

## Regular Monthly Board Meeting

Monday, August 4, 2025 5:30 PM

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

1. <b>Call to Order and Pledge to the Flag</b>	<b>Speaker(s):</b> Board Chair
<b>Members:</b> Leslie Bouchonville, Chris Cunningham, Roger D. Hoplin, Nicki Linsten-Lodge, Carrie Maurer-Ackerman, David Sheley, Ryan Trumble and Superintendent Jonathan Clark	
2. <b>Welcome to Visitors</b>	<b>Speaker(s):</b> Board Chair
2.1. Public Comments and Time for Interaction with the Board on Agenda Items	<b>Speaker(s):</b> Board Chair
3. <b>Approve Agenda</b>	
4. <b>Approve Minutes of the July 7, 2025 Regular School Board Meeting</b>	<b>Speaker(s):</b> Board Chair
5. <b>Informational Items</b>	
5.1. Board Chair Report on Superintendent Evaluation Conducted July 7, 2025	
5.2. Principal Reports	
5.3. Director Reports	
5.4. Superintendent Report	
6. <b>Consent Calendar</b>	
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. Federal Funds	
6.6. Adopt Resolution Accepting Monetary Awards and Donations	
6.7. Approve Personnel Items as Listed	
6.8. Approve the 2025-26 Elementary and High School Student Handbooks	
6.9. Set Activity Participation Fees for 2025-26: Junior High (grades 7-9): \$70 Senior High (grades 10-12): \$80 Hockey: Set by Pequot Lakes Annual Max per Family: \$300	
6.10. Set Athletic Admission Fees for 2025-26: 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

6.11. Set Substitute and Other Rates of Pay  
Effective 8/5/2025 as Listed on Attachment

6.12. Set Cell Phone Reimbursement Rate for  
2025-26 at \$60 per month.

7. **Action Items**

7.1. Approve the 2025-27 Master Agreement with Pine  
River-Backus Education Minnesota

8. **Open Forum**

9. **Adjourn**

A meeting of the Board of Education was held in the High School Media Center at 5:30 p.m. on Monday, July 7, 2025 with Chair Cunningham presiding.

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

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

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

Motion by Trumble, second by Maurer-Ackerman, to approve the minutes of the June 2, 2025 regular board meeting. All voted aye and the motion carried.

Administrative team and director reports were heard.

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

- Approve bills presented (checks 77680-77889 totaling \$198,940.12); 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:
  - Approve the hiring of Sadie Jordan as Elementary Teacher effective with the 2025-26 school year. Sadie will be placed on Lane 1/Step 4 of the salary schedule.
  - Accept the resignation of Emalee Hedberg, Community Education Coordinator, effective June 27, 2025 and authorize posting for a replacement.
- Approve the Pine River-Backus Schools Local Literacy Plan
- Set the cell phone reimbursement rate for 2025-26 at \$60 per month

Discussion Items:

- Student handbooks

Motion by Hoplin, second by Bouchonville, to approve a Resolution Authorizing FY2027 Long Term Facilities Maintenance Plan. All voted aye and the motion carried.

Motion by Linsten-Lodge, second by Maurer-Ackerman, to approve a revision to the preliminary 2025-26 budget for student activity accounts. All voted aye and the motion carried.

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

Motion by Sheley, second by Trumble, to close the meeting per Minnesota Statute 13D.03 Subd. 3 in order to consider strategy for labor negotiations with Pine River-Backus Education Minnesota and Service Employees International Union, Local #284 and per Minnesota Statute 13D.05 Subd. 3 to evaluate the performance of Jonathan Clark, Superintendent. All voted aye and the motion carried.

The meeting was closed at 5:57 p.m. and reopened at 7:23 p.m.

Cunningham adjourned the meeting at 7:23 p.m.

Leslie Bouchonville, Clerk  
Recorded by Jolene Bengtson

**PINE RIVER BACKUS SCHOOLS**  
**Check Register by Bank and Check**

Check Number: 77890-2147483647 Payment Date: 6/15/2025-7/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	CHEC	79526	77890	Check	1	105451		PATTERSON, ANTHONY	Yes	No	No	07/02/2025	210.00
		79539	77891	Check	1	105933		AVIBEN LLC	Yes	No	No	07/08/2025	283.41
		79540	77892	Check	1	105939		BETHANY LUTHERAN COLLEGE	Yes	No	No	07/08/2025	6,400.00
		79533	77893	Check	1	102716		CENEX CREDIT CARD	Yes	No	No	07/08/2025	619.99
		79541	77894	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	07/08/2025	370.22
		79542	77895	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	07/08/2025	979.60
		79529	77896	Check	1	01119		CLIMATE MAKERS	Yes	No	No	07/08/2025	1,217.62
		79537	77897	Check	1	105769		COLUMN SOFTWARE PBC	Yes	No	No	07/08/2025	84.24
		79530	77898	Check	1	100195		DAY'S SANITARY SEWER SVC	Yes	No	No	07/08/2025	462.00
		79532	77899	Check	1	102191		ERIC ARMIN INC.	Yes	No	No	07/08/2025	228.13
		79528	77900	Check	1	00854		FLINN SCIENTIFIC	Yes	No	No	07/08/2025	1,078.56
		79534	77901	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	07/08/2025	342.93
		79543	77902	Check	1	40600		IND SCHOOL DIST #181	Yes	No	No	07/08/2025	37,056.00
		79536	77903	Check	1	105664		KESLER SCIENCE	Yes	No	No	07/08/2025	698.00
		79535	77904	Check	1	104890		NEE MINNESOTA PROJECTS LLC	Yes	No	No	07/08/2025	7,347.41
		79531	77905	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	07/08/2025	641.82
		79538	77906	Check	1	105870		TRACTOR SUPPLY CREDIT PLAN	Yes	No	No	07/08/2025	227.92
		79527	77907	Check	1	00566		XCEL ENERGY	Yes	No	No	07/08/2025	1,063.99
		79548	77908	Check	1	102696		BOND TRUST SERVICES	Yes	No	No	07/08/2025	35,252.50
		79547	77909	Check	1	101604		CENTRAL MCGOWAN, INC - 139156	Yes	No	No	07/08/2025	53.75
		79553	77910	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	07/08/2025	5,158.38
		79544	77911	Check	1	01119		CLIMATE MAKERS	Yes	No	No	07/08/2025	16,166.00
		79554	77912	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	07/08/2025	420.18
		79555	77913	Check	1	40800		IND SCHOOL DIST #186	Yes	No	No	07/08/2025	16,293.62
		79550	77914	Check	1	105180		INFINITE CAMPUS, INC.	Yes	No	No	07/08/2025	17,374.30
		79545	77915	Check	1	100595		LAKES COUNTRY SERVICE COOP	Yes	No	No	07/08/2025	200.00
		79546	77916	Check	1	101507		MESPA	Yes	No	No	07/08/2025	962.00
		79556	77917	Check	1	56100		MINNESOTA SCHOOL BOARDS ASSC	Yes	No	No	07/08/2025	8,424.00
		79557	77918	Check	1	68800		PINE RIVER ELECTRIC INC.	Yes	No	No	07/08/2025	5,710.00
		79552	77919	Check	1	105285		POWERSCHOOL GROUP LLC	Yes	No	No	07/08/2025	7,159.83
		79549	77920	Check	1	104791		TREBRON SECURITY, LLC	Yes	No	No	07/08/2025	7,450.00
		79551	77921	Check	1	105281		WRIGHT SPECIALTY PREMIUM TRUS	Yes	No	No	07/08/2025	131,561.94
		79559	77922	Check	1	105906		BRANDON, SEAN ROBERT	Yes	No	No	07/08/2025	135.00
		79558	77923	Check	1	104144		UNITED STATES TREASURY	Yes	No	No	07/08/2025	541.10
		79560	77924	Check	1	06985		BARNUM'S AUTO PARTS	Yes	No	No	07/11/2025	24.99
		79573	77925	Check	1	105941		BENGTSON, EMMA	Yes	No	No	07/11/2025	80.00
		79574	77926	Check	1	105942		BRICKWEG, RANDY	Yes	No	No	07/11/2025	40.00
		79575	77927	Check	1	105943		BURNS, AUTUMN	Yes	No	No	07/11/2025	120.00
		79576	77928	Check	1	105944		BURNS, AVA	Yes	No	No	07/11/2025	80.00

**PINE RIVER BACKUS SCHOOLS**  
**Check Register by Bank and Check**

Check Number: 77890-2147483647 Payment Date: 6/15/2025-7/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	CHEC	79582	77929	Check	1	18200		CULLIGAN	Yes	No	No	07/11/2025	125.90
		79564	77930	Check	1	100863		DECKER INC	Yes	No	No	07/11/2025	209.08
		79577	77931	Check	1	105945		DeLaPena, Skylar	Yes	No	No	07/11/2025	80.00
		79578	77932	Check	1	105946		EVELAND, CARTER	Yes	No	No	07/11/2025	40.00
		79579	77933	Check	1	105947		EVELAND, LEAH	Yes	No	No	07/11/2025	40.00
		79561	77934	Check	1	100427		FORUM COMMUNICATIONS COMPAN	Yes	No	No	07/11/2025	295.00
		79583	77935	Check	1	31800		GARDINER HARDWARE	Yes	No	No	07/11/2025	116.73
		79565	77936	Check	1	103397		GLS PROMOTIONS	Yes	No	No	07/11/2025	80.00
		79571	77937	Check	1	105828		HUGO'S FAMILY MARKET PLACE	Yes	No	No	07/11/2025	367.86
		79572	77938	Check	1	105940		IND SCHOOL DIST 0492	Yes	No	No	07/11/2025	1,604.52
		79566	77939	Check	1	104477		LARSON, WADE	Yes	No	No	07/11/2025	80.00
		79567	77940	Check	1	105485		LEWIS, AALIYAH	Yes	No	No	07/11/2025	40.00
		79563	77941	Check	1	100798		NORTHERN STAR CO-OP	Yes	No	No	07/11/2025	3,930.61
		79580	77942	Check	1	105948		SHACKLE, CODY	Yes	No	No	07/11/2025	40.00
		79569	77943	Check	1	105774		VANDERARK, ETHAN	Yes	No	No	07/11/2025	80.00
		79568	77944	Check	1	105672		VOLK, ANDREW	Yes	No	No	07/11/2025	40.00
		79562	77945	Check	1	100701		WASTE PARTNERS	Yes	No	No	07/11/2025	444.91
		79581	77946	Check	1	105949		WINTER, LENA	Yes	No	No	07/11/2025	200.00
		79570	77947	Check	1	105805		WYNN, DEAN II	Yes	No	No	07/11/2025	360.00
		79585	77948	Check	1	56850		MINNESOTA UI FUND	Yes	No	No	07/16/2025	15,438.37
		79586	77949	Check	1	67575		PINE RIVER AREA SANITARY DIST.	Yes	No	No	07/16/2025	2,120.83
		79596	77950	Check	1	105950		BSU FOOTBALL	Yes	No	No	07/16/2025	3,800.00
		79597	77951	Check	1	13800		CHAMBER OF COMMERCE	Yes	No	No	07/16/2025	20.00
		79590	77952	Check	1	100983		CLOSING THE GAP	Yes	No	No	07/16/2025	1,780.00
		79598	77953	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	07/16/2025	12,624.05
		79593	77954	Check	1	102997		INFINITY ONLINE	Yes	No	No	07/16/2025	1,500.00
		79588	77955	Check	1	00309		MASMS	Yes	No	No	07/16/2025	745.00
		79599	77956	Check	1	49670		MASSP	Yes	No	No	07/16/2025	890.00
		79600	77957	Check	1	49950		MCGRAW-HILL SCHOOL EDUC HOLD	Yes	No	No	07/16/2025	90.42
		79595	77958	Check	1	105841		MRI SOFTWARE LLC	Yes	No	No	07/16/2025	28.00
		79601	77959	Check	1	58360		NASCO	Yes	No	No	07/16/2025	1,871.40
		79591	77960	Check	1	101218		NCS PEARSON INC	Yes	No	No	07/16/2025	30.00
		79587	77961	Check	1	00071		NORTHLAND STEAM CLEANERS	Yes	No	No	07/16/2025	2,885.00
		79589	77962	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	07/16/2025	280.48
		79594	77963	Check	1	105132		SEESAW LEARNING, INC. LOCKBOX	Yes	No	No	07/16/2025	4,200.00
		79592	77964	Check	1	102311		SNA	Yes	No	No	07/16/2025	213.00
		79608	77965	Check	1	02080		AFLAC	Yes	No	No	07/16/2025	100.00
		79610	77966	Check	1	105549		MetLife	Yes	No	No	07/16/2025	1,357.58
		79609	77967	Check	1	104817		Minnesota Life Insurance Company	Yes	No	No	07/16/2025	797.38

# PINE RIVER BACKUS SCHOOLS

## Check Register by Bank and Check

**Check Number: 77890-2147483647    Payment Date: 6/15/2025-7/31/2025    Period: 0-99999999**

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	CHEC	79611	77968	Check	1	77300		SCHOOL SERVICE EMPLOYEES	Yes	No	No	07/16/2025	880.46
		79612	77969	Check	1	03175		NATIONAL INSURANCE SERVICES	Yes	No	No	07/18/2025	609.06
		79615	77970	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	07/22/2025	45,188.28
		79614	77971	Check	1	102081		KENNEDY & GRAVEN	Yes	No	No	07/22/2025	725.00
		79616	77972	Check	1	105368		COLONIAL LIFE	Yes	No	No	07/23/2025	3,633.50
		79620	77973	Check	1	100192		AAA EQUIPMENT CENTER	Yes	No	No	07/23/2025	245.94
		79624	77974	Check	1	103544		ANDYMARK, INC.	Yes	No	No	07/23/2025	148.68
		79625	77975	Check	1	103797		BSN SPORTS LLC	Yes	No	No	07/23/2025	8,850.43
		79618	77976	Check	1	01119		CLIMATE MAKERS	Yes	No	No	07/23/2025	507.00
		79628	77977	Check	1	105777		DOUBLE A AUTOMOTIVE	Yes	No	No	07/23/2025	528.25
		79629	77978	Check	1	33625		GODFREY'S	Yes	No	No	07/23/2025	180.70
		79623	77979	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	07/23/2025	1,320.20
		79630	77980	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	07/23/2025	15,841.84
		79631	77981	Check	1	55065		MASBO	Yes	No	No	07/23/2025	25.00
		79622	77982	Check	1	101855		MENARDS	Yes	No	No	07/23/2025	2,271.51
		79632	77983	Check	1	55800		MINNESOTA POWER	Yes	No	No	07/23/2025	2,232.82
		79627	77984	Check	1	105107		R & J BROADCASTING, INC.	Yes	No	No	07/23/2025	102.90
		79621	77985	Check	1	100929		REALLY GOOD STUFF, INC.	Yes	No	No	07/23/2025	328.94
		79626	77986	Check	1	105069		SCHOLASTIC, INC.	Yes	No	No	07/23/2025	247.23
		79619	77987	Check	1	04800		TDS TELECOM	Yes	No	No	07/23/2025	4,963.17
		79633	77988	Check	1	66750		PETTY CASH	Yes	No	No	07/30/2025	260.00

Bank Total: CHEC

\$460,556.46

Report Total:

\$460,556.46

**PINE RIVER-BACKUS SCHOOLS**

Investment Report

August 4, 2025

**Investments in Local Banks**

							<u>Accrued Interest</u>
Pine River State Bank	Pine River, MN	9/11/2024	10/11/2025	13	\$	270,580.77	4.75% \$ 70,580.77
First National Bank of Walker	Backus, MN	7/18/2025	2/18/2025	7	\$	112,170.96	4.10% \$ 13,170.96
<i>Total Local Investments</i>						<u>\$ 382,751.73</u>	

**MN School District Liquid Asset Fund**

<u>Name of Account / Bank</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Percent</u>	<u>Interest To Date</u>
MSDLAF Max & Liquid Class	NA	NA	4,406,989.40	Blended	NA
<i>Total MSDLAF</i>			<u>\$ 4,406,989.40</u>		
			<u>\$ -</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			289.09	0.15%
Marshall Scholarship CD	10/11/2025	13	32,357.64	4.75%
Marshall Savings			1,261.43	0.15%
Alfred Weise Scholarship CD	10/11/2025	13	3,236.43	4.75%
Alfred Weise Scholarship Savings			520.41	0.15%
Fillings (Reighard) Scholarship CD	10/11/2025	13	7,865.92	4.75%
Fillings (Reighard) Scholarship Savings Acct			69.40	0.15%
Evelyn W. Berg Savings			5,151.01	0.15%
Sheila Joan Anderson Savings Acct			2,434.99	0.15%
Dennis Heemstra Scholarship CD - FNB	2/18/2026	7	128,990.84	4.10%
Dennis Heemstra Scholarship CD - FNB	2/18/2026	7	113,710.84	4.10%
Dennis Heemstra Scholarship Savings - PRSB			27,196.94	0.50%
PR-B Scholarship CD	10/11/2025	13	11,399.42	4.75%
PR-B Scholarship Savings Acct			40,676.84	0.65%
Evan Lindquist Memorial Scholarship CD	10/11/2025	13	35,415.24	4.75%
Evan Lindquist Memorial Scholarship Savings			496.88	0.15%
Earl & Violet Fenton CD	10/11/2025	13	4,651.94	4.75%
Earl & Violet Fenton Savings Acct			6.95	0.15%
<i>Total Pine River State Bank / First National Bank Walker</i>			<u>\$ 415,732.21</u>	

**TOTAL INVESTMENTS**

\$ 5,205,473.34

**Notes & Changes from prior report:**

*Balances updated per bank statements - PRSB CDs, MSDLAF, QZAB and Scholarships*  
*First National Bank Investment CD updated with new 7 month term - 4.10% rate.*  
*Heemstra First National Bank Scholarship CD's updated with new 7 month term - 4.10% rate.*

## PINE RIVER BACKUS SCHOOLS Multi Year Fd, Obj Series

Sequence: Fd, O/S	202401			202501			202601		
Description	Budget rbud24	Year to Date	%	Budget rbud25	Year to Date	%	Budget pbud26	Year to Date	%
01 General Fund									
100 Salaries & Wages	7,269,495.00	25,460.83	0%	7,198,548.00	22,848.46	0%	7,125,189.00	26,407.81	0%
200 Employee Benefits	1,991,357.00	60,293.47	3%	2,087,781.00	131,148.45	6%	2,216,808.00	134,146.24	6%
300 Purchased Services	1,509,542.00	104,515.69	7%	1,573,042.00	117,415.65	7%	1,536,406.00	126,310.47	8%
400 Supplies & Materials	468,415.00	54,996.72	12%	466,515.00	45,688.00	10%	486,150.00	53,194.55	11%
800 Other Expenditures	24,565.00	11,228.00	46%	25,493.00	15,127.00	59%	25,493.00	10,426.00	41%
900 Other Financing Uses	110,000.00	0.00	0%	110,000.00	0.00	0%	110,000.00	0.00	0%
<b>01 General Fund</b>	<b>11,373,374.00</b>	<b>256,494.71</b>	<b>2%</b>	<b>11,461,379.00</b>	<b>332,227.56</b>	<b>3%</b>	<b>11,500,046.00</b>	<b>350,485.07</b>	<b>3%</b>
02 Food Service Fund									
100 Salaries & Wages	214,847.00	47.36	0%	207,993.00	113.48	0%	220,683.00	(162.05)	(0%)
200 Employee Benefits	60,549.00	1,592.39	3%	54,252.00	3,992.07	7%	55,804.00	3,768.07	7%
300 Purchased Services	21,645.00	31.32	0%	19,645.00	32.67	0%	19,645.00	28.72	0%
400 Supplies & Materials	360,300.00	0.00	0%	345,700.00	4,612.43	1%	345,700.00	0.00	0%
500 Capital Expenditures	70,000.00	0.00	0%	20,000.00	0.00	0%	20,000.00	0.00	0%
800 Other Expenditures	2,500.00	2,078.40	83%	2,500.00	20.00	1%	2,500.00	2,387.40	95%
<b>02 Food Service Fund</b>	<b>729,841.00</b>	<b>3,749.47</b>	<b>1%</b>	<b>650,090.00</b>	<b>8,770.65</b>	<b>1%</b>	<b>664,332.00</b>	<b>6,022.14</b>	<b>1%</b>
03 Transportation Fund									
100 Salaries & Wages	469,564.00	2,089.60	0%	515,110.00	1,005.75	0%	515,110.00	332.13	0%
200 Employee Benefits	84,290.00	3,870.28	5%	90,701.00	8,676.85	10%	91,762.00	9,343.63	10%
300 Purchased Services	21,738.00	25,502.68	117%	15,905.00	25,357.83	159%	19,658.00	26,532.93	135%
400 Supplies & Materials	186,000.00	10.50	0%	186,000.00	10.50	0%	186,000.00	0.00	0%
500 Capital Expenditures	130,000.00	0.00	0%	161,639.00	0.00	0%	175,000.00	0.00	0%
800 Other Expenditures	5,150.00	0.00	0%	5,209.00	0.00	0%	5,209.00	0.00	0%
<b>03 Transportation Fund</b>	<b>896,742.00</b>	<b>31,473.06</b>	<b>4%</b>	<b>974,564.00</b>	<b>35,050.93</b>	<b>4%</b>	<b>992,739.00</b>	<b>36,208.69</b>	<b>4%</b>
04 Community Service									
100 Salaries & Wages	291,323.00	(2,731.38)	(1%)	270,597.00	0.00	0%	271,033.00	0.00	0%
200 Employee Benefits	93,307.00	3,044.55	3%	102,119.00	4,052.78	4%	90,305.00	4,194.40	5%
300 Purchased Services	51,385.00	116.25	0%	80,662.00	14,948.21	19%	80,662.00	16,415.10	20%
400 Supplies & Materials	13,100.00	602.25	5%	12,100.00	0.00	0%	12,100.00	225.10	2%

**PINE RIVER BACKUS SCHOOLS**  
**Multi Year Fd, Obj Series**

Sequence: Fd, O/S	Description	202401			202501			202601		
		Budget rbud24	Year to Date	%	Budget rbud25	Year to Date	%	Budget pbud26	Year to Date	%
04	Community Service									
	<b>800 Other Expenditures</b>	700.00	0.00	0%	1,935.00	0.00	0%	1,935.00	0.00	0%
<b>04</b>	<b>Community Service</b>	<b>449,815.00</b>	<b>1,031.67</b>	<b>0%</b>	<b>467,413.00</b>	<b>19,000.99</b>	<b>4%</b>	<b>456,035.00</b>	<b>20,834.60</b>	<b>5%</b>
05	Capital Expenditure									
	<b>300 Purchased Services</b>	488,180.00	10,799.55	2%	84,830.00	24,226.36	29%	86,220.00	10,815.00	13%
	<b>400 Supplies &amp; Materials</b>	79,100.00	0.00	0%	80,100.00	0.00	0%	80,100.00	0.00	0%
	<b>500 Capital Expenditures</b>	1,392,383.00	6,809.95	0%	324,326.00	10,846.50	3%	212,239.00	37,118.21	17%
<b>05</b>	<b>Capital Expenditure</b>	<b>1,959,663.00</b>	<b>17,609.50</b>	<b>1%</b>	<b>489,256.00</b>	<b>35,072.86</b>	<b>7%</b>	<b>378,559.00</b>	<b>47,933.21</b>	<b>13%</b>
07	Debt Redemption Fund									
	<b>700 Debt Service</b>	531,801.00	94,636.09	18%	1,431,226.00	88,873.54	6%	492,105.00	70,505.00	14%
<b>07</b>	<b>Debt Redemption Fund</b>	<b>531,801.00</b>	<b>94,636.09</b>	<b>18%</b>	<b>1,431,226.00</b>	<b>88,873.54</b>	<b>6%</b>	<b>492,105.00</b>	<b>70,505.00</b>	<b>14%</b>
08	Scholarship									
	<b>800 Other Expenditures</b>	73,800.00	0.00	0%	64,450.00	0.00	0%	64,350.00	0.00	0%
<b>08</b>	<b>Scholarship</b>	<b>73,800.00</b>	<b>0.00</b>	<b>0%</b>	<b>64,450.00</b>	<b>0.00</b>	<b>0%</b>	<b>64,350.00</b>	<b>0.00</b>	<b>0%</b>
20	Student Activity Fund									
	<b>400 Supplies &amp; Materials</b>	151,898.71	2,880.00	2%	172,277.84	4,897.90	3%	145,641.75	5,491.48	4%
<b>20</b>	<b>Student Activity Fund</b>	<b>151,898.71</b>	<b>2,880.00</b>	<b>2%</b>	<b>172,277.84</b>	<b>4,897.90</b>	<b>3%</b>	<b>145,641.75</b>	<b>5,491.48</b>	<b>4%</b>
	<b>Report Totals:</b>	<b>16,166,934.71</b>	<b>407,874.50</b>	<b>3%</b>	<b>15,710,655.84</b>	<b>523,894.43</b>	<b>3%</b>	<b>14,693,807.75</b>	<b>537,480.19</b>	<b>4%</b>

**PINE RIVER BACKUS SCHOOLS**  
**Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
CHEC		79584		Wire	1	105712	ELAN FINANCIAL SERVICES		No	No	No	07/11/2025	10,682.28
CHEC		79602		Wire	1	102302	PUBLIC EMPLOYEE RETIRE ASSOC		No	No	No	07/16/2025	22,551.99
CHEC		79603		Wire	1	102303	STATE OF MN TAX WITHHOLDING		No	No	No	07/16/2025	20,435.38
CHEC		79604		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	07/16/2025	128,005.38
CHEC		79605		Wire	1	105150	AVIBEN		No	No	No	07/16/2025	14,430.64
CHEC		79606		Wire	1	105867	Health Equity		No	No	No	07/16/2025	6,856.42
CHEC		79607		Wire	1	83400	MN TEACHERS RETIREMENT ASSOC		No	No	No	07/16/2025	78,959.11
CHEC		79613		Wire	1	105809	ICW GROUP INSURANCE COMPANIES		No	No	No	07/18/2025	125,848.00
CHEC		79634		Wire	1	102696	BOND TRUST SERVICES		No	No	No	07/30/2025	35,252.50
CHEC		79635		Wire	1	105548	FIDELITY SECURITY LIFE INSURANCE		No	No	No	07/30/2025	153.67
CHEC		79636		Wire	1	105867	Health Equity		No	No	No	07/30/2025	908.94

Bank Total: \$444,084.31

Report Total: \$444,084.31

**FEDERAL FUNDS UPDATE - Allocation, Budget, Spending 8/4/2025**

**FEDERAL TITLE FUNDS:**

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	YTD SPENT 2025-2026	Carry Forward to FY2027	Application Status	Budget Status	Proposed Use of Funds
2026	401	Formula - 401 - SFY 2026, Title I, Part A: Improving the Academic Achievement of the Disadvantaged	\$310,904.29	\$318,781.96	\$0.00	\$0.00	\$318,781.96	Application Submitted 6/30/2025	Returned for Changes Needed 7/28/2025	3.0 fte Title I Teachers - Elementary. 0.7 fte Director of Teaching & Learning
										\$200,865.11 Title I Salary
										\$99,145.00 Title I Benefits
										\$9,600.00 Title I Fees for Services
										\$2,747.26 Title I Supplies/Materials
										\$6,424.59 Title I Indirect Admin Costs
2026	414	Formula - 414 - SFY 2026, Title II, Part A: Teacher and Principal Training and Recruitment	\$21,428.04	\$0.00	\$0.00	\$0.00	\$0.00	No Application Needed	N/A	All Title II Funds transferred to Title I (401). No FY2026 application in Title II.
2026	433	Formula - 433 - SFY 2026, Title IV, Part A, Student Support and Academic Enrichment	\$18,685.42	\$0.00	\$0.00	\$0.00	\$0.00	No Application Needed	N/A	All Title IV Funds transferred to Title I (401). No FY2026 application in Title IV.
<b>FEDERAL TITLE FUNDS TOTAL</b>			<b>\$351,017.75</b>	<b>\$318,781.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$318,781.96</b>			

## 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 July 2025:

<u>Name</u>	<u>Amount</u>	<u>Purpose</u>
Lakes Area Bluegrass Foundation	\$1,000.00	Ind Tech Class
Pine River American Legion	\$100.00	ALP Student Rewards

**ISD #2174**  
**Regular School Board Meeting**  
**August 4, 2025**

**PERSONNEL UPDATES**

**Resignations/Terminations**

<b>Name</b>	<b>Position</b>	<b>Effective</b>	<b>Notes</b>
Timothy Tungseth	AD/Youth Sports Coordinator	7/10/2025	
Julian Kitchenhoff	Route Bus Driver	7/28/2025	This action will accept Julian's resignation and authorize posting of the position.

**Hire:**

<b>Name</b>	<b>Position</b>	<b>Effective</b>	<b>Notes</b>
Gregory Olson	Route Bus Driver	2025-26 School Year	At-Will
David Scott	Route Bus Driver	2025-26 School Year	At-Will
Camille Haman	Community Ed Coordinator/Cub Care Supervisor	7/15/2025	At-Will
Kyle Crocker	AD/Youth Sports Coordinator	2025-26 School Year	At-Will

**Extra-Curricular:**

<b>Name</b>	<b>Position</b>	<b>Effective</b>	<b>Notes</b>
Nathan Fischer	Varsity Football	2025 Fall Season	
Rob Johnson	Assistant Football	2025 Fall Season	
Mike Dinnel	Assistant Football	2025 Fall Season	
Erick Vetsch	Assistant Football	2025 Fall Season	
Mike Lupella	Junior High Football	2025 Fall Season	
Neil Travis	Junior High Football	2025 Fall Season	
Crysta Blake	Varsity Volleyball	2025 Fall Season	
Krystle Leikvoll	Assistant Volleyball	2025 Fall Season	
Kora Just	Assistant Volleyball	2025 Fall Season	
Leah Freeman	Junior High Volleyball	2025 Fall Season	
Kay Sawyer	Junior High Volleyball	2025 Fall Season	
Karl Ludeman	Varsity Cross Country	2025 Fall Season	
Sidney Lodge	Assistant Cross Country	2025 Fall Season	
Kate Davis	Fall Musical Director	2025 Production	
Teresa Hamp	Musical Vocal Coach	2025 Production	
Kate Davis	Elementary Music Advisor	2025-26 School Year	
Ben Kinser	Pep Band Advisor	2025-26 School Year	
Ben Kinser	HS Band Performance	2025-26 School Year	
Teresa Hamp	HS Vocal Performance	2025-26 School Year	



Pine River-Backus Elementary School

## STUDENT HANDBOOK

Website: [www.prbschools.org](http://www.prbschools.org)

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

Welcome to the 2025-2026 school year



## PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

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

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

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

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

Yours Together in Education,

Josh Langseth  
Principal

# Table of Contents

Welcome to the 2025-26 school year.....	2
Table of Contents.....	3
Tiger Pride: Hear our ROAR!.....	5
ROAR Matrix.....	6
2025-26 School Calendar.....	7
School Attendance.....	8
TARDINESS.....	8
Field Trips.....	11
Backpacks.....	11
School Hours.....	12
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.....	17
Library Media Center.....	17
Lunch Procedure.....	18
Elementary Newsletter.....	18
Birthdays.....	18
School Closing.....	19
Recess.....	19
Enrollment.....	19
Open Enrollment.....	19
Withdrawl.....	20
Teacher Requests.....	20
Visitor Information.....	20
PRB Volunteer Program.....	21
Classroom Pets/Visitors.....	21
Drug Prevention.....	22

General Rules and Procedures.....	22
Behavior Expectations and Discipline Procedures.....	22
Interventions/Consequences.....	24
Bullying.....	25
The Definition of Bullying.....	26
Non-Discriminatory Procedures.....	28
Weapons.....	31
Health Information.....	32
INSURANCE.....	32
STUDENT MEDICATION.....	32
Computer/Internet Use.....	33
Infinite Campus.....	34
Responsive Classroom.....	34
Multi-Tiered System of Supports (MTSS).....	35
PRB Booster Club.....	35
PRB Community Education.....	35
PRB Parent-Teacher Organization (PTO).....	35
Statewide Testing Student Participation.....	36

*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:

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

District Mission Statement:

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

District Vision Statement:

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

## What is PBIS?

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

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

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

*ROAR Matrix*

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

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

# 2025-26 School Calendar

## 2025-2026 Pine River-Backus Schools Calendar

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

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

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

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

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

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

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

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

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

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

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

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

## School Attendance

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

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

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

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

### TARDINESS

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

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

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

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

### State and County Truancy Intervention Policy

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

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

\*(5-11 years) – 7 FULL days unexcused

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

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

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

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

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

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

### CONTACTING OR REMOVING A STUDENT DURING SCHOOL HOURS

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

## *Field Trips*

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

## *Backpacks*

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

## *School Hours*

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

## *Building Security*

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

## *Transportation*

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

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

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

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

**Elementary (preK-6)**

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

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

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

**Other Discipline**

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

**Evening Route**

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

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

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

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

*Parent/Guardian Responsibilities for Transportation Safety:*

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

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

Parent and Guardian Notification:

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

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

## Phone Use

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

### CELL PHONES

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

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

## Media Use

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

## *Incoming Calls from Parents to Students*

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

## *After School Activities*

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

## *Legal Names*

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

## *Student Dress and Appearance*

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

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

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

## *Lost and Found*

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

## *Progress Reports*

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

## *Emergency Drills*

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

## *Library Media Center*

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

## Lunch Procedure

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

## Elementary Newsletter

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

## Birthdays

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

## School Closing

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

### Radio Stations

WJY Brainerd (106.7)

KTIG Pequot Lakes (102.7)

KLKS Breezy Point (104.3)

### TV Stations

KCCO (TV 7/12) Alexandria ([www.wcco.com](http://www.wcco.com))

KSTP (TV 5/16) Minneapolis ([www.kstp.com](http://www.kstp.com))

KARE (TV11/14) Minneapolis ([www.kare11.com](http://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 visitor's 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](mailto:raulie@prbschools.org). The staff and students at Pine River-Backus invite you to become active and involved with our volunteer program. We look forward to meeting each and every one of you!
- Parent volunteers will be denied a request to volunteer if the purpose of volunteering is to "watch your child" to see how they are behaving or to see how other kids are interacting with your child. This is for confidentiality reasons and no exceptions will be made.

## *Classroom Pets/Visitors*

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

## *Drug Prevention*

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

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

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

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

## *General Rules and Procedures*

### GENERAL RULES

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

## *Behavior Expectations and Discipline Procedures*

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

All students shall follow our ROAR Expectations:

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

appropriate language, attitude, and physical behavior.

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

Take care of yourself:

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

Take care of each other:

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

Take care of the school:

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

aluminum.)

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

## *Interventions/Consequences*

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

We believe:

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

We believe:

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

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

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

# Bullying

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

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

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

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

# School Procedure Regarding Bullying

## Mission Statement

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

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

## *The Definition of Bullying*

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

## The Serious Nature of Bullying

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

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

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

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

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

#### How to inform the school of a bullying situation:

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

#### How parents will be informed of a bullying situation:

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

### Criminal Conduct

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

### PEACEFUL PLAYGROUND RULES

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

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

## Non-Discriminatory Procedures

### Harassment and Violence

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

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

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

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

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

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

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

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

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

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

*Harassment and Violence Report Form is on the next page.*

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

General Statement of Policy Prohibiting Harassment or Violence

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

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

Circle as appropriate: sexual / racial / religious / harassment

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

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

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

\_\_\_\_\_  
Where and when did the incident(s) occur?

\_\_\_\_\_  
List any witnesses who were present

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

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)

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

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

#### DISCIPLINE OF DISABLED STUDENTS

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

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

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

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

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

## Weapons

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

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

## Health Information

### Insurance

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

### Student Medication

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

### REQUIREMENTS

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

The school shall provide the following:

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

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

### NON-PRESCRIPTION AND/OR SHORT TERM MEDICATION DISPERSAL

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

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

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

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

3. Time/date/dispensed.

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

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

### **PRB Schools Head Lice Procedure**

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

## ***Computer/Internet Use***

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

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

### **COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR GRADES K-6**

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

## *Infinite Campus*

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

## *Responsive Classroom*

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

## *Multi-Tiered System of Supports (MTSS)*

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

## *PRB Booster Club*

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

## *PRB Community Education*

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

## *PRB Parent-Teacher Organization (PTO)*

### Our Mission:

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

### Our Programs and Accomplishments:

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

### Our Meetings:

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

## *Statewide Testing Student Participation*

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

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

# PINE RIVER-BACKUS HIGH SCHOOL STUDENT HANDBOOK

2025-2026



*Pine River-Backus High School Welcomes You!*

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

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

# TABLE OF CONTENTS

<b>Table of Contents</b> .....	<b>2</b>
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.....	27

Visitors.....	27
Food/Beverages in the Classroom.....	28
Lunch.....	28
PIN # Policy.....	28
Messages from Parents/Guardians.....	28
Building Service Personnel.....	29
School-Sponsored Dances.....	29
Lockers.....	29
Public Displays of Affection.....	29
Valuables.....	29
Restricted Areas.....	29
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.....	39

Honor Graduates.....	39
National Honor Society.....	40
Online/PSEO Course Registration Requirements.....	40
Requirements.....	40
Online Students & Open Campus Privileges.....	40
Conferences (Parent/Teacher).....	41
Make-Up Work.....	41
Incomplete Grades.....	41
Schedule Changes.....	41
Student Records.....	41
<b>Bell Schedule for Pine River-Backus High School.....</b>	<b>42</b>

## **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.

**T**EACH

**I**NSPIRE

**G**ROW

**E**XCEL

**R**EACH

**S**UCCEED

## **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  <b>Other possible action:</b> 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  <b>Other possible action:</b> 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  <b>Other possible action:</b> 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)

<b>Violation</b>	<b>Definition</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
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  <b>Other possible action:</b> 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  <b>Other possible action:</b> Referral to police	Expulsion or exclusion for up to one (1) year, notification of legal authorities
Possession/Use of Tobacco/Vaping	possessing, using, or distributing of tobacco or tobacco paraphernalia of vape pens and E-liquid by students is prohibited at school, on school grounds, school vehicles and at school sponsored activities.	<b>Online Dangers of Vaping Course</b> , Suspension from the classroom, parent/guardian conference, and referral to police <b>for a citation (Chapter 130.06)</b>	Suspension of up to five (5) days

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

## Threats and Disruptions

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

## Student Conduct

Violation	Definition	Minimum Consequence	Maximum Consequence
Cheating	Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion <b>to include the non-acceptable use of artificial intelligence</b>	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

<b>Violation</b>	<b>Definition</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
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**

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

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

# Weapons

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

## Statement of Policy

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

## **Definitions**

### General Definition of Weapons

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

### Destructive Device – Gun Free School Act of 1994

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

### Weapon – Gun Free School Act

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

## **Enforcement**

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

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

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

## **Additional Considerations**

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

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

## **ATTENDANCE**

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

### **Responsibilities of Students and Parents**

#### **Student Responsibility:**

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

#### **Parent/Guardian Responsibility:**

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

## **General Procedures Regarding Absenteeism**

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

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

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

### **Excused Absences**

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

## Unexcused Absences

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

## Tardiness

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

## Advanced Absences

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

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

## Requests for Assignments when Absent

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

## **Leaving School During the Day**

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

## **Senior Open Lunch(Remove this)**

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

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

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

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

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

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

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

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

### **State and County Truancy Intervention Policy**

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

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

\*(5-11 years) – 7 FULL days unexcused

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

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

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

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

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

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

## **ATTIRE & APPEARANCE**

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

### **PURPOSE**

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

### **GENERAL STATEMENT OF POLICY**

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

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

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

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

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

#### **PROCEDURES**

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

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

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

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

#### **Graduation Attire**

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

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

# CELL PHONES, DIGITAL IMAGING DEVICES & OTHER PERSONAL ELECTRONIC DEVICES

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

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

### A. Respect the educational environment:

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

## FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:

### ● 1st Reported Offense:

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

### ● ~~Additional Offenses:~~

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

### ● 2nd Offense:

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

### ● 3rd Offense:

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

### ● Chronic Violations:

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

**B. Respect for privacy rights:**

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

**FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE FOLLOWING:**

● **~~1st Reported Offense:~~**

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

● **~~Additional Offenses:~~**

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

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

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

## OTHER SCHOOL POLICIES & PROCEDURES

### **Bullying**

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

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

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

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

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

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

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

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

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

### **Passes (In School)**

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

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

### **Telephone (Main Office)**

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

### **Backpacks & Oversized Bags**

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

### **Change of Address or Telephone Number**

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

### **Pledge of Allegiance**

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

### **Immunizations**

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

### **Visitors**

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

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

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

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

### **Food/Beverages in the Classroom**

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

## **Lunch**

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

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

### **Possible reasons for losing Open Lunch Privileges:**

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

## **PIN # Policy**

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

### **Special meal arrangements may include:**

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

### **Disciplinary measures policy for misuse of pin #:**

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

## **Messages from Parents/Guardians**

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

## **Building Service Personnel**

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

## **School-Sponsored Dances**

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

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

## **Lockers**

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

## **Public Displays of Affection**

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

## **Valuables**

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

## **Restricted Areas**

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

## **Technology Use**

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

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

The following are not permitted:

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

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

## **Artificial Intelligence Use (AI)**

### **Purpose:**

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

### **Acceptable Use:**

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

### **Unacceptable Use:**

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

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

**Consequences:**

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

**Student Responsibility:**

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

**Disaster Drills**

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

**Automobiles & Other Motorized Vehicles**

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

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

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

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

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

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

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

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

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

### **Field Trips**

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

### **Due Process**

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

### **Section 504**

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

# HEALTH SERVICES PROCEDURES

## Nurse Passes

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

## Student Medications

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

### **Non-emergency prescription medication to students at school:**

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

#### **REQUIREMENTS:**

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

#### **The school shall provide the following:**

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

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

## **Non-Prescription And/Or Short Term Medication Dispersal**

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

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

The school shall provide the following records including:

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

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

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

### **Communicable Diseases & Infectious Conditions**

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

## **ATHLETICS & ACTIVITIES POLICIES & PROCEDURES**

### **Extra/Co-Curricular Eligibility Requirements**

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

### **Eligibility Checks:**

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

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

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

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

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

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

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

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

#### **IEP/504 Student-Athlete Policy:**

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

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

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

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

#### **Minnesota State High School League Bylaws:**

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

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

## **Bylaw 205 Chemical Eligibility:**

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

## **Penalties for Category 1 Activities:**

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

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

## **Bylaw 206 Good Standing and General Eligibility Requirements**

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

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

### **Bylaw 409 Responsibility for Participating Teams, Students and Spectators**

MSHSL minimal behavior expectations for regular and postseason tournament competitions

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

### **Social Media Responsibilities & Guidelines**

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

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

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

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

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

## **ACADEMIC & COUNSELING/GUIDANCE SERVICES**

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

### **Graduation Requirements**

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

#### **Seventh and Eighth Grade**

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

#### **Ninth through Twelfth Grade**

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

### **Graduation Requirements**

**English- 4**

**Social Studies- 3.5**

**Science- 3**

**Math- 3**

**Physical Education- 0.5\***

**Health- 0.5\***

Fine Arts- 1  
Personal Finance- 0.5  
Electives- 6

**Total Required Credits: 22**

**Course Length**

- Semester .5 credit
- Year-long 1 credit

*\*Grades are calculated on a quarterly basis.*

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

**Course/Subject Requirements**

**Grade 9**

English/Language Arts I- 1 credit

Geometry 9 or Intermediate Algebra 9-  
1 credit

Earth & Space Science- 1 credit

World History 9- 1 credit

Intro to World Cultures & Language-  
0.5 credit

**Grade 10**

English/Language Arts II- 1 credit

Geometry 10 or Advanced Algebra- 1  
credit

Biology- 1 credit

US History- 1 credit

**Grade 11**

English/Language Arts III- 1 credit

Advanced Algebra or CIS Precalculus-  
1 credit

CIS Chemistry or Chemistry 11- 1  
credit

World History Survey or CIS World  
History - 0.5 credit

Citizenship/Government or CIS  
Government- 0.5 credit

**Grade 12**

English/Language Arts IV- 1 credit

Economics - 0.5 credit

Personal Finance- 0.5 credit

**Grades 9-12**

Physical Education- 0.5 credit\*

Fine Arts- 1 credit

Health- 0.5 credit\*

Electives- 6 credit

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

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

**Teacher term overrides may be considered under unusual circumstances.**

### **Honor Roll**

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

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

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](http://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**

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

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

<b>Position:</b>	<b>2024-25 Rate of pay</b>	<b>Recommended Rate Effective 8/5/2025:</b>
Substitute Teacher and Nurse	\$150 per day	\$160 per day
Para, Cook and Clerical Subs	\$15.50 per hour	\$15.75 per hour
Cook Short Hour Staff	\$15.75 per hour	\$16.00 per hour
Custodial Subs and Short Hour Staff	\$16.25 per hour	\$16.50 per hour
Sub Bus Driver	\$60.00 per run plus \$500 incentive pay after completing 50 full routes or 100 half routes in the same school year*	No Change
Extra-Curric Bus Drivers	\$17.50 per hour	No Change
Sub Van Drivers	\$17.50 per hour	No Change
Nonexempt Varsity Coach	\$18.00 per hour	No Change
Nonexempt Asst/JH Coach	\$16.00 per hour	No Change
Scoreboard/Shot Clock/Stat Panel JH/JV	\$25.00 per game	No Change
Scoreboard/Shot Clock/Stat Panel Varsity	\$30.00 per game	No Change
Official Book - Varsity	\$25.00 per game	No Change
Ticket Takers	\$20.00 per event	No Change
Referee/Ump - JH	\$35.00 per game	No Change
Referee/Ump - C/JV	\$40.00 per game	No Change
Game/Activity Supervisor	\$75.00 per event	No Change

\* Incentive pay: Upon completion of 50 full routes (or 100 half routes) in a given school year, substitute bus drivers will receive a \$500 stipend. Stipends shall be paid in December or June. More than one stipend may be earned during the school year.

**MASTER AGREEMENT**

**between**

**PINE RIVER-BACKUS INDEPENDENT SCHOOL DISTRICT #2174**

**and**

**PINE RIVER-BACKUS EDUCATION MINNESOTA #7210**

**JULY 1, 2025 – JUNE 30, 2027**

## TABLE OF CONTENTS

ARTICLE I – Purpose .....	1
ARTICLE II – Recognition of Exclusive Representative .....	1
ARTICLE III – Definitions .....	1
Section 1. Teacher .....	1
Section 2. School District .....	1
Section 3. Full-time .....	1
Section 4. Terms and Conditions of Employment .....	1
Section 5. Other terms .....	1
ARTICLE IV – School District Rights .....	1
Section 1. Inherent Managerial Rights.....	1
Section 2. Management Responsibilities .....	2
Section 3. Effect of Laws, Rules and Regulations .....	2
Section 4. Reservation of Managerial Rights.....	2
ARTICLE V – Teacher Rights.....	2
Section 1. Right to Views .....	2
Section 2. Right to Join.....	2
Section 3. Request for Dues Check-Off.....	2
Section 4. Union Access to Worksites .....	2
Section 5. Access to Membership Lists .....	2
Section 6. Association Leave.....	3
Section 7. Personnel Files .....	3
Section 8. Professional Visitations .....	3
Section 9. Teacher Transfers.....	3
Section 10. Teachers on Special Assignment .....	3
ARTICLE VI – Unrequested Leave of Absence and Seniority Agreement .....	4
Section 1. Purpose .....	4
Section 2. Definitions .....	4
Section 3. Unrequested Leave of Absence.....	4
Section 4. Realignment .....	5
Section 5. Reinstatement.....	5
Section 6. Establishing of Seniority List.....	6
Section 7. Filing of Licenses.....	6
Section 8. Effect.....	6
Section 9. Procedure .....	6
ARTICLE VII – Basic Schedules and Rates of Pay .....	7
Section 1. 2025-26, 2026-27 Salary Schedules.....	7
Section 2. Step of the Schedule and Lane Used.....	7
Section 3. Outside Experience .....	7
Section 4. Qualifying for Higher Salary Lanes .....	7
Section 5. Additional Assignments .....	7
Section 6. Additional Class Assignments .....	7
Section 7. Substitute Teachers .....	8
Section 8. Extended Time Pay Rate.....	8
Section 9. Early Childhood Special Education Flex Days .....	8
ARTICLE VIII – Extra Compensation.....	8
Section 1. Co-Curricular/Extra-Curricular Schedule .....	8
ARTICLE IX – Insurance .....	9
Section 1. Selection .....	9
Section 2. Insurance Coverage.....	9
Section 3. Claims Against the School District .....	9
Section 4. Duration of Insurance Contribution .....	9
Section 5. Part-time Teachers .....	9
ARTICLE X – Leaves of Absence.....	9
Section 1. Personal Leave .....	9
Section 2. Child Care Leave .....	11
Section 3. Sabbatical Leave .....	12
Section 4. Coach and Assistant Coach Leave .....	12

Section 5. Family and Medical Leave Act.....	12
ARTICLE XI – Severance Pay/403(b) Match.....	13
Section 1. Severance Pay.....	13
Section 2. 403(b) Match.....	13
Section 3. Accrued Leave Stipend.....	14
Section 4. Retiree Health Insurance.....	14
ARTICLE XII – Hours of Service.....	14
Section 1. Basic Day.....	14
Section 2. Building Hours.....	15
Section 3. Preparation Time.....	15
Section 4. Additional Activities.....	15
ARTICLE XIII – Length of School Year.....	15
Section 1. Teacher Duty Days.....	15
Section 2. Emergency Closing.....	15
Section 3. Exchange Teachers.....	16
ARTICLE XIV – Grievance Procedures.....	16
Section 1. Grievance Definition.....	16
Section 2. Representative.....	16
Section 3. Definitions and Interpretations.....	16
Section 4. Time Limitations and Waiver.....	17
Section 5. Adjustment of Grievance.....	17
Section 6. School Board Review.....	17
Section 7. Denial of Grievance.....	17
Section 8. Arbitration Procedures.....	17
Section 9. Election of Remedies and Waiver.....	18
ARTICLE XV– Duration.....	18
Section 1. Terms and Re-opening Negotiations.....	18
Section 2. Effect.....	19
Section 3. Finality.....	19
Section 4. Severability.....	19
Signature Page.....	20
2025-26 Salary Schedule.....	Schedule A
2026-27 Salary Schedule.....	Schedule B
Co-Curricular and Extra-Curricular.....	Schedule C
Teacher Conversion to FTE.....	Schedule D

## ARTICLE I

### Purpose

This Agreement is entered into between Independent School District #2174, Pine River-Backus, Minnesota, hereinafter referred to as the School District or District, and the Pine River-Backus Education Minnesota, hereinafter referred to as the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for teachers during the duration of the Agreement.

## ARTICLE II

### Recognition of Exclusive Representative

The District hereby recognizes the Association as the sole and exclusive representative for teachers employed by the District. The District agrees not to negotiate with or recognize any teacher organization other than the Association so long as the Association is the duly authorized exclusive representative of the teachers of this District.

## ARTICLE III

### Definitions

SECTION 1. TEACHER: The term, "teacher," shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota; but shall not include the Superintendent, principals, and such other employees excluded by law.

SECTION 2. SCHOOL DISTRICT: For purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative.

SECTION 3. FULL-TIME: The term, "full-time," shall mean a regular workday as judged by the assignments of the majority of the teachers but in no event less than the normal student day. Anything less shall be considered part-time.

SECTION 4. TERMS AND CONDITIONS OF EMPLOYMENT: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than District payment of, or contributions to, premiums for group insurance coverage of retired teachers or severance pay, and the District's personnel policies affecting the working conditions of teachers. In the case of teachers, the term does not mean educational policies of the District. "Terms and conditions of employment" is subject to the provisions of the PELRA.

SECTION 5. OTHER TERMS: Terms not defined in the Agreement shall have those meanings as defined by the PELRA.

SECTION 6. NOTES: Areas labeled as notes are meant as clarification on contract language and are not binding language.

## ARTICLE IV

### School District Rights

SECTION 1. INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The Association recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

SECTION 3. EFFECT OF LAWS, RULES AND REGULATIONS: The Association recognizes that all teachers covered by the Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by the School Board rules, regulations, directives and orders issued by properly designated officials of the School District. The Association also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Any provisions of this Agreement found to be in violation of any such laws, regulations, directives or orders shall be null and void and without force and effect. All provisions of this agreement are subject to the laws of the State of Minnesota, Federal Laws, Rules and Regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal government agencies.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

## ARTICLE V

### Teacher Rights

SECTION 1. RIGHT TO VIEWS: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions of, or compensation for, public employment or betterment thereof, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Association.

SECTION 2. RIGHT TO JOIN: Teachers shall have the right to form and join labor or employee organizations. Teachers in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers.

SECTION 3. REQUEST FOR DUES CHECK-OFF: Teachers shall have the right to request and be allowed dues check-off for the teacher organization of their selection, provided that dues check-off and the proceeds thereof shall not be allowed any teacher organization that has lost its right to dues check-off pursuant to the PELRA. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization during the period provided in said authorization, in nine equal installments beginning with the October payroll and ending with the June payroll. When a bargaining unit member has so authorized a dues deduction, such authorization cannot be canceled except during the week preceding October 1 each year. Cancellation must be in writing, and forwarded to the Payroll Office within that week.

SECTION 4. UNION ACCESS TO WORKSITES: Upon prior written permission from the Superintendent, representatives of the Union shall have reasonable access to worksites and school facilities to investigate employee complaints, communicate with members, hold meetings, and conduct other business. Upon arrival at the worksite, Union representatives shall make their presence known to the worksite supervisor or his/her designee. Such visits shall not interrupt normal work responsibilities.

SECTION 5. ACCESS TO MEMBERSHIP LISTS: The Union requests access to membership lists by October 1 of each school year. The District shall provide in electronic form to the Union, the names, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed. On a quarterly basis, or on request, the District shall provide the Union with a current bargaining list. Such requests shall be filled within a reasonable time frame.

SECTION 6. ASSOCIATION LEAVE: At the beginning of every school year, the Association shall be credited with six (6) days, non-accumulative, for the purpose of conducting the duties of the Association, to be used by teachers who are officers or agents of the Association. The Association agrees to notify the District at least forty-eight (48) hours prior to the date for intended use of said leave. The Association agrees to provide substitutes, using this leave at no cost to the District.

SECTION 7. PERSONNEL FILES: Pursuant to M.S. 122A.40, subd. 19, as amended, all evaluations and files generated within the School District relating to each individual teacher shall be available during regular District business hours to each individual teacher upon written request under appropriate supervision. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the School District may destroy such files as provided by law. Before any material which originates after the teacher is employed by the School District is placed in the teacher's personnel file, the teacher shall be given a copy of such material and shall sign the cover letter attached to the original document to indicate the teacher has read it. The following language will appear on the cover letter attached to documents that would be put in the teacher's file: "The teacher's signature on the attached material indicates only that the teacher has read the material, not that the teacher agrees with it." If the teacher does not return the signed cover letter within five (5) business days, the District shall place the material in the personnel file.

SECTION 8. PROFESSIONAL VISITATIONS: The District and the Association agree that, upon a teacher's written request and prior written approval of the Superintendent, teachers will be allowed release time for classroom visitation and school observation. Such visitations may be used as part of the teacher's in-service professional growth program.

#### SECTION 9. TEACHER TRANSFERS:

Subd. 1. Transfers are defined as the reassignment of teachers to a different building and/or a reassignment of a teacher between primary and intermediate grade levels in the elementary schools.

Subd. 2. There are situations in which an involuntary transfer is in the best interest of the teachers as well as the District. The involuntary transfer procedures will be as follows:

- a. The Superintendent or designee, after consultation with the teacher's supervising principal, will send a letter to the teacher outlining the reasons for the transfer.
- b. A meeting will be held during which the teacher's supervising principal and/or the Superintendent will consult with the teacher. The teacher will have a fellow teacher present unless he/she waives that right in writing.
- c. The Superintendent will make a final decision after hearing all the facts. The District will maintain all managerial rights in its decision and the decision of transfer is not subject to the grievance procedure.

Subd. 3. In general, involuntary transfers will be decided by June 1 of each year, unless a unique, critical situation occurs. Efforts will be made to help the teacher succeed in the new position.

SECTION 10. TEACHERS ON SPECIAL ASSIGNMENT: Teachers can be classified as on special assignment based on the District's needs and the teacher's willingness to accept the special assignment. Teachers on special assignment will retain all rights and privileges as provided under this agreement and will retain current placement on the seniority roster. If a teacher already employed at Pine River-Backus Schools assumes the role of Activities Director or Dean of Students they will be categorized as a Teacher on Special Assignment retaining their seniority placement. See Article VI, Section 6, Subd. 5.

## ARTICLE VI

### Unrequested Leave of Absence and Seniority Agreement

SECTION 1. PURPOSE: The purpose of this article is to implement the provisions of M.S. 122A.40. Subd. 10, which article, when adopted, shall constitute a plan for unrequested leave of absence because of discontinuance of position, lack of pupils, financial limitations or merger of classes.

#### SECTION 2. DEFINITIONS:

Subd. 1. Terms: For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

Subd. 2. Teacher: "Teacher" shall mean those members of the unit as defined by the PELRA and this Agreement, except the provisions of this article shall not be applicable to any bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd. 1.

- a. The Professional Educator Licensing and Standards Board (PELSB) rules and definitions for the tiered licensure system will be used for the purposes of an Unrequested Leave of Absence (ULA).
- b. Tier 1 and 2 by definition are an employee under the teacher contract. They will be included on the seniority list as stated in Section 6 Subd. 1b in the event that they achieve Tier 3 or Tier 4 status.

Subd. 3. Qualified: "Qualified" shall mean a teacher who, in addition to the state license, has a major in the subject matter or field taught and has successfully had teaching experience of such subject matter within the past ten (10) years. Qualified shall also mean a current qualified teacher who receives new licensure in another subject matter or field while teaching in the district. That teacher would be qualified to teach in that new area of certification for five years.

Subd. 4. Subject Matter or Field: "Subject matter or field" shall mean teachers in the following categories:

- a. Elementary Categories: 1) teaching, grades kindergarten through six [including instructional consultants]; 2) art; 3) counselors; 4) librarians; 5) physical education; 6) foreign language.
- b. Secondary Categories: 1) art; 2) business education; 3) counselors; 4) foreign language; 5) home economics; 6) industrial arts; 7) language arts; 8) librarian; 9) mathematics; 10) physical education; 11) science; 12) social studies.
- c. K-12 Categories: 1) special education; 2) instrumental music; 3) nurse; 4) school psychologist; 5) social worker; 6) speech therapist [clinician]; 7) vocal music.

For seniority purposes, District-wide coordinators and consultants will be considered as part of the subject matter area most closely related to the teacher's current assignment.

Subd. 5. Seniority: "Seniority" means continuing contract, qualified teachers commencing with the first day of continuous service in the District and shall exclude probationary teachers, those teachers who are substituting for teachers on leaves of absence, and part-time teachers employed less than an average of twenty (20) hours per week and one hundred (100) days in a school year.

Subd. 6. School Board: "School Board" means the local governing board of the District.

#### SECTION 3. UNREQUESTED LEAVE OF ABSENCE:

Subd. 1. Terms: The School Board may place on unrequested leave of absence such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate; provided the teacher's right to reinstatement shall also terminate if the teacher fails to file with the School Board, by April 1<sup>st</sup> of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the School Board.

Subd. 2. Notice: Teachers placed on such leave shall receive notice by July 1<sup>st</sup> of the school year prior to the commencement of such leave with reasons therefore.

Subd. 3. Placement: Teachers shall be placed on unrequested leave of absence in inverse order of seniority in the field and subject matter employed. No teacher shall be placed on unrequested leave of absence if there is any other qualified teacher with less seniority in the same field and subject matter employed.

Subd. 4. Affirmative Action Program: This provision shall not apply if it will result in any violation of the School District's affirmative action program which shall include ethnic, race, color, or sex; and any teacher employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if it is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Tie-Breaker: In the event that two or more hires began employment on the same day, the following tiebreaker will be used:

1. Total years of teaching
2. Placement on a Teacher Development Improvement Plan
3. Number of graduate credits beyond a bachelor's degree
4. Results of most recent summative evaluation

Subd. 6. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for reemployment insurance if otherwise eligible under that law for such compensation, and such leave will not result in a loss of credit for years of service in the District earned prior to the commencement of such leave.

SECTION 4. REALIGNMENT: Nothing in this article, for purposes of placement on unrequested leave of absence or recall there from, shall require the District to reassign a senior teacher to a different subject matter category to accommodate the seniority claim of a junior teacher; nor shall it require the District to assign a senior teacher to a substantially different grade level assignment. For purposes of this section, a substantially different grade level assignment shall mean an assignment between kindergarten, grades one through six, junior high school and senior high school.

#### SECTION 5. REINSTATEMENT:

Subd. 1. Process: No new teacher shall be employed by the District while any qualified teacher is on unrequested leave of absence in the same field and subject matter. Teachers placed on unrequested leave of absence shall be reinstated to the position from which they have been given leave or any other available position in the District in the fields in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on unrequested leave of absence.

Subd. 2. Notices: When placed on unrequested leave of absence, a teacher shall file his/her name and address with the District personnel office to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the District depositing such notice to the teacher at the last known address shall be sufficient, and it shall be the responsibility of any teacher on unrequested leave of absence to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been mailed as provided herein.

Subd. 3. Acceptance of Reemployment: If a position becomes available for a qualified teacher on unrequested leave of absence, the District shall mail the notice to such teacher who shall have ten (10) days from the date of such notice to accept the reemployment. Failure to accept in writing within such ten (10) day period shall constitute a waiver on the part of any teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date unrequested leave of absence was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.

SECTION 6. ESTABLISHING OF SENIORITY LIST:

Subd. 1. Preparation: The School Board shall annually cause a seniority list (by name, date of employment, qualification, and subject matter or field) to be prepared from its records. It shall thereupon cause such list to be posted in an official place in each school building of the District.

Subd. 2. Application of Tiers: In establishing the seniority list, any hire/employee under the current teacher contract that has achieved Tier II will be placed below all Tier IV and Tier III teachers in the order of their initial date of hire as a Tiered employee by PELRA definition within the district. All Tier I hires will be placed below Tier II hires/employees under the current teacher contract in the order of their initial date of hire within the District. Any new Tier IV or Tier III hires would automatically be placed above existing Tier II employees on the established seniority list. In the event that a Tier I or Tier II employee achieves Tier III or Tier IV status, they will here-in be placed at the appropriate place on the seniority list based upon their initial date of hire in their first, continuous year of service.

Subd. 3. Request for Change: Any teacher whose name appears on such list and who may disagree with the findings of the School Board and order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the School Board.

Subd. 4. Final List: Within ten (10) days thereafter, the District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School Board deems warranted. A final seniority list shall thereupon be prepared by the School Board, which list as revised shall be binding on the District and any teacher. Each year thereafter, the School Board shall cause such seniority list to be updated to reflect any addition or deletions of personnel caused by retirement, death, resignation, or the cessation of services, or new employees. Such yearly revised list shall govern the application of unrequested leave of absence until thereafter revised.

Subd. 5. Activities Director and Dean of Students: The position of Activities Director and Dean of Students employment agreements are agreed to under the At-Will working agreements. If a teacher is already employed by the district and has been granted tenure upon assuming the role of Activities Director or Dean of Students, the teacher will maintain seniority placement on the teacher schedule. Said teacher will have three (3) years in which they can decide to return to their previous position. If after three (3) years and no more than ten (10) years they must wait until an opening in their licensure field is available to return to a teaching position.

SECTION 7. FILING OF LICENSES: In any year in which a reduction of teaching staff is occurring and the District is placing teachers on unrequested leave of absence, only those licenses actually received by the Superintendent's office for filing as of January 15<sup>th</sup> of such year shall be considered for purposes of determining lay off within areas of licensure for the following school year. A license filed after January 15<sup>th</sup> shall be considered for the purposes of recall but not to the current reduction.

SECTION 8. EFFECT: This article shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This article shall govern all teachers as defined therein and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employee.

SECTION 9. PROCEDURE: Any challenge by a teacher who is proposed for unrequested leave of absence or recall therefrom shall be subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be subject to the grievance procedure.

## ARTICLE VII

### Basic Schedules and Rates of Pay

SECTION 1. 2025-26 and 2026-27 SALARY SCHEDULES: The wages and salaries reflected in “Schedule A,” attached hereto, shall be a part of the Agreement for the 2025-26 school year and “Schedule B” shall be a part of the Agreement for the 2026-27 school year.

SECTION 2. STEP OF THE SCHEDULE AND LANE USED: The teacher’s educational level at the time of signing the individual employment contract and the experience to the end of the previous school year will be considered to determine the annual salary.

SECTION 3. OUTSIDE EXPERIENCE: Credit for experience in other public school systems will be automatically allowed for full-time teaching for a full nine-month term up to a maximum of five years if experience occurred within the past five years. One year of which may be in the military service. Credit beyond five years may be granted at the discretion of the district.

SECTION 4. QUALIFYING FOR HIGHER SALARY LANES: The following rules shall be applicable in qualifying for higher salary schedule lanes:

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be germane, as determined by the School District, to the teaching assignment.

Subd. 2. Grade and Credits: Credits to be considered for lane change must be graduate credits and carry a grade equivalent of “B” or higher or a Pass in a Pass/Fail class.

Subd. 3. Prior, Written Approval: Credits to be considered for lane change must be approved by the Superintendent, in writing, prior to the registering for the course.

Subd. 4. Effective Date: Individual teaching contracts may be modified to reflect qualified lane changes providing an official transcript of qualified credits is submitted to the Superintendent’s office.

Pre-approved, advanced training earned by the teacher, with confirmation submitted to the District office by September 15, shall be retroactive to the beginning of the school year. Pre-approved lane changes based on confirmation submitted to the District office after September 15, but by January 15, shall be prorated from the first working day following January 1. To qualify for a change, a minimum grade of “B” or a “Pass” in a “Pass/Fail” class is required for credit. A teacher’s advancement is subject to the right of the School District to withhold increments, lane changes, or other salary increases for good and sufficient grounds, specified in writing to the teacher. An action withholding a salary increase shall be subject to the grievance procedure.

SECTION 5. ADDITIONAL ASSIGNMENTS: Teachers shall accept assignments, which are considered by the District to be a part of the educational program during the normal school day. The District will make an effort to equalize teacher loads and these extra assignments.

#### SECTION 6. ADDITIONAL CLASS ASSIGNMENTS:

Subd. 1. In emergency situations all teachers may be assigned using a rotation of available teachers, at the direction of the supervising principal, to substitute teach a class for a period of time in lieu of their preparation time. Teachers will be compensated at an hourly rate based on Lane 1/Step 1 of the salary schedule. Compensation earned prior to December 1 will be paid on the December paycheck, time earned during the remainder of the year will be paid on the June paycheck. If at the end of the school year additional teacher days have been added as a result of school cancellations and no professional development has been scheduled, a teacher may use the earned time as compensatory leave in lieu of paid compensation for the last added day.

Note: When building schedules all attempts possible will be made to have three (3) teachers on their preparation time each period. When teaching staff are unavailable, the Dean of Students, HS Counselor and Athletic Director will also be assigned to cover classrooms and will be eligible for compensation.

Subd. 2. When a teacher agrees, at the district’s request, to teach an additional class period for a full term in lieu of their designated preparation period, they will receive additional compensation equal to one-sixth of their base

salary, on top of their regular salary. If the assignment is for less than a full school year or less than a full period, the additional compensation will be prorated accordingly.

Subd. 3. Teachers who agree and are approved by collaborative teams and building administration to tutor students in lieu of their preparation time shall be compensated at the extended rate of pay.

#### SECTION 7. SUBSTITUTE TEACHERS:

Subd. 1. A “long-term substitute” is defined as a teacher who substitutes for the same teacher for more than thirty (30) consecutive work days during any one school year.

Subd. 2. A long-term substitute shall be paid according to her/his proper step and lane placement as described in this article, on the appropriate salary schedule, from day thirty-one (31) and beyond. A long-term substitute who is initially contracted to substitute for more than thirty (30) days will be paid according to her/his proper step and lane placement from the first working day of the contract. A long-term substitute shall be eligible for the leave of absence provisions in ARTICLE X, but shall not be eligible for participation in any other benefits including the insurance provisions under ARTICLE IX or the severance pay provisions under ARTICLE XI. A long term substitute who is contracted to substitute teach for the same teacher for a full school year shall be eligible for participation in the insurance provisions under ARTICLE IX. Long-term substitutes working less than full-time shall be subject to all pro-ration indicated in the Agreement.

Subd. 3. A teacher who substitutes for another teacher for 30 days or less shall be considered a casual substitute teacher. Casual substitute teachers shall be compensated pursuant to School District policy and shall not be subject to any provisions of this Agreement.

SECTION 8. EXTENDED TIME PAY RATE: The teacher extended time rate of pay shall be \$25.00 per hour. Extended time payments must be approved prior to the time extended by building administrators and/or professional development leadership teams and will include attendance at IEP meetings and other administrator directed meetings outside of the contracted day, except for staff meetings.

Teachers will receive their contractual hourly rate of pay for additional instructional time with students outside of the contractual day. This will include summer school, extended school year and after school remediation/enrichment programming as determined by the administration. Time worked must have prior approval of the building administrator.

The rate of pay for Community Education classes will be set by the Community Education Department and will not be determined by this Collective Bargaining Agreement.

SECTION 9. EARLY CHILDHOOD SPECIAL EDUCATION FLEX DAYS: In the case of Early Childhood Special Education teachers, up to eight days of flex time will be allowed each year in order to perform required home visits. Flex days are days for which the teacher is already contracted, but they are scheduled outside of the regular school calendar. As a result of the work outside the school calendar, the teacher flexes (does not work) days during the regular school calendar. Flex days must be pre-approved by the building administrator and Early Childhood Special Education teachers cannot use flex days during in-service days, parent/teacher conferences, or the first and last five (5) student contact days of the school year. Early Childhood Special Education teachers will make every effort to avoid taking flex time on days preceding or following holidays. Time accumulated during required summer visits and beyond the eight days allowed for flex will be paid at the contractual hourly rate of pay and must be pre-approved by the building administrator.

### ARTICLE VIII

#### Extra Compensation

SECTION 1. CO-CURRICULAR/EXTRA-CURRICULAR SCHEDULE: The compensation percentages reflected in “Schedule C,” attached hereto, shall be part of the Agreement.

## ARTICLE IX

### Insurance

SECTION 1. SELECTION: The selection of the insurance carrier and policy shall be made by the School District as provided by law. A volunteer advisory committee will meet annually with the purpose of exploring health insurance options and offerings.

SECTION 2. INSURANCE COVERAGE. The School District shall contribute a sum not to exceed \$672 per month for each full-time teacher enrolled in a single coverage health plan and \$945 for each full-time teacher enrolled in a family plan to be used toward the premium of the School District's health and hospitalization insurance plan (as selected by the individual teacher) and a \$20,000 term life insurance policy. Effective January 1, 2027 the contribution will increase to \$722 for teachers enrolled in a single coverage health plan and \$995 for each full-time teacher enrolled in a family plan. Said teacher must qualify for and be enrolled in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the teacher and paid by payroll deduction. Teachers married to one another and eligible for a School District contribution toward the premium of its group health and hospitalization insurance plan may combine the School District's contributions toward one family premium if allowed by the insurance carrier. Teachers married to one another who carry a family health insurance plan will both receive the family contribution.

SECTION 3. CLAIMS AGAINST THE SCHOOL DISTRICT: The District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

SECTION 4. DURATION OF INSURANCE CONTRIBUTION: A teacher is eligible for School District contribution as provided in this article as long as the teacher is employed by the School District. Upon termination of employment at the end of the regularly scheduled school year, all District contribution shall cease as of the August 30th following separation from the School District.

SECTION 5. PART-TIME TEACHERS: The District will pro-rate insurance benefits to part-time teachers employed on a 50 percent basis or more.

## ARTICLE X

### Leaves of Absence

#### SECTION 1. PERSONAL LEAVE:

Subd. 1. At the beginning of each school year a teacher shall be credited with twelve (12) days of personal leave, to be used as the individual chooses as long as the request meets the guidelines set forth in this article. Unused personal leave may accumulate to a maximum of one hundred twenty (120) days per teacher. All twelve (12) personal leave days must be used before banked leave days can be accessed except under certain circumstances.

- a. Teachers who experience an illness, injury, or an FMLA qualifying event that results in an absence for more than five (5) consecutive contract days will access their leave bank on the sixth consecutive day and beyond. The teacher must present a doctor's certification to invoke this clause.
- b. Teachers shall be granted up to five (5) days of bereavement for the death of a spouse, parent, spouse's parent, child, brother or sister. Teachers shall be granted up to three (3) days of bereavement for individuals not set forth above. All bereavement days will be deducted from the teacher's banked leave. If a teacher does not have any banked leave days, the teacher may choose to have bereavement days deducted from their personal leave or be unpaid.

Subd. 2. COMPUTATION FOR TEACHER'S WORKING LESS THAN A FULL SCHOOL YEAR: Teacher's personal leave shall be prorated for teachers working less than 1.0 FTE. The proration will be calculated

by dividing the part-time teacher's contracted days by 182 and multiplying that percentage by 12. Any fraction resulting shall be rounded to the closest whole number. If a teacher works part-time, those days are recorded based upon their part-time status. If, at some point, the teacher becomes full-time, banked days will be adjusted accordingly.

Subd. 3. APPLICATION: Personal leave shall be approved only upon submission of a personal leave request setting out the dates claimed for personal leave through the communicated mechanism with final approval by the Superintendent or his/her designee. Dates claimed are considered used once the date claimed has passed. Leave requests are to be made prior to the requested date but not before August 1 of each fiscal year, as directed by the district, except in the case of an emergency. In cases where personal leave is used because of a personal or family illness, the leave must be submitted prior to the teacher contracted start time. If advance notice is not possible in cases of illness or injury, the Superintendent or his/her designee shall have the discretion to approve the leave request when submitted.

Teachers may request personal leave to be used in increments of one clock hour. Actual time absent from work during a single contract day shall be rounded up to the nearest hour increment.

Subd. 4. USE OF ACCUMULATED BANKED TIME: Use of banked leave is leave with pay which shall be allowed by the School Board whenever a teacher's absence on teacher duty days is found to have been due to illness, injury, or disability which prevents the teacher's attendance at school, and the teacher has already used at least five consecutive days of personal leave. Use of this leave includes illness or disability caused or contributed by pregnancy or childbirth, and may also be used for any illness or injury of an employee's child as defined in Minnesota Statute 181.940 and 181.941. The District may require, after five consecutive days of absence, a certificate from a qualified physician stating that the teacher's absence was due to illness or disability. All applicants must complete and return the FMLA forms when appropriate. Any period of personal leave taken under this provision must be used simultaneously with any period of leave for which the teacher is eligible for FMLA.

Subd 5. UNUSED LEAVE AND BANKED TIME OVER 120 DAYS: If a teacher does not use their 12 days of personal leave during the school year, the remaining leave will be added to their accumulated leave bank at the end of the school year. If the teacher's banked time at the end of the school year is in excess of 120 days, teachers shall be compensated at the substitute rate of pay for each day of leave in excess of 120. The total number of days in the bank shall not be more than 120 days going into the new school year.

Subd. 6. LIMIT: The number of teachers on pre-approved personal leave at any time shall not exceed three (3) teachers in each building, building defined as elementary or high school; or one (1) teacher at the ALP. Any teacher who crosses over those definitions will count against the building in which they spend three (3) or more classes servicing. Teachers who are taking maternity leave shall not be counted in the total; however, all teachers on maternity leave must use all personal leave before accessing leave without pay. Teachers on long term leave or staff development personal leave will not be counted in the total. The maximum number of staff who can be out for voluntary personal leave in each building shall be determined at the beginning of the school year and emailed to all staff, principals, and relevant employees at the beginning of each school year.

Subd. 7. PROHIBITIONS:

- a. Teachers will avoid taking personal leave days on these occasions:
  - During or on in-service days
  - During parent/teacher conferences
  - During the first and last five (5) student contact days
  - Days preceding or following holidays
- b. Teachers shall not make request in excess of five (5) consecutive days to their immediate supervisor. On rare occasions, teachers may make a written request to the Superintendent for permission to use in excess of five days of consecutive personal leave. Final approval is subject to the Superintendent's approval. Each request shall stand on its own merit and shall not establish a past practice.

- c. Teachers shall only use five consecutive days of personal leave once within a given school year unless pre-approved by the Superintendent or his/her designee.

Subd. 8. ADDITIONAL CONSIDERATIONS:

- a. Teachers in the following circumstances will not be deducted any personal leave and will receive full pay:
  - Attending a professional development event as approved by the district.
  - Coaches/advisors missing duty time to attend the sport that they coach or advise.
  - Coaches/advisors attending a conference meeting, section meetings, subsection meeting, or any other similar meeting with approval from their direct supervisor.
  - Teachers on jury duty.
  - Any teacher absence that is mandated by the State of Minnesota, Governor of Minnesota, or Minnesota Department of Health as a direct result of a medical concern will not be deducted from professional leave but will be deducted from banked leave with documentation of employee illness.
  - Any other circumstance approved by the Superintendent or his/her designee.
- b. Should a teacher exhaust all personal and banked leave, for each day of personal leave used but not accumulated, the teacher will have a day's pay deducted from salary by the District for any subsequent absences. Any deduct time must be pre-approved by the Superintendent or his/her designee.
- c. Accumulated banked leave that is at the maximum of 120 days at the time of retirement may qualify for a retirement stipend (See Article XI, Section 3). Personal leave or banked leave under 115 days will be forfeited by the teacher upon resignation, termination or discharge, unless otherwise agreed by the teacher, the exclusive representative and the District.

SECTION 2. CHILD CARE LEAVE:

Subd. 1. A child care leave may be granted by the District, subject to the provisions of this section, to one (1) teacher-parent of a natural or adopted infant child, provided such teacher-parent is caring for the child on a full-time basis.

Subd. 2. A teacher making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least thirty (30) days before commencement of the intended leave.

Subd. 3. If the reason for child care leave is occasioned by pregnancy, a teacher may utilize sick leave pursuant to the sick leave provisions of the Agreement during a period of physical disability. However, a teacher shall not be eligible for sick leave during a period of time covered by a child care leave. A pregnant teacher will also provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. The District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute teacher may also be considered by the District in the granting of a child care leave or the duration thereof.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:

- a. Grant any leave more than twelve (12) months in duration.
- b. Permit the teacher to return to employment prior to the date designated in the request for child care leave.

Subd. 6. A teacher returning from child care leave shall be reinstated in a position for which licensed and qualified unless previously discharged or placed on unrequested leave.

Subd. 7. Failure of a teacher to return pursuant to the date determined under this section shall constitute grounds for termination unless the District and the teacher mutually agree in writing to an extension in the leave.

Subd. 8. The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 9. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions for the Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave during the period of absence for child care leave.

Subd. 10. A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing twelve (12) weeks from the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the District pursuant to this section.

Subd. 11. Leave under this section shall be without pay or fringe benefits.

SECTION 3. SABBATICAL LEAVE: Upon written application, a teacher who has been employed for at least five (5) years in the District may be granted a sabbatical leave for one (1) year for the purpose of professional growth. During this sabbatical leave, the teacher shall be granted one-half of her/his normal salary for that year. A teacher receiving sabbatical must agree to return to the School District for at least two (2) years after completion of the leave or repay the salary received while on leave.

Subd. 1. A teacher, upon return from a sabbatical leave, shall be restored to his/her former position or to a position of like nature and status unless previously terminated or placed on unrequested leave of absence, and shall be continued at the same position on the salary schedule as if he/she had taught in the District during such leave. She/he shall maintain tenure, insurance benefits, accumulated sick leave and all other accrued benefits provided in this Agreement.

Subd. 2. The following criteria will be considered in selecting candidates for sabbatical leave: a. the merit of the candidate's objectives as they relate to improving the instructional program; b. years of teaching experience in the District; c. previous leave; d. distribution of applicants by schools; e. evidence of acceptance of the teacher's program by the college offering it. In addition, the District will consider budget limitations and the availability of a suitable replacement before granting a sabbatical leave.

SECTION 4. COACH AND ASSISTANT COACH LEAVE:

Subd. 1. The varsity coach and assistant of any particular sport may attend tournaments in which they have participants involved.

Subd. 2. The varsity coach and assistant may be granted up to one (1) school day to attend the state tournament of the sport they are coaching. Such leave will not result in loss of pay or benefits.

Subd. 3. The varsity coach and assistant must request in writing such leave for a tournament at least forty-eight (48) hours in advance. Requests will be made to the supervising principal.

SECTION 5. FAMILY AND MEDICAL LEAVE ACT: The District will comply with the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) US Code 29 U.S.C. sec 2601.

## ARTICLE XI

### Severance Pay/403(b) Match/Accrued Leave Stipend

#### SECTION 1. SEVERANCE PAY

Subd. 1. ELIGIBILITY: Full-time teachers hired before July 1, 1997 who have completed at least fifteen (15) years of service with the School District and who are at least fifty-one (51) years of age shall be eligible for severance pay pursuant to the provisions of this article upon submission of a written resignation accepted by the School Board, providing the resignation is submitted to the School Board for acceptance at the earlier of February 1<sup>st</sup> of the teacher's last year of service or at least four months prior to the teacher's effective date of resignation. Failure to make timely notification shall result in forfeiture of any payments to be provided under the severance pay provisions of this section.

Subd. 2. FULL-TIME SERVICE: This article shall apply only to teachers whose service has been full-time, as defined by this Agreement.

Subd. 3. LEAVE COMPONENT: Eligible teachers, upon separation, shall be eligible to receive, as severance pay, upon their separation, the amount obtained by multiplying 50 percent of her/his unused personal leave days and banked leave times his/her daily rate of pay – subject to the limits indicated in Subd. 6.

Subd. 4. DAILY RATE OF PAY: In applying these provisions, a teacher's daily rate of pay shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year, and shall not include any additional compensation for extra-curricular activities, extended employment or other extra compensation.

Subd. 5. SEVERANCE PAY AND PAYMENT SCHEDULE: Severance pay shall be paid by the School District as follows: \$10,000, less any 403(b) matching contributions paid by the District plus the amount calculated using the formula in Subd. 3 above less any remaining 403(b) matching contributions paid by the District and not previously applied against the \$10,000 shall be paid to the Health Care Savings Plan on behalf of the teacher in accordance with the MOU and with the monthly payroll following the teacher's last day of service. Any and all payments due an employee or former employee that remain unpaid at the time of his/her death will be paid to the recipient required by law immediately.

Subd. 6. SEVERANCE PAY LIMIT: A teacher may receive severance pay based on the above formula or \$21,000, whichever is less.

Subd. 7. SEVERANCE PAY AND 403(b) MATCH CONVERSION: Teachers hired before July 1, 1997 will continue to qualify for severance as defined in Subd. 1-6 above. The District shall, however, subtract any amount paid to the 403(b) matching benefit program per Section 2 from the amount a teacher would be granted under Subd. 1-6 above. The balance of severance, if such an amount exists, shall be paid by the School District upon separation from service, pursuant to Subd. 5 above. In no event shall the aggregate matching benefit and/or severance be greater than \$21,000.

#### SECTION 2. 403(b) MATCHING PROGRAM

Subd. 1. ELIGIBILITY: Full-time teachers shall be eligible to a matching School District contribution to an approved Minnesota 403(b) pursuant to M.S. 356.24. The District shall contribute annually an amount equal to the amount contributed by the teacher, subject to the limits listed in Subd. 2. Teachers working less than half-time do not qualify for the matching benefit. Teachers working greater than half-time, but less than full-time will receive prorated benefit. The District will offer a Roth 403(b) option.

Subd. 2. 403(b) DISTRICT MATCH BENEFIT: The District’s annual maximum benefit for the 2025-26 school year is as follows:

<u>Years of Service *</u>	<u>District Matching Annual Contribution</u>
0-5	\$300
6-10	\$550
11-20	\$800
21-+	\$1,050

The District’s annual maximum benefit for the 2026-27 school year is as follows:

<u>Years of Service *</u>	<u>District Matching Annual Contribution</u>
0-5	\$325
6-10	\$575
11-20	\$825
21-+	\$1,075

\* Years of service shall be for years of service at 50% f.t.e. or greater completed in the School District.

In no event shall the aggregate matching benefit and/or severance be greater than \$21,000.

Subd. 3. 403(b) MATCH INVESTMENT REQUIREMENTS: District and employee contributions into a 403(b) account will be limited to approved vendors in accordance with the District 403(b) Written Plan Document. A list of approved vendors will be maintained in accordance with the Written Plan Document and available in the District Office.

### SECTION 3. ACCRUED LEAVE STIPEND

Subd. 1. ELIGIBILITY: Teachers in the District who are planning for retirement may be eligible for a one-time stipend for their unused leave, provided they meet certain criteria. To qualify, a teacher must be at least fifty-nine and a half years old and must have completed a minimum of twenty (20) years of service with the district. In order to receive this benefit, the teacher must submit a written resignation that is accepted by the School Board. This resignation must be turned in no later than February 1 of the teacher’s final year of service, or at least four months before their final working day, whichever date comes first. If the resignation is submitted after the deadline, the teacher will forfeit the stipend.

Subd. 2. ACCRUED LEAVE AND PAYMENT AMOUNT: Teachers who qualify under subd. 1 and have 120 days accrued in their combined banked leave and personal leave accounts at time of retirement shall be paid a one-time stipend of \$4,000. Teachers who qualify under subd. 1 with between 115 and 119 accrued days will receive \$3,000. This payment will be included in the monthly payroll following the teacher’s last day of service.

SECTION 4. RETIREE HEALTH INSURANCE: In addition, teachers who apply for retirement shall be eligible to remain in the existing group health and hospitalization insurance program. Teachers shall pay the premium for such coverage.

## ARTICLE XII

### Hours of Service

SECTION 1. BASIC DAY: The basic teacher’s day shall be from 8:00 a.m. to 3:30 p.m. Teachers will be excused at the end of the student day on Friday and days before vacations. The Association agrees that teachers will stay beyond the normal day at reasonable intervals upon request of the District for workshops, departmental meetings, or similar activities.

Subd. 1. Full-time teachers shall be allotted a minimum of thirty (30) minutes of duty-free, uninterrupted lunch period daily.

Subd. 2. Any teacher being considered for less than a full-time position will be assigned to any study halls that are being covered by non-certified staff.

SECTION 2. BUILDING HOURS: The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School Board.

#### SECTION 3. PREPARATION TIME:

Subd. 1. Any full-time secondary teacher shall be assigned to five (5) classroom instructional periods daily and one (1) sixty-minute preparation period daily. Secondary teachers who are less than full time shall receive preparation time as specified in Schedule D.

Subd. 2. Any full-time elementary teacher shall be granted sixty (60) minutes of preparation time. The District shall make an effort to provide preparation time in usable blocks of time of at least twenty-five (25) minutes in length insofar as practical. Elementary teachers who are less than full-time shall receive five (5) minutes of preparation time for each twenty-five (25) minutes of classroom instruction.

#### SECTION 4. ADDITIONAL ACTIVITIES:

Subd. 1. GRADUATION CEREMONY: All teachers are expected to attend the graduation ceremony. In extenuating circumstances, and upon approval of the building principal, two (2) hours of personal time off (PTO) may be used in lieu of.

Subd. 2. ACTIVITY SUPERVISION: Teachers will be required to supervise at two (2) events beyond the normal contract day without additional pay. Events must be outside of the teacher's current teaching and extra-curricular assignments. Administration and building leadership teams will be responsible for creating a schedule of activities and designating how many people are needed at each event. The list will be available at the beginning of fall workshop week at which time teachers can voluntarily sign up for events. Any teacher who has not voluntarily signed up for events by the end of the second week of school will be assigned to activities by the building principal. Events may include, but not be limited to; extended day field trips, concerts, plays, athletic games, dances, homecoming activities, family fun night, scholarship awards and bus chaperoning.

### ARTICLE XIII

#### Length of the School Year

SECTION 1. TEACHER DUTY DAYS: The School District shall establish the number of school days and teacher duty days for each of the next two (2) school years, and the teacher shall perform services on these days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school and pursuant to such authority, has determined to conduct school. The teacher duty days for 2025-2026 and 2026-2027 shall be 182.

SECTION 2. EMERGENCY CLOSING: In the event of a student day or teacher duty day lost for any emergency, the teacher shall perform duties on that day or other such day in lieu thereof as the School District shall determine. The first two (2) days of emergency closing shall not be made up. Any days beyond two (2) shall be made up during calendar days designated as make up days or days will be added to the end of the school year. If a designated snow day is used an additional day of professional development will be added to the end of the year for teachers. In the event school opens late and/or is closed early due to an emergency, teachers will not be compelled to make-up lost time. E-Learning days will not be utilized by the District.

SECTION 3. EXCHANGE TEACHERS: In the event that teachers are shared with another School District, the school district that employs the teacher the following will apply:

- a. The contracting school calendar will be the calendar that the teacher is required to follow.
- b. When the non-contracting District is in session or not in session on days not on the calendar of the contracting school the teacher will not be obligated to follow the non-contracting schools calendar, unless he/she so chooses.
- c. However the teacher must work the required number of teacher contracted days in the contracted school or non-contracting school.
- d. It shall be the responsibility of the teacher to make arrangements with both schools (Administration Building Principal) to insure that the contracted time is being worked (another alternate assignment) and that coverage in the non-contracting school can be arranged. In no way will the teacher be allowed to follow the contracted schools calendar and take advantage of the subbing and possible financial advantage in the non-contracting school.

## ARTICLE XIV

### Grievance Procedure

#### SECTION 1. GRIEVANCE DEFINITION:

Subd. 1. A grievance shall mean an allegation in writing by a teacher or the Association that the teacher or the Association has been injured as a result of a dispute or disagreement between the teacher or the Association and the District as to the interpretation or application of specific terms and conditions contained in this Agreement.

Subd. 2. A group of teachers may file a grievance if a complaint arises out of the same transaction or occurrence and the facts and claim are common to all members of the group. Such grievance must be in writing and signed by all grievants in the group.

Subd. 3. The exclusive representative may file a grievance if a complaint involving ten (10) or more teachers arises out of the same transaction or occurrence and the facts and claim are common to all members of the group. In order to pursue a group grievance, the exclusive representative must provide the names and signatures of the affected teachers no later than the third level of the grievance procedure. The exclusive representative group grievance may proceed only as to the teachers identified in the appeal to arbitration. The exclusive representative may also file a grievance if the allegation involves a specific right of the exclusive representative as provided in this Agreement.

SECTION 2. REPRESENTATIVE: The grievant, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

#### SECTION 3. DEFINITIONS AND INTERPRETATIONS:

Subd. 1. Time limits specified in this Agreement may be extended by mutual written agreement.

Subd. 2. Any reference to days regarding time periods in this procedure shall refer to working days. A "working day" is defined as all week days not designated as holidays by state law.

Subd. 3. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday or a legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday.

Subd. 4. The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. TIME LIMITATION AND WAIVER: A grievance shall not be valid for consideration unless the grievance is submitted in writing, signed by the grievant, to the District's designee, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within fifteen (15) days after the date that the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the District's designee.

SECTION 5. ADJUSTMENT OF GRIEVANCE: The District and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussion, the District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within five (5) days after the receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.

SECTION 6. SCHOOL BOARD REVIEW: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of the intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

SECTION 7. DENIAL OF GRIEVANCE: Failure by the School Board or its representative to issue a decision within the time period provided herein shall constitute a denial of the grievance, and the teacher may appeal it to the next level.

SECTION 8. ARBITRATION PROCEDURES: In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. No grievance shall be considered by the arbitrator which has not first been duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven (7) arbitrators to the parties, pursuant to the PELRA, provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall

alternately strike names and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided herein shall constitute a waiver of the grievance.

Subd. 4. The grievance shall be heard by a single arbitrator and both parties may be represented by such person(s) as they may choose and designate and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 5. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject; however, to the limitations of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact, which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representative(s), witness(es), and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such a copy.

Subd. 7. The arbitrator shall have jurisdiction over disputes or disagreements relating to the grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

SECTION 9. ELECTION OF REMEDIES AND WAIVER: A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined herein, the teacher shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

## ARTICLE XV

### Duration

SECTION 1. TERMS AND REOPENING NEGOTIATIONS: This Agreement shall remain in full force and effect for a period commencing on July 1, 2025 through June 30, 2027 and thereafter until modifications are made pursuant to the PELRA.

If either party desires to modify or amend this Agreement commencing on July 1, 2027, it shall give written notice of such intent to the other party no later than May 1, 2027. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

SECTION 2. EFFECT: This Agreement constitutes the full and complete Agreement between the School District and the Association. The provisions herein relating to terms and conditions of employment supersede all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. FINALITY: Any matters relating to the current contract term, whether or not referred to in the Agreement, shall not be open for negotiation during the term of this Agreement.

SECTION 4. SEVERABILITY: The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provisions under any circumstances is held illegal, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For Pine River-Backus Education Minnesota

For Independent School District #2174

\_\_\_\_\_  
President

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Chief Teacher Negotiator

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief School Board Negotiator

\_\_\_\_\_  
Date

**Schedule A  
2025-26 Salary Schedule**

LANE Quarter Credits Semester Credits	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	BS+0 BS+0	BS+15 BS+10	BS+30 BS+20	BS+45 BS+30	BS+60 BS+40	MA+0 MA+0	MA+15 MA+10	MA+30 MA+20
1	50,415	51,600	52,785	53,970	55,745	58,556	59,740	61,122
2	51,502	52,688	53,875	55,056	56,837	59,640	60,826	62,207
3	52,585	53,775	54,956	56,142	57,915	60,728	61,910	63,294
4	53,678	54,859	56,042	57,229	59,007	61,811	62,997	64,377
5	54,759	55,944	57,132	58,314	60,091	62,899	64,084	65,465
6	55,846	57,029	58,216	59,399	61,179	63,985	65,170	66,550
7	56,930	58,116	59,301	60,484	62,262	65,070	66,256	67,637
8	58,019	59,205	60,386	61,575	63,347	66,155	67,341	68,723
9	59,105	60,289	61,474	62,658	64,435	67,241	68,425	69,812
10	60,192	61,375	62,561	63,743	65,523	68,328	69,511	70,893
11	61,274	62,458	63,645	64,829	66,607	69,415	70,600	71,982
12	62,362	63,547	64,730	65,914	67,692	70,502	71,686	73,068
13	63,446	64,632	65,816	67,006	68,779	71,588	72,773	74,155
14	64,502	65,637	67,171	68,939	70,555	73,511	74,842	76,323
15	67,746	68,873	70,799	73,194	74,713	77,919	79,440	81,071
16	70,172	71,342	73,340	75,827	77,404	80,730	82,310	84,000
17	71,698	72,899	74,870	77,350	78,931	82,210	83,796	85,501

**Schedule B  
2026-27 Salary Schedule**

LANE Quarter Credits Semester Credits	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	BS+0 BS+0	BS+15 BS+10	BS+30 BS+20	BS+45 BS+30	BS+60 BS+40	MA+0 MA+0	MA+15 MA+10	MA+30 MA+20
1	51,927	53,148	54,369	55,589	57,417	60,313	61,532	62,956
2	53,047	54,269	55,491	56,708	58,542	61,429	62,651	64,073
3	54,163	55,388	56,605	57,826	59,652	62,550	63,767	65,193
4	55,288	56,505	57,723	58,946	60,777	63,665	64,887	66,308
5	56,402	57,622	58,846	60,063	61,894	64,786	66,007	67,429
6	57,521	58,740	59,962	61,181	63,014	65,905	67,125	68,547
7	58,638	59,859	61,080	62,299	64,130	67,022	68,244	69,666
8	59,760	60,981	62,198	63,422	65,247	68,140	69,361	70,785
9	60,878	62,098	63,318	64,538	66,368	69,258	70,478	71,906
10	61,998	63,216	64,438	65,655	67,489	70,378	71,596	73,020
11	63,112	64,332	65,554	66,774	68,605	71,497	72,718	74,141
12	64,233	65,453	66,672	67,891	69,723	72,617	73,837	75,260
13	65,349	66,571	67,790	69,016	70,842	73,736	74,956	76,380
14	66,437	67,606	69,186	71,007	72,672	75,716	77,087	78,613
15	69,778	70,939	72,923	75,390	76,954	80,257	81,823	83,503
16	72,277	73,482	75,540	78,102	79,726	83,152	84,779	86,520
17	73,849	75,086	77,116	79,671	81,299	84,676	86,310	88,066

## Schedule C Co-Curricular and Extra-Curricular Schedule\*

<u>Activity</u>	<u>Percent</u>	<u>Activity</u>	<u>Percent</u>
<u>Baseball</u>		<u>Volleyball</u>	
Varsity	9.50	Varsity	11.75
Assistant	6.50	Assistant	8.00
Junior High	5.25	Junior High	5.25
<u>Basketball (Boys/Girls)</u>		<u>Wrestling</u>	
Varsity	12.25	Varsity	12.25
Assistant	8.25	Assistant	8.25
Junior High	5.25	Junior High	5.25
<u>Cross Country (Boys/Girls)</u>		<u>Other</u>	
Varsity	9.50	Annual	5.00
Assistant	6.50	Annual (Spring Completion)	2.50
<u>Football</u>		Band (Extra Performances)	5.50
Varsity	11.75	Chaperone Spectator Bus	\$20
Assistant	8.00	Competitive Dance Team Coach	10.75
Junior High	5.25	Drama (One Act Play)	2.50
Football Scout	3.75	Drama (3-Act Play)	5.50
<u>Softball</u>		Elem. Music Performances	1.50
Varsity	9.50	Knowledge Bowl (Senior High)	3.00
Assistant	6.50	Knowledge Bowl (Junior High)	2.00
Junior High	5.25	Pep Band	3.50
<u>Track (Boys/Girls)</u>		Musical Vocal Coach	2.75
Varsity	9.50	Pit Orchestra/Play Assistant	2.75
Assistant	6.50	Prom Advisor	2.00
<u>Golf (Boys/Girls)</u>		Robotics Fall Season	4.00
Varsity	9.50	Robotics Winter Season	4.00
Assistant	6.50	Speech (Senior High)	10.75
		Speech (Junior High)	8.00
		Student Council	7.50
		Vocal Music	5.50
		Trap Team	4.00
		Cheer Team Fall Season	5.25
		Cheer Team Winter Season	5.25

\*Salaries will be computed using the BS+0 lane on the salary schedule. The appropriate step will then be determined on the basis of years of experience directly related to the assignment within this District. Credit for experience outside this District will be granted at the discretion of the District.

The District will add .25% to a Varsity Coach/Activity Advisor with five (5) years of consecutive experience in current position.

## Schedule D

### Part-time secondary teacher FTE and work schedule Time recorded in minutes

Instructional Assignment*	Instructional Time	Prep Time	Other Time	Total FTE Minutes	FTE %	Duty Free Lunch	Total Work Day
5 Periods	295	60	65	420	100%	30	450
4 Periods	236	48	52	336	80%	30	366
3 Periods	177	36	39	252	60%	0	252
2 Periods	118	24	26	168	40%	0	168
1 Period	59	12	13	84	20%	0	84

Other time includes:

Before School	25
After School	15
Passing Time	25
Total	65

\*Instructional assignments may vary in length from 2-5 minutes based on High School schedule.

A Memorandum of Understanding  
Between the  
PINE RIVER-BACKUS EDUCATION MINNESOTA #7210  
And  
PINE RIVER-BACKUS SCHOOL DISTRICT #2174

Regarding: Tax Deferral of Severance Pay

The Pine River-Backus Education Minnesota and Pine River-Backus School District #2174 hereby mutually agree to amend their collective bargaining agreement for the period of July 1, 2025 to June 30, 2027. Any teacher who is eligible to receive severance pay based upon the criteria set forth in Article X-Severance Pay/403(b) Match and who terminates teaching services will have 100% of that severance pay directed by the District to the Post Retirement Health Care Savings Plan administered by National Insurance Services and paid into the individual account for that teacher. The retiree will not receive any direct payment from the school district for severance pay. The school district contribution(s) into the retiree's Post Retirement Health Care Savings Plan account will be made according to the same timeline as was provided for the direct payment of severance pay. This plan will follow all federal, state and IRS regulations.

In witness thereof, the parties have executed the Agreement as follows:

FOR:

Pine River-Backus Education Minnesota

By: \_\_\_\_\_  
Teacher Representative

Dated: \_\_\_\_\_

FOR:

Pine River-Backus School District

By: \_\_\_\_\_  
Board Chair

Dated: \_\_\_\_\_

Memorandum of Understanding  
Between  
Pine River-Backus Education Minnesota #7210  
And  
Pine River-Backus School District #2174

Regarding: **Alternative Career Pathways**

Whereas, the Pine River-Backus School District #2174 and Pine River-Backus Education Minnesota #7210 have discussed the creation of an optional Alternative Career Pathway for teachers to advance through the salary schedule.

Be it understood that the Pine River-Backus School District #2174 and Pine River-Backus Education Minnesota #7210 have agreed to participate in the regional program. The parameters for the Alternative Career Pathways program are as follows.

- **Proposals**
  - Individuals or teams of teachers may submit proposals detailing a project that will provide meaningful professional growth.
  - Proposals will be reviewed and approved by the Alternative Career Pathway Committee. This committee will be comprised of five (5) teachers, one (1) education district representative and one (1) ACP Coordinator, Sourcewell.
  - The Alternative Career Pathway Committee will meet on the following dates to review project proposals:
    - October \_\_\_\_\_
    - December \_\_\_\_\_
    - February \_\_\_\_\_
    - April \_\_\_\_\_
  
- **Committee Decisions**
  - Decision by the Committee to approve or deny a proposal shall require a majority vote of the full Committee, which will notify applicants of its decision in writing within five (5) business days of reviewing the proposal.
  - The Committee's decision to approve or deny a program is not subject to the grievance procedure, but the Committee shall explain its reasons for denying a proposal in writing and must allow teachers to revise and re-submit their proposals at a later date.
  
- **Region Credit System**
  - Region credits will be earned in whole numbers. Hours from one project cannot be carried over to another.
    - 1 Credit (Approximately 30-60 hours of projected work)
    - 2 Credit (Approximately 60-80 hours of projected work)
    - 3 Credit (Approximately 90-120 hours of projected work)
  - Credits will be applied to the current salary schedule following all provisions pertaining to graduate credits as indicated in the master agreement.
  - These credits will be recognized within participating Region 5 schools for teachers who may transfer from one school to another.
  - For teachers who are at the BA 60 or MA 30 lanes, credits will be paid in the form of a \$500 stipend per earned credit at the conclusion of the project.

- **Awarding of Region Credits**
  - Awarding of \_\_\_ credits will occur after the project is complete and the employee presents his/her learning and/or findings to the Alternative Career Pathways Committee.
  - A form will be completed and submitted to the Executive Director to indicate the awarding of the credits.
  
- **Alternative Career Pathway Committee Meeting Schedule:**
  - October
    - Project support session for current projects requesting feedback/guidance
    - Exit presentations for completed projects
    - Review new project proposals
  - December
    - Project support session for current projects requesting feedback/guidance
    - Exit presentations for completed projects
    - Review new project proposals
  - February
    - Project support session for current projects requesting feedback/guidance
    - Exit presentations for completed projects
    - Review new project proposals
  - April
    - Project support session for current projects requesting feedback/guidance
    - Exit presentations for completed projects
    - Review new project proposals

District #2174 and Pine River-Backus Education Minnesota #7210 will review the optional Alternative Career Pathways program at the conclusion of the 2025-2026 school year.

In witness thereof, the parties have executed this agreement as follows:

For:  
Pine River-Backus Education Minnesota

For:  
Pine River-Backus School District

By: \_\_\_\_\_  
Teacher Representative

By: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_