

Regular Monthly Board Meeting

Monday, July 1, 2024 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, Chris Cunningham, Roger D. Hoplin, Nicki Linsten-Lodge, Carrie Maurer-Ackerman, 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

3. Approve Agenda

4. Approve Minutes of the June 3, 2024 regular board meeting and the June 17, 2024 special meeting.

Speaker(s): Board Chair

5. Informational Items

5.1. Principal Reports

5.2. Director Reports

5.3. Superintendent Report

5.4. Federal Funds

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

6.7. Set Activity Participation Fees for 2024-25:

Junior High (grade 7-9): \$70

Senior High (grade 10-12): \$80

Hockey: Set by Pequot Lakes

Annual Max per Family: \$300

6.8. Set Athletic Admission Fees for 2024-25:

Adult \$7

Senior (age 65 and over) \$4

Student \$4

PRB K-12 Students with Student ID - Free

PRB Staff with Employee Badge - Free

Family Season Pass \$100
Single Season Pass \$60
Senior Season Pass (age 65 and over) \$40
Student Season Pass \$40

6.9. Set Cell Phone Reimbursement Rate for 2024-25
at \$60 per month.

6.10. Approve the Pine River-Backus Elementary
Local Literacy Plan

7. **Discussion Items**

7.1. Student Handbooks

7.2. MSBA Updates Regarding Cell Phone Policy

8. **Action Items**

8.1. Third Reading and Approval of Policies

- 709 - Student Transportation Safety Policy
- 504 - Student Dress and Appearance
- 540 - Use of Cell Phones, Digital Imaging
Devices and Other Personal Electronic
Devices

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, June 3, 2024 with Chair Cunningham presiding.

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

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

Motion by Hoplin, second by Linsten-Lodge, to approve the agenda. All voted aye and the motion carried.

Motion by Trumble, second by Maurer-Ackerman, to approve the minutes of the May 6, 2024 regular board meeting. All voted aye and the motion carried.

Administrative team, director and enrollment reports were heard.

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

- Approve bills presented (checks 75568-75802 totaling \$254,984.12); 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 .4 fte of the teaching contract with Kay Sawyer, ALP Teacher. Kay will retain a .6 fte contract.
 - Approve a .4 fte leave of absence of the teaching contract with Kathy Loge, ALP Teacher, for the 2024-25 school year.
 - Approve the hiring of James Leuer as Director of Buildings and Grounds effective June 4, 2024.
 - Approve the hiring of Emalee Hedberg as Community Education Coordinator for up to 20 hours per week effective July 15, 2024.
- Adopt a Resolution for Membership in the Minnesota State High School League for the 2024-25 school year.

All voted aye and the motion carried.

Discussion Items:

- 2024-25 preliminary budget. Jolene Bengtson, Business Manager, presented an overview of the 2024-25 preliminary budget.
- First reading of policies:
 - 709 – Student Transportation Safety Policy
 - 504 – Student Dress and Appearance
 - 540 – Use of Cell Phones, Digital Imaging Devices and Other Personal Electronic Devices

Motion by Sheley, second by Mauer-Ackerman, to approve a Resolution Authorizing Fiscal Year 2025 Long Term Facilities Maintenance Plan. (Resolution filed in legal minute book.) All voted aye and the motion carried.

Motion by Trumble, second by Hoplin, to approve the 2024-25 preliminary budget. All voted aye and the motion carried.

Motion by Linsten-Lodge, second by Hoplin, to adopt a Resolution Relating to the Election of School Board Members and Calling the School District General Election. (Resolution filed in legal minute book.) All voted aye and the motion carried.

Motion by Sheley, second by Hoplin, to adopt a Resolution Calling a Special Election to Fill School Board Vacancy. (Resolution filed in legal minute book.) All voted aye and the motion carried.

Motion by Linsten-Lodge, second by Trumble, to adopt a resolution Establishing Dates for Filing Affidavits of Candidacy. (Resolution filed in legal minute book.) All voted aye and the motion carried.

Motion by Hoplin, second by Maurer-Ackerman, to adopt a Resolution Placing Troy Gregory, Community Education Director/Communications Coordinator, on Unrequested Leave of Absence. (Resolution filed in legal minute book.) All voted aye and the motion carried.

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

Cunningham adjourned the meeting at 6:19 p.m.

Leslie Bouchonville, Clerk
Recorded by Cindy Felthous

A meeting of the Board of Education was held in the High School Media Center at 5:30 p.m. on Monday, June 17, 2024 with Chair Cunningham presiding.

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

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

Motion by Hoplin second by Trumble, to approve the agenda with discussion item 'Appointment of temporary clerk' added. All voted aye and the motion passed.

Discussion Items:

- Essentia Health Athletic Trainer. Essentia Health is proposing to enter into an agreement with the school district to provide an athletic trainer at sporting events and practices. There would be no charge to the district for this service.
- Second reading of policies:
 - 709 – Student Transportation Safety Policy
 - 504 – Student Dress and Appearance
 - 540 – Use of Cell Phones, Digital Imaging Devices and Other Personal Electronic Devices
- Appointment of temporary clerk. Board clerk, Leslie Bouchonville, will be on leave for a few months. Board discussion on appointing a temporary clerk to cover duties during Bouchonville's absence.

Motion by Hoplin, second by Maurer-Ackerman, to approve a Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District 2174. (Resolution filed in legal minute book.) All voted aye and the motion carried.

Motion by Linsten-Lodge, second by Sheley, to approve a revision to the preliminary 2024-25 budget to update the student activity accounts to current balances as of June 13, 2024. All voted aye and the motion carried.

Motion by Trumble, second by Hoplin, to award the contract for milk and related products to Ten Finns Creamery for the period of July 1, 2024 to June 30, 2025. All voted aye and the motion carried.

Motion by Linsten-Lodge, second by Hoplin, to award the contract for bread and related products to Pan-o-Gold for the period of July 1, 2024 to June 30, 2025. All voted aye and the motion carried.

Motion by Trumble, second by Sheley, to award the contract for trash collection to Waste Partners for the period of July 1, 2024 to June 30, 2025. All voted aye and the motion carried.

Motion by Hoplin, second by Maurer-Ackerman, to award the contract for diesel fuel to Northern Star Cooperative for the period of July 1, 2024 to June 30, 2025. All voted aye and the motion carried.

Motion by Sheley, second by Hoplin, to approve an international trip for band and choir students in March 2025. All voted aye and the motion carried.

Motion by Hoplin, second by Trumble, to appoint Carrie Maurer-Ackerman as temporary clerk during the absence of Leslie Bouchonville. All voted aye and the motion carried.

Cunningham adjourned the meeting at 6:00 p.m.

Carrie Maurer-Ackerman, Clerk
Recorded by Cindy Felthous

**PINE RIVER-BACKUS
SCHOOLS
ISD 2174**



School Board Report for July 1st, 2024
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 Two HRS Certification (Complete / Celebration)**

2024-2025 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

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

PINE RIVER-BACKUS SCHOOLS ISD 2174



- The Administration Team took part in the Annual Leadership Retreat held at Breezy Point Resort. It was a very worthwhile experience and much was accomplished. The Effective Schools Blueprint was our guiding document and Supt. Clark and Sourcewell Representatives led us through the process very efficiently. We analyzed data and made action steps for the upcoming year. Continued “Communication” at all levels and building and district goals were some of the main areas of discussion and planning. “Thank You” for your continued support for this valuable time to collaborate and make our district better.
- The PRB High School Handbook has been shared with you all and I will be asking for your approval in August.
- High School lockers, rooms, and gyms are being cleaned. The hard work of Karl and his staff is much appreciated. Their attention to detail and hard work is unmatched, judging from my past experience in other districts.

PR-B High School Student Activities

- This is a very quiet time of the year for school sponsored activities. Although I do see the Drivers Ed. students in the building and our PRB workout/exercise room being utilized often in the mornings.

Items for August

1. Finalize class rosters and place with teachers.
2. Take care of new enrollees and any withdraws
3. Data review and planning
4. Professional Development plans, requests, and more.
5. Review and approve additional purchase orders, time cards, and more.
6. Organize committees, members, meeting dates/times, etc. for next year.
7. Review and plan Teacher Development and Evaluation obligations for next year.
8. Highly Reliable Schools (HRS) Work

Upcoming dates/events

- August 7th - 2023-24 Sports Meeting
- August 8th - 18th - Summer School
- August 7th and 8th - Leadership Summit
- August 21st - New Teacher Orientation

**Respectfully,
Chris A. Halverson
Proud PRB High School Principal**

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

PINE RIVER-BACKUS SCHOOLS ISD 2174



Leadership Retreat Team - Breezy Point 2024

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

**PINE RIVER-BACKUS
SCHOOLS
ISD 2174**



Sourcewell - Professional Development - Combined Leadership Teams



Teach Inspire Grow Excel Reach Succeed! TIGERS!

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Rick Aulie, Elementary Principal
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PINE RIVER-BACKUS SCHOOLS ISD 2174



CONGRATULATIONS to Junior Kassidy Bristow & 8th grader Lyric Aulie on advancing to the State Class A Tournament June 11 & 12 in Becker. Both will return for the second time. Outstanding accomplishment girls!!

CONGRATULATIONS to Sophomore Isaiah Aulie on advancing to the State Class A Tournament June 11 & 12 in Becker. Isaiah will make his 2nd appearance at the state tournament. Outstanding accomplishment!

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

PINE RIVER-BACKUS SCHOOLS ISD 2174



Congratulations to Alaura Dahl for qualifying for the Class A State Track & Field meet in long jump by jumping 16'10.5 on her second jump! Alaura will compete next Thursday at 3:30 PM at St. Michael-Albertville High School. [#GoTigers](#) [#PRBTigers](#)

Teach Inspire Grow Excel Reach Succeed! TIGERS!



Pine River-Backus
PUBLIC SCHOOLS - PINE RIVER, MN

June 28, 2024

Business Manager Report
July 2024 School Board Meeting

End of Year reporting has begun. All finance entries need to be posted prior to audit week which is scheduled for July 29-August 2. All submissions to MDE need to be error free to ensure accurate funding for 2023-24 and 2024-25.

The summer levy information system will open for submissions soon. All data will be entered to populate the 2024 Pay 2025 Levy amounts.

The Federal Grants system – MEGS – is where we budget and request reimbursement on our Title I, Title II and ESSER (COVID) funds. Currently we have budgets approved for 2023-24 but will need to revise to actual amounts spent. An amendment window should open in July.

Should you have any questions, please feel free to contact me at (218) 587-8082.

Thank you.

Sincerely,

Jolene Bengtson
Business Manager
Pine River-Backus Schools ISD 2174

FEDERAL FUNDS UPDATE - Allocation, Budget, Spending 6/24/2024

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	\$676,891.00	\$676,891.00	\$0.00	\$676,891.00	\$0.00	Approved 12/4/2023	Approved 12/4/2023	Health Services Addition - \$200,000 in FY2023, balance to finish in FY2024
2024	161	Formula 161 - SFY2024 Budget Only	\$253,881.00	\$253,881.00	\$0.00	\$196,503.55	\$0.00	Approved 12/4/2023	Approved 12/4/2023	1.0 fte Curriculum Coordinator District, extended time for teachers to work with Curriculum Coordinator Amendment: Balance of funds to cover existing ALP position(s)
FEDERAL COVID FUNDS TOTAL			\$930,772.00	\$930,772.00	\$0.00	\$873,394.55	\$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	\$342,301.19	\$326,789.89	\$15,511.30	\$326,789.89	\$15,511.30	Application Submitted 8/28/2023	Approved 10/4/2023	3.0 fte Title I Teachers - Elementary
2024	414	Formula - 414 - SFY 2024, Title II, Part A: Teacher and Principal Training and Recruitment	\$40,189.00	\$15,857.79	\$24,331.21	\$15,857.79	\$24,331.21	Application Submitted 8/28/2023	Approved 10/4/2023	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			\$382,490.19	\$342,647.68	\$39,842.51	\$342,647.68	\$39,842.51			

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	77260	75803	Check	1	102677		ROWELL, HOLLY	Yes	No	No	USD	06/06/2024	526.91
			77263	75804	Check	1	00818		ACT, INC.	Yes	No	No	USD	06/06/2024	1,834.00
			77278	75805	Check	1	104145		BENCHMARK EDUCATION COMPANY	Yes	No	No	USD	06/06/2024	5,981.50
			77281	75806	Check	1	104348		BIX PRODUCE CO.	Yes	No	No	USD	06/06/2024	1,391.92
			77266	75807	Check	1	10045		BRIDGE OF HARMONY	Yes	No	No	USD	06/06/2024	60.00
			77274	75808	Check	1	103797		BSN SPORTS LLC	Yes	No	No	USD	06/06/2024	231.08
			77261	75809	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIV	Yes	No	No	USD	06/06/2024	60.00
			77270	75810	Check	1	101604		CENTRAL MCGOWAN, INC - 139156	Yes	No	No	USD	06/06/2024	76.43
			77300	75811	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	06/06/2024	1,434.64
			77301	75812	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	USD	06/06/2024	1,553.21
			77264	75813	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	06/06/2024	1,113.00
			77268	75814	Check	1	100936		COMMISSIONER OF TRANSPORTATION	Yes	No	No	USD	06/06/2024	60.00
			77296	75815	Check	1	105793		CONNECTING TO LEARN	Yes	No	No	USD	06/06/2024	265.00
			77302	75816	Check	1	18200		CULLIGAN	Yes	No	No	USD	06/06/2024	212.01
			77286	75817	Check	1	104697		DeLaHUNT, SHERRI	Yes	No	No	USD	06/06/2024	159.46
			77272	75818	Check	1	103012		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/06/2024	276.77
			77290	75819	Check	1	105125		EXPLORE LEARNING	Yes	No	No	USD	06/06/2024	2,965.50
			77284	75820	Check	1	104489		FUN EXPRESS LLC	Yes	No	No	USD	06/06/2024	45.10
			77303	75821	Check	1	31800		GARDINER HARDWARE	Yes	No	No	USD	06/06/2024	901.64
			77298	75822	Check	1	105795		GOOD, CAMRYN	Yes	No	No	USD	06/06/2024	5.00
			77304	75823	Check	1	34975		GRINNING BEAR ROLL-OFF	Yes	No	No	USD	06/06/2024	1,028.00
			77299	75824	Check	1	105796		HEISSERER, KASSIE	Yes	No	No	USD	06/06/2024	250.00
			77294	75825	Check	1	105696		IND SCHOOL DIST #911	Yes	No	No	USD	06/06/2024	1,491.00
			77306	75826	Check	1	51950		KEMPS, LLC	Yes	No	No	USD	06/06/2024	3,744.00
			77280	75827	Check	1	104222		KINSER, BEN	Yes	No	No	USD	06/06/2024	88.44
			77305	75828	Check	1	46875		LAKESHORE	Yes	No	No	USD	06/06/2024	488.78
			77271	75829	Check	1	102972		LEARNING A-Z	Yes	No	No	USD	06/06/2024	505.00
			77287	75830	Check	1	104700		MATH TEACHERS PRESS, INC.	Yes	No	No	USD	06/06/2024	144.50
			77289	75831	Check	1	104948		MIDWEST BUS PARTS, INC.	Yes	No	No	USD	06/06/2024	91.50
			77282	75832	Check	1	104469		MIDWEST MACHINERY CO	Yes	No	No	USD	06/06/2024	67.89
			77276	75833	Check	1	104085		MINNESOTA GRAD SERVICES	Yes	No	No	USD	06/06/2024	39.00
			77269	75834	Check	1	101209		MINNESOTA T's	Yes	No	No	USD	06/06/2024	3,424.00
			77267	75835	Check	1	100904		MN DEPT OF HEALTH	Yes	No	No	USD	06/06/2024	180.00
			77307	75836	Check	1	58360		NASCO	Yes	No	No	USD	06/06/2024	129.32
			77293	75837	Check	1	105654		NASSP	Yes	No	No	USD	06/06/2024	385.00
			77288	75838	Check	1	104890		NEE MINNESOTA PROJECTS LLC	Yes	No	No	USD	06/06/2024	8,159.27
			77291	75839	Check	1	105461		NOORDMANS, RANDY	Yes	No	No	USD	06/06/2024	880.00
			77308	75840	Check	1	62176		NORTHERN PINES MENTAL HEALTH	Yes	No	No	USD	06/06/2024	4,444.00
			77275	75841	Check	1	104077		OFFICE SUPPLY.COM	Yes	No	No	USD	06/06/2024	2,016.55
			77297	75842	Check	1	105794		PREMIER TOWING & RECOVERY	Yes	No	No	USD	06/06/2024	257.91
			77285	75843	Check	1	104498		RAPID WRISTBANDS	Yes	No	No	USD	06/06/2024	190.00

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	77279	75844	Check	1	104207		SAWYER, RHONDA	Yes	No	No	USD	06/06/2024	29.48
		77265	75845	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	06/06/2024	80.25
		77273	75846	Check	1	103791		SOCIAL THINKING	Yes	No	No	USD	06/06/2024	153.72
		77277	75847	Check	1	104109		SYSCO WESTERN MINNESOTA	Yes	No	No	USD	06/06/2024	3,929.13
		77283	75848	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	06/06/2024	451.50
		77292	75849	Check	1	105635		TEAM FITZ GRAPHICS	Yes	No	No	USD	06/06/2024	116.00
		77295	75850	Check	1	105775		WIRTZ, AARON	Yes	No	No	USD	06/06/2024	143.58
		77262	75851	Check	1	00566		XCEL ENERGY	Yes	No	No	USD	06/06/2024	2,705.88
		77332	75852	Check	1	12825		CAROLINA BIOLOGICAL SUPPLY CO.	Yes	No	No	USD	06/11/2024	1,516.42
		77318	75853	Check	1	102716		CENEX CREDIT CARD	Yes	No	No	USD	06/11/2024	3,818.07
		77311	75854	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	06/11/2024	5,213.69
		77328	75855	Check	1	105769		COLUMN SOFTWARE PBC	Yes	No	No	USD	06/11/2024	143.48
		77323	75856	Check	1	104756		COMMUNITY BOWL & PIZZERIA	Yes	No	No	USD	06/11/2024	166.89
		77327	75857	Check	1	105476		CRAMER, SUE	Yes	No	No	USD	06/11/2024	27.80
		77312	75858	Check	1	100427		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	06/11/2024	475.00
		77316	75859	Check	1	101957		GILLES, JASON	Yes	No	No	USD	06/11/2024	140.00
		77317	75860	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/11/2024	828.00
		77333	75861	Check	1	44820		K & K BUILDING SUPPLY, INC.	Yes	No	No	USD	06/11/2024	173.60
		77322	75862	Check	1	104196		KARP, DANIEL	Yes	No	No	USD	06/11/2024	445.00
		77325	75863	Check	1	105259		MALACEK TEAM WRESTLING CAMP,	Yes	No	No	USD	06/11/2024	865.00
		77314	75864	Check	1	100798		NORTHERN STAR CO-OP	Yes	No	No	USD	06/11/2024	12,137.63
		77331	75865	Check	1	10650		PINE RIVER FAMILY MARKET	Yes	No	No	USD	06/11/2024	708.38
		77329	75866	Check	1	105797		PURE INTENSITY BASKETBALL	Yes	No	No	USD	06/11/2024	1,200.00
		77315	75867	Check	1	101621		REGION 8A	Yes	No	No	USD	06/11/2024	455.00
		77319	75868	Check	1	102753		SOUTHPAW ENTERPRISES, INC.	Yes	No	No	USD	06/11/2024	119.70
		77334	75869	Check	1	84450		SUPREME SCHOOL SUPPLY COMPAI	Yes	No	No	USD	06/11/2024	265.98
		77321	75870	Check	1	104135		TEE HIVE	Yes	No	No	USD	06/11/2024	1,520.00
		77335	75871	Check	1	84900		THELEN HEATING & ROOFING, INC.	Yes	No	No	USD	06/11/2024	2,500.00
		77330	75872	Check	1	105798		TOFT, NOLAN	Yes	No	No	USD	06/11/2024	220.00
		77324	75873	Check	1	104791		TREBRON COMPANY, INC.	Yes	No	No	USD	06/11/2024	1,250.00
		77313	75874	Check	1	100701		WASTE PARTNERS	Yes	No	No	USD	06/11/2024	2,627.67
		77326	75875	Check	1	105267		WEIZENNEGER-ENGEL INSURANCE	Yes	No	No	USD	06/11/2024	6,650.00
		77320	75876	Check	1	103830		WHITE, ROYCE	Yes	No	No	USD	06/11/2024	130.00
		77336	75877	Check	1	101739		ROZINKA, DAVID	Yes	No	No	USD	06/12/2024	105.00
		77337	75878	Check	1	02080		AFLAC	Yes	No	No	USD	06/14/2024	100.00
		77338	75879	Check	1	68350		PINE RIVER-BACKUS	Yes	No	No	USD	06/14/2024	5,828.01
		77339	75880	Check	1	77300		SCHOOL SERVICE EMPLOYEES	Yes	No	No	USD	06/14/2024	1,361.24
		77347	75881	Check	1	104817		Minnesota Life Insurance Company	Yes	No	No	USD	06/18/2024	926.05
		77350	75882	Check	1	105653		JAMESTOWN VOLLEYBALL	Yes	No	No	USD	06/20/2024	2,800.00
		77348	75883	Check	1	101739		ROZINKA, DAVID	Yes	No	No	USD	06/20/2024	105.00
		77349	75884	Check	1	105200		SCULL, TYLER	Yes	No	No	USD	06/20/2024	210.00

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	77354	75885	Check	1	101822		BUECKERS, JOHN & JESSIE	Yes	No	No	USD	06/20/2024	674.16
			77363	75886	Check	1	12825		CAROLINA BIOLOGICAL SUPPLY CO.	Yes	No	No	USD	06/20/2024	204.95
			77364	75887	Check	1	18200		CULLIGAN	Yes	No	No	USD	06/20/2024	54.15
			77357	75888	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	USD	06/20/2024	48.87
			77365	75889	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	06/20/2024	138.40
			77366	75890	Check	1	40800		IND SCHOOL DIST #186	Yes	No	No	USD	06/20/2024	225.00
			77356	75891	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/20/2024	494.94
			77355	75892	Check	1	102081		KENNEDY & GRAVEN	Yes	No	No	USD	06/20/2024	650.00
			77367	75893	Check	1	55800		MINNESOTA POWER	Yes	No	No	USD	06/20/2024	2,204.32
			77368	75894	Check	1	58360		NASCO	Yes	No	No	USD	06/20/2024	40.76
			77353	75895	Check	1	100459		PAN-O-GOLD BAKING CO	Yes	No	No	USD	06/20/2024	880.80
			77358	75896	Check	1	103413		PAPER STORM	Yes	No	No	USD	06/20/2024	80.00
			77369	75897	Check	1	67575		PINE RIVER AREA SANITARY DIST.	Yes	No	No	USD	06/20/2024	3,345.34
			77360	75898	Check	1	105174		QUADIENT FINANCE USA, INC.	Yes	No	No	USD	06/20/2024	1,000.00
			77352	75899	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	06/20/2024	924.63
			77370	75900	Check	1	84450		SUPREME SCHOOL SUPPLY COMPAI	Yes	No	No	USD	06/20/2024	199.55
			77351	75901	Check	1	04800		TDS TELECOM	Yes	No	No	USD	06/20/2024	4,950.80
			77361	75902	Check	1	105195		TUNGSETH, TIM	Yes	No	No	USD	06/20/2024	369.84
			77362	75903	Check	1	105799		US MATH RECOVERY COUNCIL	Yes	No	No	USD	06/20/2024	214.00
			77359	75904	Check	1	104297		W.W. NORTON & CO INC	Yes	No	No	USD	06/20/2024	3,304.00
			77372	75905	Check	1	105368		COLONIAL LIFE	Yes	No	No	USD	06/24/2024	3,834.46
Bank Total: CHEC														\$133,638.45	
Report Total:														\$133,638.45	

PINE RIVER-BACKUS SCHOOLS

Investment Report

July 1, 2024

Investments in Local Banks

							<u>Accrued Interest</u>
Pine River State Bank	Pine River, MN	10/6/2023	9/6/2024	11	\$	249,629.67	5.00% \$ 49,629.67
First National Bank of Walker	Backus, MN	10/19/2023	7/19/2024	9	\$	107,753.12	5.00% \$ 8,753.12
<i>Total Local Investments</i>						<u>\$ 357,382.79</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	3,605,935.13	Blended	NA
<i>Total MSDLAF</i>			<u>\$ 3,605,935.13</u>		

Business Treasury Savings Account (QZAB)

<u>Name of Bank</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	\$ 842,615.20	3.04%	\$ 217,041.03
				<u>\$ 842,615.20</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			537.61	0.15%
Marshall Scholarship CD	9/6/2024	11	29,852.19	5.00%
Marshall Savings			6,245.16	0.15%
Alfred Weise Scholarship CD	9/6/2024	11	2,985.83	5.00%
Alfred Weise Scholarship Savings			1,516.29	0.15%
Fillings (Reighard) Scholarship CD	9/6/2024	11	7,256.87	5.00%
Fillings (Reighard) Scholarship Savings Acct			69.20	0.15%
Evelyn W. Berg Savings			6,065.37	0.15%
Sheila Joan Anderson Savings Acct			2,403.07	0.15%
Dennis Heemstra Scholarship CD - FNB	7/19/2024	9	123,910.55	5.00%
Dennis Heemstra Scholarship CD - FNB	7/19/2024	9	109,232.36	5.00%
Dennis Heemstra Scholarship Savings - PRSB			38,947.54	0.50%
PR-B Scholarship CD	9/6/2024	11	10,516.75	5.00%
PR-B Scholarship Savings Acct			32,929.17	0.65%
Evan Lindquist Memorial Scholarship CD	9/6/2024	11	32,545.35	5.00%
Evan Lindquist Memorial Scholarship Savings			4,485.72	0.15%
Earl & Violet Fenton CD	9/6/2024	11	4,291.73	5.00%
Earl & Violet Fenton Savings Acct			6.95	0.15%
<i>Total Pine River State Bank / First National Bank Walker</i>			<u>\$ 413,797.71</u>	

TOTAL INVESTMENTS

\$ 4,377,115.63

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	202213			202313			202412		
Description	Budget rbud22	Year to Date	%	Budget rbud23	Year to Date	%	Budget rbud24	Year to Date	%
01 General Fund									
100 Salaries & Wages	6,732,315.00	6,763,234.05	100%	6,880,441.00	6,883,786.85	100%	7,269,495.00	7,216,525.04	99%
200 Employee Benefits	1,780,984.00	1,801,354.08	101%	1,851,652.00	1,817,078.19	98%	1,991,357.00	1,967,660.77	99%
300 Purchased Services	1,408,739.00	1,313,922.47	93%	1,369,010.00	1,517,442.62	111%	1,509,542.00	1,266,994.03	84%
400 Supplies & Materials	513,907.00	504,856.85	98%	480,914.00	407,799.18	85%	468,415.00	436,700.98	93%
500 Capital Expenditures	0.00	1,262.68	0%	0.00	18,289.84	0%	0.00	15,723.97	0%
800 Other Expenditures	24,094.00	49,995.71	208%	(4,406.00)	53,552.74	(1215%)	24,565.00	21,495.45	88%
900 Other Financing Uses	110,000.00	199,276.68	181%	545,000.00	544,586.18	100%	110,000.00	0.00	0%
01 General Fund	10,570,039.00	10,633,902.52	101%	11,122,611.00	11,242,535.60	101%	11,373,374.00	10,925,100.24	96%
02 Food Service Fund									
100 Salaries & Wages	181,931.00	182,315.27	100%	191,126.00	188,063.82	98%	214,847.00	213,092.19	99%
200 Employee Benefits	44,886.00	44,878.44	100%	46,971.00	46,481.98	99%	60,549.00	60,567.94	100%
300 Purchased Services	11,520.00	13,541.29	118%	20,520.00	21,552.02	105%	21,645.00	19,557.54	90%
400 Supplies & Materials	257,500.00	287,242.69	112%	344,340.00	333,854.01	97%	360,300.00	295,946.28	82%
500 Capital Expenditures	5,000.00	2,610.57	52%	5,000.00	1,257.97	25%	70,000.00	73,724.67	105%
800 Other Expenditures	1,200.00	696.00	58%	1,200.00	2,467.00	206%	2,500.00	4,788.90	192%
02 Food Service Fund	502,037.00	531,284.26	106%	609,157.00	593,676.80	97%	729,841.00	667,677.52	91%
03 Transportation Fund									
100 Salaries & Wages	468,263.00	476,851.01	102%	453,000.00	444,638.69	98%	469,564.00	478,083.44	102%
200 Employee Benefits	87,806.00	87,214.02	99%	82,705.00	79,806.30	96%	84,290.00	85,957.19	102%
300 Purchased Services	29,902.00	37,236.66	125%	25,188.00	21,579.67	86%	21,738.00	54,940.15	253%
400 Supplies & Materials	161,000.00	170,213.14	106%	181,000.00	184,063.47	102%	186,000.00	162,767.53	88%
500 Capital Expenditures	163,958.00	201,005.40	123%	130,000.00	103,475.92	80%	130,000.00	77,125.00	59%
800 Other Expenditures	3,600.00	2,825.00	78%	3,600.00	4,850.00	135%	5,150.00	5,150.00	100%
03 Transportation Fund	914,529.00	975,345.23	107%	875,493.00	838,414.05	96%	896,742.00	864,023.31	96%
04 Community Service									
100 Salaries & Wages	259,361.00	247,662.83	95%	276,805.00	275,526.57	100%	291,323.00	277,391.19	95%
200 Employee Benefits	80,734.00	78,079.76	97%	87,634.00	86,381.44	99%	93,307.00	91,399.34	98%
300 Purchased Services	28,715.00	59,144.57	206%	32,215.00	52,908.35	164%	51,385.00	26,889.24	52%
400 Supplies & Materials	15,100.00	14,746.84	98%	13,100.00	26,831.88	205%	13,100.00	15,964.57	122%

PINE RIVER BACKUS SCHOOLS Multi Year Fd, Obj Series

Sequence: Fd, O/S	202213			202313			202412		
Description	Budget rbud22	Year to Date	%	Budget rbud23	Year to Date	%	Budget rbud24	Year to Date	%
04 Community Service									
800 Other Expenditures	5,700.00	1,726.45	30%	5,700.00	1,918.76	34%	700.00	935.00	134%
04 Community Service	389,610.00	401,360.45	103%	415,454.00	443,567.00	107%	449,815.00	412,579.34	92%
05 Capital Expenditure									
300 Purchased Services	180,040.00	182,075.44	101%	102,000.00	182,536.91	179%	488,180.00	449,939.07	92%
400 Supplies & Materials	79,100.00	78,588.97	99%	79,100.00	80,507.51	102%	79,100.00	15,280.99	19%
500 Capital Expenditures	289,422.00	354,914.11	123%	442,015.00	477,093.50	108%	1,392,383.00	1,466,305.97	105%
900 Other Financing Uses	0.00	7,437.25	0%	0.00	0.00	0%	0.00	0.00	0%
05 Capital Expenditure	548,562.00	623,015.77	114%	623,115.00	740,137.92	119%	1,959,663.00	1,931,526.03	99%
06 Construction									
500 Capital Expenditures	227,740.00	313,220.47	138%	0.00	0.00	0%	0.00	0.00	0%
06 Construction	227,740.00	313,220.47	138%	0.00	0.00	0%	0.00	0.00	0%
07 Debt Redemption Fund									
700 Debt Service	523,612.00	475,500.96	91%	532,711.00	483,597.50	91%	531,801.00	531,743.09	100%
07 Debt Redemption Fund	523,612.00	475,500.96	91%	532,711.00	483,597.50	91%	531,801.00	531,743.09	100%
08 Scholarship									
800 Other Expenditures	43,150.00	46,050.00	107%	53,850.00	53,850.00	100%	73,800.00	70,800.00	96%
08 Scholarship	43,150.00	46,050.00	107%	53,850.00	53,850.00	100%	73,800.00	70,800.00	96%
20 Student Activity Fund									
400 Supplies & Materials	198,309.25	130,424.33	66%	184,188.49	218,291.65	119%	151,898.71	141,430.70	93%
20 Student Activity Fund	198,309.25	130,424.33	66%	184,188.49	218,291.65	119%	151,898.71	141,430.70	93%
Report Totals:	13,917,588.25	14,130,103.99	102%	14,416,579.49	14,614,070.52	101%	16,166,934.71	15,544,880.23	96%

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		77157		Wire	1	00003	ST CLOUD STATE UNIVERSITY		No	No	No	06/03/2024	765.00
CHEC		77158		Wire	1	105351	MEDICA		No	No	No	06/03/2024	84,583.87
CHEC		77309		Wire	1	102716	GENEX CREDIT CARD		No	No	No	06/07/2024	7.28
CHEC		77310		Wire	1	105712	ELAN FINANCIAL SERVICES		No	No	No	06/07/2024	6,936.30
CHEC		77340		Wire	1	102302	PUBLIC EMPLOYEE RETIRE ASSOC		No	No	No	06/14/2024	27,008.54
CHEC		77341		Wire	1	102303	STATE OF MN TAX WITHHOLDING		No	No	No	06/14/2024	28,474.71
CHEC		77342		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	06/14/2024	174,055.73
CHEC		77343		Wire	1	104958	FURTHER		No	No	No	06/14/2024	7,420.23
CHEC		77344		Wire	1	104996	Minnesota State Retirement System		No	No	No	06/14/2024	550.00
CHEC		77345		Wire	1	105150	AVIBEN		No	No	No	06/14/2024	15,962.94
CHEC		77346		Wire	1	83400	MN TEACHERS RETIREMENT ASSOC		No	No	No	06/14/2024	91,932.60
CHEC		77373		Wire	1	104651	PEPSI BEVERAGES COMPANY		No	No	No	06/24/2024	1,302.29

Bank Total: \$438,999.49

Report Total: \$438,999.49

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 June 2024:

<u>Name</u>	<u>Amount</u>	<u>Purpose</u>
Backus American Legion	\$1,000.00	Clay Target League
Backus American Legion	\$1,500.00	High School Softball
Backus American Legion	\$2,000.00	Roadcrew Wrestling
Pequot Tool and Manufacturing	\$500.00	High School Baseball
Casey's Loyalty Program	\$32.40	Elem and HS general supplies

ISD #2174
Regular School Board Meeting
July 1, 2024

PERSONNEL UPDATES

Resignations/Terminations/Leave of Absence:

Name	Position	Effective	Notes
Lloyd Oney	Bus Driver	5/29/2024	Retirement. This will authorize posting for a replacement.

Extra-Curricular:

Name	Position	Effective	Notes
Nathan Fischer	Varsity Football Coach	2024 Season	
Robert Johnson	Assistant Football Coach	2024 Season	
Michael Dinnel	Assistant Football Coach	2024 Season	
Erik Vetsch	Assistant Football Coach	2024 Season	
Mike Lupella	Junior High Football Coach	2024 Season	
Neil Travis	Junior High Football Coach	2024 Season	
Joshua Hirschey	Varsity Volleyball Coach	2024 Season	
Liz Dahl	Assistant Volleyball Coach	2024 Season	
Ben Kinser	Assistant Volleyball Coach	2024 Season	
Leah Freeman	Junior High Volleyball Coach	2024 Season	
Karl Ludeman	Varsity Cross Country Coach	2024 Season	
Kate Davis	Musical Director	Fall 2024 Production	

Leave of Absence:

Name	Position	Effective	Notes
Katie Verschelde	HS Science Teacher	11/27/2024- 2/12/2025	Maternity Leave. This will authorize posting for a long term substitute.
Kiersten Kralovetz	2 nd Grade Teacher	10/24/2024- 1/15/2025	Maternity Leave. This will authorize posting for a long term substitute.



Pine River-Backus Literacy Plan: 2024-25 School Year

The purpose of the Pine River-Backus Literacy plan is to support every child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals in order to meet grade level proficiency, in accordance with [Minn. Stat.120B.12, subd. 4a \(2023\)](#).

District or Charter School Information

District or Charter School Name and Number: Pine River-Backus School District #2174

Date of Last Revision: May 29, 2024

Minnesota READ Act Goal

The goal of the READ Act is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals [Minn. Stat. 120B.12 \(2023\)](#).

District or Charter School Literacy Goal

Pine River-Backus School District will screen all students in grades K-3, determine students in need of interventions, and notify parents if their child is not reading at grade level and the related services provided. Strategies will be shared for families to use at home.

The district will additionally continue to identify appropriate screeners for grades 4-12, determine students in need of interventions, and notify parents if their child is not reading at grade level and the related services provided. Strategies will be shared for families to use at home.

Focus of intervention will be based on student need but will remain diligent in the areas of phonics, phonemic awareness, fluency, oral language, vocabulary, and reading comprehension.

Universal and Dyslexia Screening

Pine River-Backus schools uses :

FastBridge: earlyReading (Grades K-1) and CBMReading (Grades 1-3)

Grades K-3 Screeners

Indicate in the chart below the assessment(s) used for universal and dyslexia screening for grades K-3 students, what skills are assessed with the screener, and how often the screener data is collected.

Name of the Assessment	Target Audience (Grades K-3)	What component of reading is being assessed? (Each component should be addressed.)	Assessment Type (Each type of assessment should be represented.)	How often is the data being collected?
FastBridge: earlyReading (Grades K-1) and CBMReading (Grades 1-3)	<ul style="list-style-type: none"> ✓ Grade K ✓ Grade 1 ✓ Grade 2 ✓ Grade 3 	<ul style="list-style-type: none"> ✓ Oral Language ✓ Phonological Awareness ✓ Phonics ✓ Fluency ✓ Vocabulary ✓ Comprehension 	<ul style="list-style-type: none"> ✓ Universal Screening ✓ Dyslexia Screening 	<ul style="list-style-type: none"> ✓ First 6 weeks of School (Fall) ✓ Winter (optional) ✓ Last 6 weeks of School (Spring)

Grades 4-12 Screeners

For students who do not demonstrate mastery of foundational reading skills, indicate in the chart below the assessment(s) used for universal and dyslexia screening, what skills are assessed with the screener, and how often the screener data is collected.

Name of the Assessment	Target Audience (Grades 4-12)	What component of reading is being assessed? (Each component should be addressed.)	Assessment Type (Each type of assessment should be represented.)	How often is the data being collected?
Name of Screener: Students are currently assessed with STAR which is not an approved screener nor does it measure for dyslexia	<input checked="" type="checkbox"/> Grade 4 <input checked="" type="checkbox"/> Grade 5 <input checked="" type="checkbox"/> Grade 6 <input checked="" type="checkbox"/> Grade 7 <input checked="" type="checkbox"/> Grade 8 <input checked="" type="checkbox"/> Grade 9 <input checked="" type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12	<input type="checkbox"/> Oral Language <input type="checkbox"/> Phonological Awareness <input type="checkbox"/> Phonics <input type="checkbox"/> Fluency <input checked="" type="checkbox"/> Vocabulary <input checked="" type="checkbox"/> Comprehension	<input type="checkbox"/> Universal Screening <input type="checkbox"/> Dyslexia Screening	<input checked="" type="checkbox"/> First 6 weeks of School (Fall) <input checked="" type="checkbox"/> Winter (optional) <input checked="" type="checkbox"/> Last 6 weeks of School (Spring)

***PRB does not have an approved screener for grades 4-12 at this time so data is not available for this chart at this time.**

Parent Notification and Involvement

Parents are notified if/when students are identified by the initial screener during the first parent/teacher conferences of the school year. Additionally, phone calls are made to those parents who do not attend conferences. At the High School level, letters are sent home to parents with an introduction to the intervention teacher and class.

Student Summary Level and Dyslexia Screening Data 2023-24 School Year

For districts currently using one of the three approved screeners, if able, please include benchmark data in this submission. For those transitioning to an approved screener, you will submit data in June 2025.

Summary Data Kindergarten through 3rd Grade

For grades kindergarten through grade three, indicate the number of students:

- universally screened
- students at or above benchmark in the fall and spring.
- students screened for dyslexia
- students identified with characteristics of dyslexia.

Grade	Number of Students Universally Screened in Fall	Number of Students Universally at or Above Benchmark Fall	Number of Students Universally Screened in Spring	Number of Students at or Above Benchmark Spring	Number of Students Screened for Dyslexia	Number Identified with Characteristics of Dyslexia
KG	54	19	53	23	54	35
1 st	54	20	58	26	54	34
2 nd	57	33	58	38	-	-
3 rd	58	27	60	26	-	-

NOTE: For districts or charter schools that have grade levels with a low number of students, public reporting of summary data can result in identification of individual student data. As a standard practice when reporting public data, Minnesota Department of Education (MDE) will not report results if fewer than 10 students participated. In these cases, data may be combined from multiple grades or multiple testing windows to protect student privacy while also providing data for public awareness. In these circumstances, districts or charter schools can set their own minimum reporting number for the purposes of this Local Literacy Plan.

Students Grades 4-12 Not Reading at Grade Level

For grades 4-12, indicate the number of students screened, the number of students not reading at grade level, and the number of students identified with characteristics of dyslexia.

Grade	Total Number of Students	Number of Students Identified as Not Reading at Grade Level	Number of Students Screened for Dyslexia	Number of Students Identified with Characteristics of Dyslexia
4 th	-	-	-	-
5 th	-	-	-	-
6 th	-	-	-	-
7 th	-	-	-	-
8 th	-	-	-	-
9 th	-	-	-	-
10 th	-	-	-	-
11 th	-	-	-	-
12 th	-	-	-	-

***PRB does not have an approved screener for grades 4-12 at this time so data is not available for this chart at this time.**

See NOTE, under Summary Data Kindergarten through 3rd Grade, above.

Core Reading Instruction and Curricula Grades K-5

Please indicate the curricula used for core reading instruction at each grade level. Include a description of how the curricula is used and the model of delivery.

Grade	Implemented Curricula	Description of Curricula Use (Foundational Skills, Knowledge Building, Comprehensive or Supplemental)	Instructional Delivery Model (Include Minutes Dedicated to Whole Class and Differentiated Instruction)
KG	Guided Phonics + Beyond	comprehensive	150 minutes
1 st	Guided Phonics + Beyond	comprehensive	180 minutes
2 nd	Guided Phonics + Beyond and Benchmark Advance	comprehensive and supplemental	180 minutes
3 rd	Guided Phonics + Beyond and Benchmark Advance	comprehensive and supplemental	120 minutes
4 th	Benchmark Advance	Comprehension, vocabulary, writing	75 minutes
5 th	Benchmark Advance and Authentic Texts	Comprehension, vocabulary, writing	55 minute class period

Core ELA Instruction and Curricula Grades 6-12

Grade	Implemented ELA Curricula	Description of Curricula Use (e.g. comprehension, vocabulary, writing)	Instructional Delivery Model (e.g. class period length, block schedule, IB, AP)
6 th	Benchmark Advance and Authentic Texts	Comprehension, vocabulary, writing	55 minute class period
7 th	Authentic Texts	Comprehension, vocabulary, writing	1 hour class period
8 th	Authentic Texts	Comprehension, vocabulary, writing	1 hour class period
9 th	Authentic Texts	Comprehension, vocabulary, writing	1 hour class period
10 th	Authentic Texts	Comprehension, vocabulary, writing	1 hour class period
11 th	Authentic Texts	Comprehension, vocabulary, writing	1 hour class period
12 th	Authentic Texts	Comprehension, vocabulary, writing	1 hour class period

Data-Based Decision Making for Literacy Interventions

Districts are strongly encouraged to adopt the [Minnesota Multi-Tiered System of Supports](#) (MnMTSS) framework. This framework should include a process for monitoring student progress, evaluating program fidelity, and analyzing student outcomes and needs in order to design and implement ongoing evidenced-based instruction and interventions [Minn. Stat.120B.12, subd. 4a \(2023\)](#). Component 5.1 of the MnMTSS framework provides indicators and criteria for effective data-based decision making. Component 1.6 and the MnMTSS Team Guidebook provide information on establishing effective linked teams for data-based decision making.

Pine River-Backus is implementing a multi-tiered system of support framework. We are using the MnMTSS framework but have not participated in MDE professional learning cohorts around the framework. The district has not attended MnMTSS professional learning and/or conducted the Self-Evaluation of MnMTSS for District Leadership Teams (SEMI-DLT). The professional development/self-evaluation is an area for growth around the MnMTSS model for PRB.

Tier 1 Criteria:

- at least 80% of HS students meet standards from Tier 1 (core) curriculum alone in class grades, credit attainment, attendance, behavior, and SEL
- At least 80% of elementary and early childhood students meet standards from Tier 1 (core) curriculum alone (literacy, numeracy, SEL)
- At least 95% of students who are proficient at the beginning of the year are proficient at the end of the year.

Teachers use data from classroom assessments along with screening data to determine Tier 1 proficiency. Teaching and learning objectives are aligned to MN state standards and benchmarks and are articulated from one grade to another. There is a clear scope and sequence within the grade level and content area to ensure equitable learning experiences are guaranteed and viable.

Teachers, along with interventionists and/or Special Education teachers, monitor student progress, assess screening and classroom assessment data and determine the need for Tier 2 and Tier 3 interventions. Additional data such as Attendance, class grades, and high stakes assessments may also play a role depending on the student's grade level.

Currently, the district uses FAST for grades K-3 as the approved screening tool to identify students not reading at grade level. Additionally, although not an approved screener, STAR is used in grades 4-10 to measure standards acquisition. Each assessment is given three times a year; fall, winter and spring.

Tier 2 Criteria:

- All supplemental instructional interventions are evidence based for the content areas and grade levels in which they are used
- Instructional goals are co-created by students and are progress monitored at least monthly
- At least 60% of students served in Tier 2 are reaching learning goal
- Instruction is differentiated based on student response; factors adjusted based on student response may include intensity (frequency and duration) and group size.

- Students are provided opportunities to make connections between new information, their prior knowledge and their lived experiences.
- SEL is explicitly integrated with academic learning
- Parent/family communication on student progress is shared in a timely manner
- Implementation fidelity of the intervention (as designed by purveyor or researcher) is monitored on a regular basis

Tier 3 Criteria:

The change between Tier 2 and Tier 3 is that Tier 3 is provided to fewer students and generally includes students on an IEP. These interventions intensify and individualize across domains:

- increased number of opportunities to respond
- increased frequency and explicitness of feedback
- increased focus on discrete skill instruction within the targeted skill
- increased attention transfer of skills taught to the contexts in which they are used
- increased clarity and explicitness of language paired with examples and non-examples
- increased pre-correction and prompting
- enhanced and targeted specific positive reinforcement

These students need intensive support and the interventions should meet the following criteria :

- Evidence-based academic and behavior interventions are designed to match individual student needs to the most precise and interventions are based on data-based decision making.
- Creation or selection of Tier 3 academic interventions reflect cultural and linguistic factors.
- Inclusion of multiple perspectives and identities
- Recognition of bias in upholding stereotypes

Exit criteria for Tier 2 and Tier 3 will be considered on a student by student basis. Students must be making progress, meeting goals, and showing the same level of mastery in the classroom as they are in the small group/intervention. Data must be supported by screeners and assessments. There must be clear communication between the classroom teacher and interventionist and both must agree upon dismissal. Additionally, if a student is Tier 3 due to an IEP, all IEP goals must have been met, and a parent meeting must be held with all parties agreeing to the dismissal from service. All decisions must be in the best interest of the student.

Professional Development Plan

Beginning August 26, 2024, all teachers listed in Phase I and II (p. 11-12) will begin their reading training through CORE (OL&LA). The district calendar has been modified to include six two-hour early dismissal days and eight full professional development days so teachers can complete this training during their contract time and be finished by June 6, 2025.

In each OL&LA module, participants will complete interactive activities, view and reflect on video lessons and screencasts, and read and discuss articles and textbook selections. Participants will form a cohort within our district as they collaborate on a range of new ideas and discuss the implications of these new ideas for their practice as educators. They will put into practice the theories and strategies they are learning within their classrooms, collecting data on pre- and post-implementation in order to demonstrate not only their learning but the effectiveness on student learning.

Screening and MTSS data will continue to be collected to determine effectiveness of teacher training.

Provide the number of educators who have met the Minnesota READ Act professional development requirements through previous training, those who are currently in training, and those who still need training.

Phase 1: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
Pre-K Classroom and Part B/619 Early Childhood Special Education Educators responsible for early literacy instruction	4	0	0	4
K-3 Classroom Educators (including ESL instructors responsible for reading instruction)	15	0	0	15
Grades 4-5 (or 6) Classroom Educators (if applicable)	8	0	0	8
K-12 Reading Interventionists	4	0	0	4
K-12 Special Education Educators responsible for reading instruction	13	0	0	13
Pre-K through grade 5 Curriculum Directors	5	0	0	5
Pre-K through grade 5 Instructional Support Staff who provide reading support	0	0	0	0

Phase 2: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
Grades 4-12 Classroom Educators responsible for reading instruction	4	0	0	4
Pre-K through 12 Educators who work with English learners (Licensed ELL teachers)	0	0	0	0
Grades K-Age 21 Educators who work with students who qualify for the graduation incentives program under section 124D.68	0	0	0	0
Grades 6-12 Instructional support staff who provide reading support	0	0	0	0
Grades 6-12 Curriculum Directors	0	0	0	0
Employees who select literacy instructional materials for Grades 6-12	0	0	0	0

Action Planning for Continuous Improvement

The district will foster ongoing teacher communication around effective teaching, data based decision making, and Tier 1, 2 and 3 interventions that are focused on student need. We will continue to educate staff and build and strengthen our MTSS model.

Additionally, we will continue our ELA curriculum review which is aligning our work to the MN State ELA standards and choose a K-12 curriculum that meets the criteria for comprehensive ELA curriculum.



Pine River-Backus Elementary School

STUDENT HANDBOOK

Website: www.prbschools.org

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

Welcome to the 2024-25 school year



PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Pine River-Backus Elementary School. The faculty and staff join me in saying we are happy to have you as part of the Pine River-Backus family. We know this will be a successful and satisfying year for you all! PRB Elementary is a caring and kind school community focused on high achievement for all of our students. Please know we are committed to work tirelessly to ensure that this learning environment is safe, fun, and positive for your student! Thank you for choosing Pine River-Backus Elementary as the school to educate your child.

The pages of this handbook are filled with important information regarding school policies and procedures. I encourage parents and students to take time to review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open, clear, and consistent communication between school and home is important to the success of our educational program.

In addition, we feel that the handbook will serve as a helpful reference for parents as they seek to provide support at home. Pine River-Backus parents are partners in educating the children of our community.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating the achievements of our students with you.

Yours Together in Education,

Richard W. Auile
Principal

Table of Contents

Welcome to the 2024-25 school year.....	2
Table of Contents.....	3
Tiger Pride: Hear our ROAR!.....	4
ROAR Matrix.....	5
2024-25 School Calendar.....	6
School Attendance.....	7
TARDINESS.....	8
Field Trips.....	11
Backpacks.....	11
School Hours.....	11
Building Security.....	12
Transportation.....	12
Phone Use.....	15
Elementary Phone Use by.....	15
Media Use.....	15
Incoming Calls from Parents to Students.....	16
After School Activities.....	16
Legal Names.....	16
Student Dress and Appearance.....	16
Lost and Found.....	17
Progress Reports.....	17
Emergency Drills.....	18
Library Media Center.....	18
Lunch Procedure.....	18
Elementary Newsletter.....	19
Birthdays.....	19
School Closing.....	20
Recess.....	20
Enrollment.....	20
Open Enrollment.....	20
Withdrawal.....	21
Teacher Requests.....	21
Visitor Information.....	21
PRB Volunteer Program.....	22

Classroom Pets/Visitors.....	22
Drug Prevention.....	22
General Rules and Procedures.....	23
Behavior Expectations and Discipline Procedures.....	24
Interventions/Consequences.....	25
Bullying.....	26
The Definition of Bullying.....	27
The Serious Nature of Bullying.....	27
How to Help: Prevention Steps to Bully-Proof Your Child.....	28
Non-Discriminatory Procedures.....	29
Weapons.....	33
Health Information.....	34
INSURANCE.....	34
STUDENT MEDICATION.....	34
STUDENT EMERGENCY INFORMATION.....	35
REPORTING OF CHILD ABUSE/NEGLECT.....	35
Computer/Internet Use.....	36
Infinite Campus.....	36
Responsive Classroom.....	36
Multi-Tiered System of Supports (MTSS).....	36
PRB Booster Club.....	37
PRB Community Education.....	37

Tiger Pride: Hear our ROAR!



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

Responsible, On-Task, Always Safe, Respectful

District Mission Statement:

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

District Vision Statement:

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

What is PBIS?

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

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

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

ROAR Matrix

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

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

2024-25 School Calendar



Pine River-Backus Schools 2024-2025 Calendar Adopted 2/5/24

	Student Days	Teacher Days		
Inservice/ Workshop		10.5		
Quarter 1	42	42		
Quarter 2	42	42		
Quarter 3	42	43		
Quarter 4	44	44		
Conferences (3:30-7:00)		0.5		
	170	182		

	AUGUST '24	
19 New Teacher Training	S M T W Th F S 1 2 3	
20-23 Kindercamp 8-12	4 5 6 7 8 9 10	
26-29 Teacher Inservice - Full Day	11 12 13 14 15 16 17	
30 Teacher Inservice - Half Day	18 19 20 21 22 23 24	
	25 26 27 28 29 30 31	

	SEPTEMBER '24	
2 Labor Day	S M T W Th F S 1 2 3 4 5 6 7	
3 First Day of School	8 9 10 11 12 13 14	
18 2 Hr Early Dismissal	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	
	29 30	
	31	

	OCTOBER '24	
16 2 Hr Early Dismissal	S M T W Th F S 1 2 3 4 5	
17-18 MEA Break	6 7 8 9 10 11 12	
	13 14 15 16 17 18 19	
	20 21 22 23 24 25 26	
	27 28 29 30 31	

	NOVEMBER '24	
1 End of Quarter 1	S M T W Th F S 1 2 3 4 5 6 7	
4 Teacher Inservice - No School	8 9 10 11 12 13 14	
14 2 Hr Early Dismissal / Conferences	15 16 17 18 19 20 21	
27 2 Hr Early Dismissal	22 23 24 25 26 27 28	
28-29 Thanksgiving Break	29 30 31	

	DECEMBER '24	
23-31 Winter Break - No School	S M T W Th F S 1 2 3 4 5 6 7	
	8 9 10 11 12 13 14	
	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	
	29 30 31	

	JANUARY '25	
1-3 Winter Break Cont.	S M T W Th F S 1 2 3 4	
17 End of Quarter 2	5 6 7 8 9 10 11	
20 Teacher Inservice - No School	12 13 14 15 16 17 18	
	19 20 21 22 23 24 25	
	26 27 28 29 30 31	

	FEBRUARY '25	
5 2 Hr Early Dismissal	S M T W Th F S 1 2 3 4 5 6 7	
14 Teacher Inservice - No School	8 9 10 11 12 13 14	
17 Presidents' Day - No School	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	

	MARCH '25	
17-21 Spring Break	S M T W Th F S 1 2 3 4 5 6 7	
28 End of Quarter 3	8 9 10 11 12 13 14	
31 Teacher Inservice	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	
	29 30 31	

	APRIL '25	
9 2 Hr Early Dismissal	S M T W Th F S 1 2 3 4 5 6 7	
18 No School - Good Friday	8 9 10 11 12 13 14	
21 Teacher Inservice - No School	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	
	29 30	

	MAY '25	
7 2 Hr Early Dismissal	S M T W Th F S 1 2 3 4 5 6 7	
26 Memorial Day - No School	8 9 10 11 12 13 14	
30 Graduation / Seniors Last Day	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	
	29 30 31	

	JUNE '25	
4 Students' Last Day	S M T W Th F S 1 2 3 4 5 6 7	
5-8 Teacher Inservice - Full Day	8 9 10 11 12 13 14	
	15 16 17 18 19 20 21	
	22 23 24 25 26 27 28	
	29 30	

School Attendance

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

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

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

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

TARDINESS

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

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

family dynamics during COVID, living arrangements, learning space in the home, cultural barriers, etc.)

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

State and County Truancy Intervention Policy

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

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

*(5-11 years) – 7 FULL days unexcused

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

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

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

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

*Phone calls, texts, emails with parent and/or student

*Face to face contact with parents and/or student

*Confirming students are still in the district

*Identifying any and all appropriate supports to ensure families have access to classes, which may include mental health referrals, transportation, referrals to childcare, and financial resources.

~~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.

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

CONTACTING OR REMOVING A STUDENT DURING SCHOOL HOURS

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

Field Trips

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

Backpacks

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

School Hours

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

Building Security

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

Transportation

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

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

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

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

Elementary (preK-6)

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

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

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

Other Discipline

- Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.
- Records of school bus/bus stop misconduct will be forwarded to the individual's school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records will also be maintained in the transportation office.
- Evening Route
 - If a student performs an act that obviously jeopardizes the safe operation of the bus on the evening route, the building principal in consultation with the transportation department may suspend the student from riding the bus the next morning. The principal will notify the parents and transportation director of this action.- If this is a substitute driver, he/she

must also notify the regular driver. A written report shall also be filled out and delivered to the transportation director immediately following the next morning's route detailing the incident. Riding privileges may not be reinstated until a conference is held with the driver, parent, child and administrator.

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

- Responsible: Be ready and on time, keep the bus clean, take care of belongings.
- On-Task: Sit and face forward in your seat, feet down, leave the bus promptly and go to your destination.
- Always Safe: Follow bus safety rules, keep hands and feet to self, report problems to the bus driver.
- Respectful: Listen to the bus driver directions, use a quiet voice/kind words, greet and thank the bus driver.
- Bus Safety Rules:
 - Keep all parts of your body inside the bus.
 - Keep your arms, legs and belongings to yourself.
 - No fighting, harassment, intimidation or horseplay.
 - Do not throw any object.
 - No eating, drinking or use of tobacco or drugs.
 - Do not bring any weapon or dangerous object on the bus.
 - Do not damage the school bus.
 - No sunflower seeds at any time.
 - Open and close windows only with permission of the bus driver.
 - In case of a road emergency, students should stay on the bus.
 - Remain seated until the bus is completely stopped and the door is opened.
 - Watch your step and use the hand-rail.
 - After getting off the bus, move away from the bus.
 - If you must cross the street, always cross 10 feet in front of the *bus*. Look both ways and watch for the driver's signal to cross.
 - Never cross behind the bus.
 - If you drop any paper or other items near the bus, wait for the bus to leave before you pick it up.
 - Get to the bus stop 5 minutes before your scheduled pick up time; the bus driver will not wait for late students.
 - Respect the property of others while waiting at your bus stop.
 - Keep your arms, legs and belongings to yourself.
 - Use appropriate language.
 - Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
 - After getting off the bus, move away from the bus.
 - If you must cross the street, always cross at least 10 feet in front of the bus where the bus driver can see you. Wait for the driver to signal to you before crossing the street.
 - No fighting, harassment, intimidation or horseplay.
 - No use of alcohol, tobacco, or drugs. The use of alcohol, tobacco, or drugs of any kind will be subject to immediate bus riding suspension.

Parent/Guardian Responsibilities for Transportation Safety:

- If a child is riding a different bus at night, he/she must have a note or a phone call from parents and receive approval from the office. **PLEASE CALL BEFORE 1:00** regarding a bus change. Under no conditions will we transfer a student without parent permission. Become familiar with district rules, policies, regulations and principles of school bus safety.

- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.

Parent and Guardian Notification:

- A copy of the school district school bus and bus stop rules are made available through our parent/student handbook. They can be found on our school website or requested at anytime.
The complete Student Transportation Policies 707, 708, 709, 710 & 711 are available in the elementary office or online.

Phone Use

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

CELL PHONES

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

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

Media Use

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

Incoming Calls from Parents to Students

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

After School Activities

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

Legal Names

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

Student Dress and Appearance

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

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

Lost and Found

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

Progress Reports

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

Emergency Drills

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

Library Media Center

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

Lunch Procedure

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

Elementary Newsletter

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

Birthdays

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

School Closing

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

Radio Stations

WJJY Brainerd (106.7)

KTIG Pequot Lakes (102.7)

KLKS Breezy Point (104.3)

TV Stations

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

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

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

** Always listen to one of the above when:

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

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

Recess

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

Enrollment

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

Open Enrollment

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

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

Withdrawal

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

Teacher Requests

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

Visitor Information

SAFETY

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

VISITING SCHOOL

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

VISITOR PARKING

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

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

PRB Volunteer Program

- Volunteers provide opportunities that enhance the educational experience for students while supporting our teachers and staff. Our motto is: **VOLUNTEERS MAKE A DIFFERENCE.**
- We encourage and welcome volunteers to our school. Whether you are a parent, guardian, grandparent, relative or a friend, your time spent at Pine River-Backus as a volunteer is an important contribution to a child's educational experience.
- To further explain the volunteer program, Volunteer Handbooks are available at the school. If you would like to be a part of the Pine River-Backus Volunteer Team, and/or receive a Volunteer Handbook, please contact Elementary Principal Rick Aulie by calling 587-8309 or

emailing raulie@prbschools.org. The staff and students at Pine River-Backus invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!

- Parent volunteers will be denied a request to volunteer if the purpose of volunteering is to “watch your child” to see how they are behaving or to see how other kids are interacting with your child. This is for confidentiality reasons and no exceptions will be made.

Classroom Pets/Visitors

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

Drug Prevention

- The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician’s prescription and is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- The Public
 - A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Statute 121.5.40 subdivision 10, and proposed for expulsion.

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

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

General Rules and Procedures

GENERAL RULES

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

Behavior Expectations and Discipline Procedures

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

All students shall follow our ROAR Expectations:

- Be Responsible for self and belongings.
- Be On-Task at all times and in all areas. Respect the education process through the display of appropriate language, attitude, and physical behavior.
- Be Safe at all times!
- Respect and honor the rights of other students to learn in an environment free of intimidation or harassment.

Take care of yourself:

- Maintain satisfactory attendance and report to school on time.
- Comply with dress code.

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

Take care of each other:

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

Take care of the school:

- Put paper in the recycle bins.
- Keep your work area clean.
- Pick up paper and trash even if it isn't yours.
- Keep books, bags, etc., under chairs.
- Take good care of textbooks.
- Carry physical education equipment in hallway.
- Return outside equipment to its proper place after using it. (K-3 use plastic bats; 4-6 may use aluminum.)
- Slide down all slides feet first and bottom down and go around to the back of the line when done.
- Swing with bottom on swing-set chair and swing back and forth. Keep swing chains at standard length.
- Open and close doors as quietly as possible.
- Clean up table and dispose of uneaten food. Practice good table manners.
- Leave sand, rocks, snow, etc. on the ground and keep hands off trees.

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

We believe:

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

We believe:

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

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

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

Bullying

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

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

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

HARASSMENT AND BULLYING BEHAVIOR WILL **NOT** BE TOLERATED.

School Procedure Regarding Bullying

Mission Statement

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

1. All staff members will enforce “no-bullying rules”. (administration, teachers, paraprofessionals, bus drivers, secretaries, custodians, food service, counselors, etc.)
 2. Students will help others by speaking out and getting adult help.
 3. Students will use extra effort to include everyone.
- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
 - The term, “bullying,” specifically includes cyberbullying as defined in this policy. Targeting a child for repetitive negative actions.

The Serious Nature of Bullying

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

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

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

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

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

How to inform the school of a bullying situation:

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

How parents will be informed of a bullying situation:

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

Criminal Conduct

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

PEACEFUL PLAYGROUND RULES

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

- Playground supervisors have the right to use their judgment regarding harmful and inappropriate activities.

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

Non-Discriminatory Procedures

Harassment and Violence

- The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Pine River-Backus School District 2174 prohibits any form of religious, racial or sexual harassment and violence.
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, the Superintendent of Schools. You may also make a written report. It should be given to a teacher, counselor, the principal or the human rights officer. Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The Pine River-Backus School District will also take action if anyone tries to intimidate or harm you because you have reported.

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

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

CONTACT: SUPERINTENDENT OF SCHOOLS
NON DISCRIMINATION OF STUDENTS WITH DISABILITIES

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

appropriate public education.

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

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

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

Harassment and Violence Report Form is on the next page.

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

General Statement of Policy Prohibiting Harassment or Violence

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

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

Circle as appropriate: sexual / racial / religious / harassment

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

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

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

Where and when did the incident(s) occur?

List any witnesses who were present

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

(Complainant Signature)

(Date)

Received by _____

(Date)

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

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

DISCIPLINE OF DISABLED STUDENTS

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

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

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

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

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

Weapons

- No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
- Weapons are defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- School Location: A school location includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- The Public: Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

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

Health Information

Insurance

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

Student Medication

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

REQUIREMENTS

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

The school shall provide the following:

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

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

NON-PRESCRIPTION AND/OR SHORT TERM MEDICATION DISPERSAL

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

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

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

1. Student's name.

2. Medication/dosage given.
3. Time/date/dispensed.

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

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

PRB Schools Head Lice Procedure

Pine River-Backus Schools will require parents to remove their children from school when head lice or untreated nits are found. The parents or guardians must then aggressively deal with this infestation to minimize the time lost from the child's classroom. Protecting others from head lice is essential.

1. When head lice and/or untreated nits are found, parents or guardians will be contacted immediately. When live lice are present, the student will be removed from school with an informational letter describing what is expected for the child's return to school.
 2. After treatment, the student should return to school accompanied by the parent when possible. The school nurse or a designee, with the parent present when possible, will then do a head check before the student can re-enter the classroom.
 3. The student will be checked periodically throughout the following days to assure that he/she is free of head lice and/or untreated nits. The Minnesota Department of Health strongly recommends that parents check their children's heads for lice and nits on a regular basis.
 4. If the student is re-infested, the parent/guardian will be directed to follow the same treatment procedure described in the informational letter. The parent/guardian must contact the school when the student is ready to return to school and again accompany the student upon his/her return if possible. The student will be rechecked by the nurse/designee with the parent when possible.
 5. Should the situation warrant, District personnel will report cases of neglect to county authorities as required by law.
 6. Up to two student absences related to head lice infestation will be excused absences. The administration, with guidance from classroom teachers, will develop student learning plans for students missing more than one day of school.
- Every student should have up-to-date emergency information on file in the office. This information is necessary for our records and will be needed to contact you should an emergency occur. Please inform the school IMMEDIATELY if there are changes in this information during the school year. It is vitally important that we keep all information up-to-date.
 - Minnesota State Law requires all school employees to report cases of suspected abuse/neglect to the proper authorities. Pine River-Backus School complies with this law by contacting the appropriate social services agency and/or the local law enforcement agency that is responsible for investigating the report. Minnesota State Law allows students to be interviewed by authorities at school without parent permission.

Computer/Internet Use

COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR GRADES K-6

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

Infinite Campus

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

Responsive Classroom

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

Multi-Tiered System of Supports (MTSS)

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

PRB Booster Club

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

PRB Community Education

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

PRB Parent-Teacher Organization (PTO)

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

Our Programs and Accomplishments:

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

Our Meetings:

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

**Pine River – Backus Schools
Network & Internet Policy**

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

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

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

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

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

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

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

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

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

PINE RIVER-BACKUS HIGH SCHOOL STUDENT HANDBOOK

2024-2025



Pine River-Backus High School Welcomes You!

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

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

TABLE OF CONTENTS

Table of Contents	2
Mission Statement.....	5
Vision Statements.....	5
Beliefs Statements.....	5
Goals.....	5
Discipline Policy Rights & Responsibilities.....	6
Student Discipline Policy.....	6
Definitions.....	10
Violations against Property.....	11
Violations against Person(s).....	12
Dangerous and Harmful Substances.....	13
Threats and Disruptions.....	13
Student Conduct.....	14
Traffic Regulations and Bus Safety.....	15
Weapons.....	16
Definitions.....	16
Additional Considerations.....	17
Attendance.....	18
General Procedures Regarding Absenteeism.....	19
Excused Absences.....	19
Unexcused Absences.....	20
Tardiness.....	20
Advanced Absences.....	20
Requests for Assignments when Absent.....	20
Leaving School During the Day.....	21
State and County Truancy Intervention Policy.....	22
Attire & Appearance.....	23
Graduation Attire.....	24
Cell Phones, Digital Imaging Devices & Other Personal Electronic Devices.....	25
Other School Policies & Procedures.....	26
Bullying.....	26
Passes (In School).....	27
Telephone (Main Office).....	27
Backpacks & Oversized Bags.....	27
Change of Address or Telephone Number.....	27
Pledge of Allegiance.....	27
Immunizations.....	28

Visitors.....	28
Food/Beverages in the Classroom.....	28
Lunch.....	28
PIN # Policy.....	28
Messages from Parents/Guardians.....	29
Building Service Personnel.....	29
School-Sponsored Dances.....	29
Lockers.....	29
Public Displays of Affection.....	29
Valuables.....	29
Restricted Areas.....	30
Technology Use.....	30
Disaster Drills.....	30
Automobiles & Other Motorized Vehicles.....	30
Field Trips.....	31
Due Process.....	31
Section 504.....	31
Health Services Procedures.....	32
Nurse Passes.....	32
Student Medications.....	32
Non-emergency prescription medication to students at school:.....	32
Non-Prescription And/Or Short Term Medication Dispersal.....	32
Communicable Diseases & Infectious Conditions.....	33
Athletics & Activities Policies & Procedures.....	33
Extra/Co-Curricular Eligibility Requirements.....	33
Eligibility Checks:.....	33
Rules of Ineligibility.....	34
Minnesota State High School League Bylaws:.....	34
Bylaw 205 Chemical Eligibility:.....	34
Penalties for Category 1 Activities:.....	35
Bylaw 206 Good Standing and General Eligibility Requirements.....	35
Bylaw 409 Responsibility for Participating Teams, Students and Spectators.....	36
Social Media Responsibilities & Guidelines.....	36
Academic & Counseling/Guidance Services.....	37
Graduation Requirements.....	37
Seventh and Eighth Grade.....	37
Ninth through Twelfth Grade.....	37
Course/Subject Requirements.....	38
Honor Roll.....	39
Selection of Valedictorian & Salutatorian.....	40

Honor Graduates.....	40
National Honor Society.....	40
Online/PSEO Course Registration Requirements.....	40
Requirements.....	40
Online Students & Open Campus Privileges.....	41
Conferences (Parent/Teacher).....	41
Make-Up Work.....	41
Incomplete Grades.....	42
Schedule Changes.....	42
Student Records.....	42
Bell Schedule for Pine River-Backus High School.....	43

Mission Statement

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

TEACH

INSPIRE

GROW

EXCEL

REACH

SUCCEED

Vision Statements

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

Beliefs Statements

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

Goals

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

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

DISCIPLINE POLICY RIGHTS & RESPONSIBILITIES

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

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

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

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

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

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

Student Discipline Policy

I. Purpose

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

II. General Statement of Policy

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

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

III. **Areas of Responsibility**

➤ **The School Board** –

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

➤ **Superintendent** –

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

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

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

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

IV. **Student Rights**

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

V. **Student Responsibilities**

All students have the responsibility:

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

VI. **Rules of Conduct**

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

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

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

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

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

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

VII. Disciplinary Action

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

Definitions

Removal from Class:

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

Detention and Extended Detention:

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

In-School Suspension:

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

Out-of-School Suspension:

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

Exclusion:

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

Expulsion:

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

Revocation of Bus Privileges:

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

Habitual/Severe Clause:

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

VIII. Disciplinary Referrals

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

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

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

Violations against Property

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

Violations against Person(s)

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

Dangerous and Harmful Substances

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

	severe behavior and will result in execution of the Habitual/Severe Policy.		
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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 Warning	Expulsion or exclusion for up to one (1) year

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

Weapons

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

Statement of Policy

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

Definitions

General Definition of Weapons

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

Destructive Device – Gun Free School Act of 1994

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

Weapon – Gun Free School Act

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

Enforcement

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

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

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

Additional Considerations

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

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

ATTENDANCE

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

Responsibilities of Students and Parents

Student Responsibility:

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

Parent/Guardian Responsibility:

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

General Procedures Regarding Absenteeism

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

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

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

Excused Absences

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

Unexcused Absences

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

Tardiness

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

Advanced Absences

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

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

Requests for Assignments when Absent

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

Leaving School During the Day

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

Senior Open Lunch

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 & APPEARANCE

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

PURPOSE

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

GENERAL STATEMENT OF POLICY

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

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

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

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

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

PROCEDURES

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

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

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

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

Graduation Attire

Graduates may wear any of the following clothing for graduation: dress pants, dress capris, skirts and dresses. No 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.

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.

CELL PHONES, DIGITAL IMAGING DEVICES & OTHER PERSONAL ELECTRONIC DEVICES

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

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

A. Respect the educational environment:

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

B. Respect for privacy rights:

- a. Students shall not photograph or record video of other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
 - i. Staff and students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
 - ii. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms, restrooms and other areas as designated by Administration.

b. Ensuring Academic Integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

c. Compliance with Other District Policies: Use of cellular phones or other personal electronic devices must not violate any other District Policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use policy, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:

- **1st Reported Offense:**

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

- **Additional Offenses:**

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

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

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

OTHER SCHOOL POLICIES & PROCEDURES

Bullying

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

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

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

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

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

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

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

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

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

Passes (In School)

In-school passes are required whenever you leave the room in which you are scheduled. To limit the number of students permitted to leave a classroom at any given time, passess will be limited. It is expected that students will come to class prepared. The teacher in charge of your room will issue these passes. The scheduled classroom teacher has the final authority as to whether a pass will be honored.

Telephone (Main Office)

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

Backpacks & Oversized Bags

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

Change of Address or Telephone Number

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

Pledge of Allegiance

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

Immunizations

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

Visitors

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

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

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

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

Food/Beverages in the Classroom

~~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.~~

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

Lunch

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

PIN # Policy

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

Special meal arrangements may include:

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

Disciplinary measures policy for misuse of pin #:

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

Messages from Parents/Guardians

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

Building Service Personnel

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

School-Sponsored Dances

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

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

Lockers

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

Public Displays of Affection

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

Valuables

Common sense and consideration is the best guide to determine whether or not to bring personal possessions to school. School staff are not responsible for valuables that students bring to school. It is recommended that

students leave all valuables at home. If special circumstances make it necessary to bring substantial cash or other important possessions to school, please coordinate safeguarding these items with school administration.

Restricted Areas

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

Technology Use

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

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

The following are not permitted:

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

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

Disaster Drills

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

Automobiles & Other Motorized Vehicles

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

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. **During the academic school day, 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.

Due Process

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

Section 504

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

HEALTH SERVICES PROCEDURES

Nurse Passes

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

Student Medications

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

Non-emergency prescription medication to students at school:

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

REQUIREMENTS:

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

The school shall provide the following:

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

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

Non-Prescription And/Or Short Term Medication Dispersal

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

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

The school shall provide the following records including:

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

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

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

Communicable Diseases & Infectious Conditions

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

ATHLETICS & ACTIVITIES POLICIES & PROCEDURES

Extra/Co-Curricular Eligibility Requirements

Students are encouraged to participate in the many activities that are offered at Pine River-Backus High School. Students need to prioritize academics above participation in activities. 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 ALP for credit recovery on both Tuesdays of the ineligibility period until that credit has been earned*****

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

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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 & Guidelines

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

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

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

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

illegal drug use).

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

ACADEMIC & COUNSELING/GUIDANCE SERVICES

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

Graduation Requirements

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

Seventh and Eighth Grade

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

Ninth through Twelfth Grade

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

Graduation Requirements

English- 4

Social Studies- 3.5

Science- 3

Math- 3

Physical Education- 0.5*

Health- 0.5*

Fine Arts- 1

Personal Finance- 0.5

Electives- 6

Total Required Credits: 22

Course Length

- Semester .5 credit
- Year-long 1 credit

**Grades are calculated on a quarterly basis.*

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

Course/Subject Requirements

Grade 9

English/Language Arts I- 1 credit

Geometry 9 or Intermediate Algebra 9-
1 credit

Earth & Space Science- 1 credit

World History 9- 1 credit

Intro to World Cultures & Language-
0.5 credit

Grade 10

English/Language Arts II- 1 credit

Geometry 10 or Advanced Algebra- 1
credit

Biology- 1 credit

US History- 1 credit

Grade 11

English/Language Arts III- 1 credit

Advanced Algebra or CIS Precalculus-
1 credit

CIS Chemistry or Chemistry 11- 1
credit

World History Survey or CIS World
History - 0.5 credit

Citizenship/Government or CIS
Government- 0.5 credit

Grade 12

English/Language Arts IV- 1 credit

Economics - 0.5 credit

Personal Finance- 0.5 credit

Grades 9-12

Physical Education- 0.5 credit*

Health- 0.5 credit*

Fine Arts- 1 credit

Electives- 6 credits

REQUIRED COURSES

Grade 9

Grade 10

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

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

Grade 11

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

Grades 10-12

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

Grade 12

English 12-2 credits
 Economics—1 credit

Summary of Credits Required for Graduation:

English—8 credits	Social Studies—7 credits	Science—6 credits
Math—6 credits	Physical Education -.5 credit	Health -.5 credit
Survival in the Real World/Careers—1 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.

Honor Roll

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

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

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

Selection of Valedictorian & Salutatorian

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

Selection Criteria is as follows:

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

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

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

Honor Graduates

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

National Honor Society

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

Online/PSEO Course Registration Requirements

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

Requirements

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

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

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

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

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

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

Online Students & Open Campus Privileges

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

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

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

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

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

Conferences (Parent/Teacher)

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

Make-Up Work

When a student has been absent for a legitimate reason, the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the assignment. Students should

be prepared to take tests on the day returning to school if the test was announced previously or absence was for one day. It is the student's responsibility to obtain assignments to be completed. Students may not be allowed to make up work missed due to an unexcused absence.

Incomplete Grades

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

Schedule Changes

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

Student Records

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

BELL SCHEDULE FOR PINE RIVER-BACKUS HIGH SCHOOL

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

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or

receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statute section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required
 - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
 - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely

using the searching left, right, left for vehicles in traffic technique; and

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines.

a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.

d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school

district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – Warning. Principal or designee will meet with child.

2nd offense – 3 school-day suspension from riding the bus. Principal or designee will meet with child.

3rd offense – 5 school-day suspension from riding the bus. Principal will communicate with parent, possible further consequence and/or intervention.

4th offense – 10 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense- Warning or 0-4 school days suspension from riding the bus. Principal or designee will meet with child.

2nd offense- 5 school-day suspension from riding the bus. Principal or designee will meet with child.

3rd offense- 10 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

4th offense- 20 school-day suspension from riding the bus. Parent or guardian will be responsible for arranging a meeting with their principal prior to the child returning to the bus.

5th offense- suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) **Severe Clause Suspension**

If the student's misconduct jeopardizes their own safety, other students' safety or the safety of the driver, the offending student's privileges may be suspended immediately upon contacting parent / guardian. Incidents involving law enforcement may revoke rider privileges for the remainder of the year. Principal or designee notifies parents for all offenses as to the consequences.

(4) **Other Discipline**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) **Notice**

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or

type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;
4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege,

or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. "Annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. **Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's AM school bus stop and one location to be their student's PM school bus stop. The locations must be in the attendance area of Pine River-Backus Schools and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will require ten business days to complete.**
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

- b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
- 11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
 - 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
 - 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road,

and local school bus safety policies;

- (5) handling emergency situations;
- (6) proper use of seat belts and child safety restraints;
- (7) performance of pre trip vehicle inspections;
- (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statute section 144.057 or Minnesota Statutes. chapter 245C for daycare employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statute section 171.321, subdivision 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes sections 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statute chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 2 (See Section II.B., above)
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be

exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statute section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Preschool Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statutes section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules;

Misdemeanor)

Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)

Minn. Stat. § 171.168 (Notification of Violation by a Commercial Driver)

Minn. Stat. § 171.169 (Notification of Commercial License Suspension)

Minn. Stat. § 171.321 (Qualifications of School Bus and Type III

Vehicle Drivers)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

49 C.F.R. § 383.51 (Disqualification of Drivers)

49 C.F.R. § Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 504

Orig. 1995

Revised: _____

Rev. 2023

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 1. does not injure people or damage property;
 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- C. Student clothing may not include the following:
1. Students may not wear inappropriate clothing. Inappropriate clothing is considered anything that is disruptive to the learning environment such as shirts with cut outs, brief or see-through garments, or over revealing.
 2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References: *U. S. Const., amend. I*
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: *MSBA/MASA Model Policy 413 (Harassment and Violence)*
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

Pine River-Backus School District Policy 540

Orig. 2024

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Rev.

540 USE OF CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video camera phones, watches, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

II. GENERAL STATEMENT OF POLICY

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

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

A. Respect the educational environment:

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

B. Respect for privacy rights:

- a. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
 - i. Staff and students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
 - ii. Use of cellular phones or other personal electronic devices is strictly prohibited

in locker rooms, restrooms and other area as designated by Administration.

- C. Ensuring Academic Integrity:** Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- D. Compliance with Other District Policies:** Use of cellular phones or other personal electronic devices must not violate any other District Policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use policy, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

DISSEMINATION OF POLICY

Portions of this policy shall be included in the student/Parent Handbook, posted to the District Web site under School Board Policy, and otherwise distributed upon request.

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