropriate hats/headdresses in the building until the first warning bell and after the last bell of the day. All hats/headdresses are not allowed to be worn in any other time during the school day and will remain in their lockers. Other exceptions will be held under the discretion of the administrative team. (i.e. religious affiliation, student undergoing chemotherapy, medical situations). Students will not be allowed to wear a hood up at any time.
- i. Clothing depicting guns and/or firearms unless deemed appropriate by school admin.

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

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

PROCEDURES

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

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

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

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

CELL PHONES AND ELECTRONIC DEVICES

Students are encouraged to leave cell phones and other personal electronic devices at home. These devices are disruptive and are prone to theft.

Students are allowed to use cell phones between classes and at lunch. Students may be allowed to use electronic devices in class, but only at their teacher’s discretion. To respect student privacy students should not use their cell phones in bathrooms or locker rooms.

Students are **not** allowed to listen to headphones in the hallways during passing time.

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:

- **1st Reported Offense:**
The cell phone will be turned into the office. If the student does not turn it in, the parents will be called to come and pick it up. If the student voluntarily gave the phone up the student may pick up the phone after the school day is over.
- **Additional Offenses:**
Student's phone will be taken and the student will receive additional consequences.

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

BULLYING

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

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

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

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

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

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

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

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

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

PASSES (IN SCHOOL)

In-school passes are required whenever you leave the room in which you are scheduled. The teacher in charge of your room will issue these passes. Passes will be signed by the teacher issuing the pass and include the date and time, along with the location the student is going. Sign out sheets will be available in each classroom to document the date and time. It is expected that students will be prepared for class. The scheduled classroom teacher has the final authority as to whether a pass will be honored.

TELEPHONE USE (MAIN OFFICE)

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

BACKPACKS AND HEAVY COATS

~~Backpacks and heavy coats are to remain in your locker for the duration of the school day.~~ Large backpacks and heavy coats are to remain in the lockers during the school day. These large items can cause a safety hazard within the classroom. Small drawstring bags and binders are allowed, however, they are subject to being searched when there is a reasonable suspicion of the contents within. Exceptions to this rule (i.e. 504 plans or IEP's) will be under the discretion of administration. Adequate time exists between periods to get materials from the locker. If an individual is cold they should wear a sweater or sweatshirt.

CHANGE OF ADDRESS/TELEPHONE NUMBER

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

PLEDGE OF ALLEGIANCE

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

IMMUNIZATIONS

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

VISITORS

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

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

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

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

FOOD/BEVERAGES IN THE CLASSROOM

Students are not allowed to eat or drink in the computer labs, media center or in classrooms with the exceptions of scheduled academic interventions or student centered activities that are pre-approved by administration. Water will also be allowed to be consumed in classrooms. Classroom teachers will be held responsible for any problems in their classroom area. Students should not visit the vending machines besides during their designated lunch period.

LUNCH

Most students have 30-35 minutes to eat lunch each day. You may bring your lunch from home or in the situation we have to charge, deposit lunch money into your account in food services and eat school lunch. Students will be restricted to certain areas of the building during lunch periods.

PIN # POLICY

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

Special meal arrangements may include:

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

Disciplinary measures policy for misuse of pin #:

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

MESSAGES FROM PARENTS:

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

BUILDING SERVICE PERSONNEL:

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

NURSE PASSES:

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

STUDENT MEDICATION

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

Non-emergency prescription medication to students at school:

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

REQUIREMENTS:

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

The school shall provide the following:

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

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

NON-PRESCRIPTION AND/OR SHORT TERM MEDICATION DISPERSAL

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

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

The school shall provide the following records including:

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

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

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

School-Sponsored Dances

Pine River-Backus dances are for Pine River-Backus students only unless special permission is received and proper dance guest registration process is followed. Prior to a dance, students must see a secretary in the HS office to obtain a registration form. The completed form must be submitted back to the office at least two (2) days prior to the event in order to allow administration to conduct a background check. The doors are closed one hour after the dance begins. Any student who leaves the dance is not allowed to return.

Parents must pick their student up from the dance/activity if medical attention or disciplinary action is required for the student. Guests of PRB students at dances and Prom must be under the age of 21. Prom guests should be pre-approved by administration at least one week prior to the Prom date.

LOCKERS

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

PUBLIC DISPLAYS OF AFFECTION

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

VALUABLES

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

RESTRICTED AREAS

The building is open to students from 7:30 a.m. until 3:45 p.m. during school days. Students may not enter the building at other times unless accompanied and supervised by a staff member. Once a student arrives at school he/she must remain in the building, and not in parking lots or other school property. The Pine River-Backus

Elementary School is off limits to High School students during the regular school day unless a student has a pass to enter that building. Pine River-Backus High School does not have a universal open lunch policy. Students are not permitted to leave campus for lunch unless given permission. Food items are not to be delivered or brought into the building. The weight room/gyms may not be used unless under the direct supervision of a teacher/coach.

TECHNOLOGY USE

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

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

The following are not permitted:

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

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

DISASTER DRILLS

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

AUTOMOBILES AND OTHER MOTORIZED VEHICLES

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

No student may occupy his/her or any other car during the school day. This includes lunch hour. Violators of this regulation will be subject to disciplinary action. The above rules also apply to motorcycles, snowmobiles and ATV's. Student parking is limited to the front lot located in the front entrance of the high school building only. Cars improperly parked may be towed at the owner's expense.

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

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

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

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

FIELD TRIPS

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

COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

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

DUE PROCESS

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

SECTION 504

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

EXTRA/CO-CURRICULAR ELIGIBILITY REQUIREMENTS

Students are encouraged to participate in the many activities that are offered at Pine River-Backus High School. Students need to prioritize academics above participation in activities. Students receiving special education services are expected to follow the same academic standards unless specifically addressed in their IEP. The Pine River-Backus HS academic eligibility policies and procedures apply to all students participating in athletic and fine arts activities, as well as Knowledge Bowl, Student Council, Speech, Interact, Robotics, BPA, Homecoming

and SnoDaze court. Band and choir contests, both individual and group, are governed by this academic policy when they are sanctioned and affiliated with the MSHSL.

Eligibility Checks:

At the beginning of each week an eligibility report will be run identifying all students who are currently failing or in danger of failing. Students who are failing are placed on the list as Ineligible. Students who are in danger of failing are on the list as Warning. A student will be ineligible for extracurricular activities if he/she fails one or more classes or receives an incomplete. The specific evaluation dates will be posted on the school website. Any students who receive a failing grade at the end of the school year will be ineligible if they are still participating in a spring sport; if they are not out for a spring sport, they will be ineligible for the first scheduled event of the fall activity in which they participate.

At the end of grading periods these grades will be used, quarter one grade, semester one grade, quarter 3 grade and semester 2 grades.

Non-traditional students (PSEO, Odyssey, Etc.) will be held to the same standards. These students' grades will be evaluated when they are made available to the school from the supervising party.

Once a student is on the list and declared Ineligible, the student remains ineligible for the duration of the ineligibility period and until their academic standing is deemed as adequate.

In order to make adjustments for competitions, coaches/advisors will be notified of ineligible students via an emailed list containing both Warning and Ineligible students.

Office staff will send reminders at the appropriate time and date to remind teachers about the list. The List will be shared with the Athletic Director, PR-B Dean of Students, and PR-B High School Principal. Teachers and coaches requesting to see the list will be limited and at the discretion of prior said positions.

Deadlines will be established for turning in assignments to allow teachers adequate time to correct the assignments and update Skyward prior to the eligibility check.

Rules of Ineligibility

1. Incomplete: May be eligible as soon as the incomplete is made up.
2. One Failing Grade: Ineligible for 5 school days of play. Student may practice during this time. Grades must be passing at the end of five days to be eligible to participate in games, matches and/ or competitions.
3. Two or More Failing Grades: Ineligible for 10 school days of play. Student may begin to practice when only one failing grade remains. All grades must be passing to be eligible to participate in games, matches and/or competitions.
4. Fine Arts Eligibility: Students in band and/or chorus (grades 7-12) will be eligible to perform in concerts even though they have received an "F" or an "I" in any class. They will not be eligible for MSHSL sponsored Fine Arts' performance contests.

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

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

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Bylaw 205 Chemical Eligibility:

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

Penalties for Category 1 Activities:

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

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

Bylaw 206 Good Standing and General Eligibility Requirements

1. **Good Standing:** In order to be eligible for regular season and League tournament competition a student must be in good standing.
 - a. Definition: The term "good standing" shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.
2. **Student Code of Responsibilities:** Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities: I WILL...
 - a. respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - b. be fully responsible for my own actions and the consequences of my actions.
 - c. respect the rights and property of others.
 - d. respect and obey the rules of my school and the laws of my community, state and country.
 - e. show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
3. **Penalty:** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example,

when a student is suspended from school, the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Bylaw 409 Responsibility for Participating Teams, Students and Spectators

MSHSL minimal behavior expectations for regular and postseason tournament competitions

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

SOCIAL MEDIA RESPONSIBILITIES AND GUIDELINES

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

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

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

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

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

COUNSELING/GUIDANCE SERVICES:

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

CONFERENCES (PARENT/TEACHER):

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

MAKE-UP WORK:

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

INCOMPLETE GRADES:

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

GRADUATION REQUIREMENTS:

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

Students may become an office/teacher aide under special circumstances. Students will not receive a grade for this assignment and their class rank may be negatively impacted due to their attempting less credits overall.

Seventh and Eighth Grade:

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

Ninth through Twelfth Grade:

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

REQUIRED COURSES

Grade 9

English 9-2 credits
Civics 9-2 credits
Algebra/Geometry or Pre-Algebra-2 credits
Physical Science-2 credits
Physical Education 9-½ credit
Health 9-½ credit
Fine Arts -½ credit

Grade 11

English 11-2 credits
World History/Geography-2 credits
Math-2 credits
Science-2 credits

Grade 12

English 12-2 credits
Economics – 1 credit

Grade 10

English 10-2 credits
American History-2 credits
Biology-2 credits
Algebra/Geometry or Algebra II-2 credits

Grades 10-12

Math Electives-2 credits
Science Electives-2 credits
SRW/Careers-1 credit

Summary of Credits Required for Graduation:

English – 8 credits
Math – 6 credits
Survival in the Real World/Careers – 1 credit

Social Studies – 7 credits
Physical Education - .5 credit

Science – 6 credits
Health - .5 credit
Fine Arts - .5 credit

Total Required Credits – 44 credits

Total Credit for Graduation – 44 credits

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

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

Teacher term overrides may be considered under unusual circumstances.

GRADUATION ATTIRE:

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

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

SCHEDULE CHANGES:

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

STUDENT RECORDS:

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

HONOR ROLL/HONOR GRADUATES:

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

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

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

HONOR GRADUATES:

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

NATIONAL HONOR SOCIETY:

Selection to the National Honor Society is an honor. It is recognition that a student has achieved an excellent academic record and also made important contributions to his/her school and community. Good scholarship is combined with service, character and leadership. To be eligible for membership one must be at least a junior at PRB and have a minimum of a 3.3 GPA. A student must also have demonstrated those elements of service, character and leadership in ways for making a good world. A faculty council will review the candidate’s application and determine who will be accepted for membership.

Bell Schedule for PR-B High School

Normal Day		
	2023-24	
	8:20	
	8:25-9:25	
	9:30-10:30	
	10:35-11:35	
L. 12:45-1:10	11:40-12:40	
L. 11:40-12:05	12:10-1:10	
	1:15-2:15	
	2:20-3:15	
Late Start		
	10:20	
	10:25-11:00	
	11:05-11:40	
L. 12:30-12:55	11:45-12:25	
L. 11:45-12:10	12:15-12:55	
	1:00-1:40	
	1:45-2:25	
	2:30-3:15	
Early Out		
	8:20	
	8:25-9:05	
	9:10-9:45	
	9:50-10:25	
	10:30-11:10	
	11:15-11:55	
L. 12:45-1:15	12:00-12:40	
L. 12:00-12:25	12:30-1:10	

PR-B High School
2023-2024 In-Person Bell Schedule
Advisory Days (~~Mondays~~ Tuesdays and Thursdays ONLY)

7th-8th Grades

9th-12th Grades

1st: 8:25-9:20

1st 8:25-9:20

Advisory: 9:25-9:45

Advisory: 9:25-9:45

2nd: 9:50-10:45

2nd 9:50-10:45

3rd: 10:50-11:45

3rd 10:50-11:45

Lunch: 11:50 - 12:15 (JH Lunch)

4th 11:50-12:45

4th: 12:20-1:15

Lunch: 12:50-1:15 (SH Lunch)

5th: 1:20-2:15

5th: 1:20-2:15

6th: 2:20-3:15

6th 2:20-3:15