PROCTOR HIGH SCHOOL
&
A.I. JEDLICKA MIDDLE SCHOOL
HOME OF THE RAILS

2015-2016
STUDENT HANDBOOK

131 9TH Ave
Proctor, MN 55810
218-628-4926
WWW.PROCTOR.K12.MN.US
Welcome Students!

We are pleased that you have decided to become a valued student in Proctor. It’s our hope that you find this school and community a great place for furthering your educational development and for creating positive peer relationships. Our faculty and staff are experienced and supportive and our enhanced facilities provide for enriching educational experiences.

You will find many opportunities to become involved with academic as well as extra-curricular activities at our school. Navigating through your middle and high school years is sometimes easier when you’re actively involved. Lasting friendships are fostered when you have something in common with another person. Activities promote these types of positive relationships and students are more inclined to report positive experiences throughout their young adult lives when involved. There is a place and space for everyone. This might be your year to try something new.

“Respect for each; Success for all” is a District Goal and we are pleased to continue the tradition of students not only meeting, but exceeding their goals throughout their middle and high school careers. Our staff has been working diligently to prepare learning environments to engage all students in meaningful learning and matching them with 21st century skills. You will have a faculty advisor that meets with you daily throughout the school year. One of the benefits of our advisory program is that it ensures that every young person is connected with a faculty member in our building.

6th graders will partake in an orientation program that makes the transition to high school and middle school a more seamless one. We are proud of our junior and senior Link Crew Leaders and eighth grade WEB Leaders who work hard to make our school a welcoming environment.

The information in this handbook is designed to familiarize both students and parents with key school policies and procedures; for example the updated attendance policy. It’s an important reference and one we encourage you to review at your earliest convenience.

Best wishes for a successful and rewarding school year!

Sincerely,

Tim Rohweder
Principal

Mark Hughes
Assistant Principal
# TABLE OF CONTENTS

2014-2015 School Personnel........................................................................................................5

## Introduction to Proctor High School & A.I. Jedlicka Middle School
- Building Hours.........................................................................................................................6
- Daily Bell Schedule................................................................................................................6
- Length of School Day..............................................................................................................6
- School Food Service Information..........................................................................................7
- School Closings.......................................................................................................................7
- Visitors.......................................................................................................................................7

## I. Rights, Responsibilities, Expectations, & Procedures
- Attendance Procedure 2014-2015..........................................................................................8
- Backpacks.................................................................................................................................11
- Classroom Behavior..............................................................................................................11
- Clothing Guidelines..............................................................................................................11
- Detention.................................................................................................................................12
- Out-of-School Suspension....................................................................................................12
- Teacher Assistant Guidelines...............................................................................................13

## II. Parent and School Communication- Involvement- Partnership
- Back to School Photos/Lockers/Schedules.......................................................................13
- Emergency Information.......................................................................................................13
- Family Access.......................................................................................................................13
- Parent-Student-Teacher Conferences...............................................................................14
- Student Published Information..........................................................................................14

## III. Student Programs
- Graduation Requirements- High School............................................................................14
- Civic Engagement Graduation Requirement......................................................................15
- Honors Qualifying Courses- High School.........................................................................15
- Grading System.....................................................................................................................16
- Academic Awards- High School.........................................................................................16
- Honor Code...........................................................................................................................16
- Mid-Term Reports................................................................................................................16
- Report Cards..........................................................................................................................16
- Incompletes............................................................................................................................17
- Withdrawals...........................................................................................................................17
- Final Exam Schedule............................................................................................................17
- College in the Schools (CITS) Application Process.........................................................17
- Post- Secondary Enrollment Options (PSEO) – High School...........................................17
- Activity Fee.............................................................................................................................17
- Lettering.................................................................................................................................17
- Event Transportation.............................................................................................................18
- Athletic Contest Behavior Expectations............................................................................18
- Extra- Curricular Eligibility..................................................................................................18
- Extra-Curricular Activities Offered....................................................................................18
- General Regulations – MSHSL.........................................................................................19
- Student Council.....................................................................................................................19
- National Honor Society......................................................................................................19
- LINK Crew / WEB Leaders...............................................................................................19
IV. Student Services
- Dropping Classes .......................................................... 19
- iCommons – Library/Media Center .................................. 19
- Office Visits / Needs ...................................................... 21
- Health Services ......................................................... 21
- Counseling and Guidance Services .............................. 21
- Student Records – Policy 515 ........................................ 22
- Directory Information .................................................. 22
- Student Survey Procedure ........................................... 22

V. School Life
- Accidents in School ...................................................... 23
- Audience/Assembly Behavior ....................................... 23
- Bus Guidelines ............................................................ 23
- Cafeteria Behavior ...................................................... 23
- Emergency Drills ....................................................... 23
- Lockers ........................................................................ 24
- Selling Food/Snack Items .............................................. 24
- Locker Room and Gym and Field House Use ................... 24
- Parking and Driving Regulations .................................. 24
- Litter and Recycling ..................................................... 25
- Electronics and Cell Phones ........................................ 25
- Scheduling of School Events ......................................... 25
- Posters ......................................................................... 25
- Perfume/Cologne/Lotions ............................................. 25
- Flowers/Balloons/Signs ................................................ 25
- Hall Passes ................................................................. 26
- Study Hall Guidelines .................................................. 26
- Telephone ..................................................................... 26
- Textbook Fee Policy ..................................................... 26
- Things on Wheels ......................................................... 26
- Video Surveillance ....................................................... 26

VI. School / District Policies
- Equal Opportunity ....................................................... 27
- Harassment and Violence Policy – 413 ......................... 27
- Initiation or Hazing Prohibition – Policy 526 .................. 28
- Internet Acceptable Use – Policy 524 ......................... 28
- Non-Discrimination and Notification Policy – 522 ......... 29
- Bullying Prohibition – Policy 514 ................................. 30
- Weapons Policy – 501 .................................................. 30
- Search of Student Lockers, Desks, Personal Possessions, and Student’s Person .... 32
- Pledge of Allegiance – Policy 531 ................................. 33
- Smoking and Tobacco – Policy 419 .............................. 34
- Statement of Section 504 of the Americans with Disabilities Act .................. 34
- Student Discipline – Policy 506 .................................... 34
- Notice Concerning Use of Pest Control Materials .......... 34
2014-2015 School Faculty

<table>
<thead>
<tr>
<th>Principal</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Rohweder</td>
<td>Mark Hagemeyer</td>
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<td>Assistant Principal</td>
<td>Kathy Sandor</td>
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<td>Mark Hughes</td>
<td>Gordy Westendorf</td>
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<td>Activities Director</td>
<td>Physical Education/Health</td>
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<td>Rory Johnson</td>
<td>Terry Erickson</td>
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<td>Counselors</td>
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<td>Brandon Delacey</td>
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<td>Becky LaPlante</td>
<td>Dave McNameee</td>
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<td>Jim Vos</td>
<td>Lisa Smith</td>
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<td>Art</td>
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<td>Robin Anderson</td>
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<td>Rob Winterfeld</td>
<td>Derek Parendo</td>
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<td>Business/Marketing</td>
<td>Josh Gookins</td>
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<td>Jeff Bruch</td>
<td>Linda Hughes</td>
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<td>Industrial Technology</td>
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<td>Steve Johnson</td>
<td>Diane Podgornik</td>
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<td>Chris Rauzi</td>
<td>Jesse Smith</td>
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<td>Lowell Harnell</td>
<td>Social Studies</td>
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<td>Information Media Center</td>
<td>Dianne Hedburg</td>
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<td>Joanie Peterson</td>
<td>Chad Eichers</td>
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<td>Curriculum/Q-Comp</td>
<td>Mary Hall</td>
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<td>Julie Stauber</td>
<td>Leah Gagne</td>
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<td>District Intervention Specialist</td>
<td>Glen Gilderman</td>
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<td>Lindsay Moen</td>
<td>Jeff Gunderson</td>
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<td>Language Arts</td>
<td>Michele Olson</td>
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<td>Erik Edmunds</td>
<td>Nathan Johnson</td>
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<td>Sheila Held</td>
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<td>Nathan Johnson</td>
<td>Betsy Allen</td>
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<td>Matt Knight</td>
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<td>Gina Mogen</td>
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<td>Bill Stafford</td>
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<td>Culinary Arts</td>
<td>Danielle Wines</td>
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<td>John Martin</td>
<td>Sara Boespflug</td>
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<td>Mathematics</td>
<td>World Language</td>
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<td>Todd Clark</td>
<td>Jonathan Kresha</td>
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<td>Jen Harnell</td>
<td>Tony Menor</td>
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<td>Rachel Johnson</td>
<td>Heidi Voss</td>
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<td>Erick Peralta</td>
<td>Student Services / Specialists</td>
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<td>Jim Savre</td>
<td>Phyllis Cook - Social Worker</td>
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<tr>
<td>Eric Waldriff</td>
<td>Jan Lippitt – Psychologist</td>
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<td>Rails Academy</td>
<td>Wayne Misgen – Print Shop</td>
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<td>Rochelle Cleary</td>
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INTRODUCTION TO PROCTOR HIGH SCHOOL & JEDLICKA MIDDLE SCHOOL

BUILDING HOURS AND USE
Normal school day hours are 7:15-3:15. Use of the building after hours can be scheduled by contacting Wendy Johnson at 729-8214 ext. 2750. Entry into the school building or being on school property after hours without a building use permit constitutes a form of illegal entry or trespass. Entering the building through means other than unlocked doors is illegal. Please note that access to the field house or fitness center does not provide access to the school.

DAILY SCHEDULE
Proctor High School / A.I. Jedlicka Middle School
2015-2016 Bell Schedule

<table>
<thead>
<tr>
<th></th>
<th>HS “A” Lunch (See Below)</th>
<th>HS “B” Lunch (See Below)</th>
<th>7/8 Grade “C” Lunch</th>
<th>6th Grade “D” Lunch</th>
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LUNCH A
4th HOUR CLASSES
- J. Harnell (Geometry)
- J. Savre (CITS Pre-Calc)
- E. Waldriff (Alg. II)
- S. Held (Am. Lit)
- L. Hughes (Biology)
- J. Smith (Hon. Chem)
- R. Winterfeld (D & P II)
- M. Hagemeyer (RW Choir)
- G. Westendorf (Con Band)

LUNCH B
4th HOUR (Split) CLASSES
- D. Podgornik (Science 9)
- A. Estep (English 9)
- M. Knight (Soph Eng)
- G. Gilderman (Study Hall)
- C. Eichers (CITS Econ)
- J. Gunderson (Wld Hist.)
- N. Johnson (Am Hist 9)
- J. Kresha (German II)
- R. Anderson (Study Hall)

LENGTH OF SCHOOL DAY
Minnesota school law requires that every student in a public school be enrolled a minimum of six clock hours per day, not including lunch. The only exception is for students enrolled in a work experience program. If you are not enrolled in at least six hours per day, your attendance requirement is not being met and you cannot be given credit.
**SCHOOL FOOD SERVICE INFORMATION**

Breakfast & lunch is served daily and is to be eaten only in the cafeteria. Students are expected to keep the hallways, tables, and floors neat and clean.

Current meal prices are: PHS/JMS Breakfast: $1.50; Lunch: $2.55; Milk: $0.50; Extra Entrée: $1.25; and students who qualify for reduced-priced school meals will receive free lunches and breakfasts. Student households are responsible for depositing money and maintaining an adequate balance in their children’s account. Payments can be turned into the meal account payment drop box located by the Nutrition Services office or mailed to 131 Ninth Avenue, Proctor, MN 55810. For payment by mail, please allow 5 days for processing. On checks, please indicate the student’s full name(s) including the dollar amount to be divided if there is more than one account for monies to be deposited. If a meal account has a low balance, a student will be able to purchase a lunch. Once the lunch account reaches a negative amount, no meal will be able to be purchased. An Automated calling system will alert households only when the account is low. Calls will be made when the balance is $7.35 or below. Students who qualify for free/reduced meals receive calls only if they have purchased an extra entrée or extra milk and have a negative balance. If you are not receiving low meal balance calls, please call the school and update telephone information in our system. Free/Reduced meal applications are available at any school or the District Office. Applications are for the current school year only.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave SW, Washington, DC 20250, or call 1-800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

**SCHOOL CLOSINGS**

Notices of school closings or late starts because of weather or other emergencies will be broadcast over various media outlets. Additionally, phone calls may be generated using “Parent Link” with an attached informational message. **Parents please make sure the accurate phone number for your student is listed for their student account to ensure they receive notification.** School closings due to weather will be announced as soon as they are determined.

**VISITING STUDENTS**

Due to high enrollment of students within our school on a typical day, visiting students will not be allowed unless it is cleared through the school administration. Permission must be requested at least forty-eight hours prior to the students visit. Written permission must be carried by the visitor while they are in the building. Visiting students must be signed in at the main office.

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**I. RIGHTS & RESPONSIBILITIES, EXPECTATIONS, RULES & PROCEDURES**

**ATTENDANCE PROCEDURE 2015-2016**

It is the responsibility of the Proctor Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Proctor High School and A.I. Jedlicka Middle School students and their families take responsibility for knowing and following the attendance procedures.
STUDENT RESPONSIBILITIES

*It is the responsibility of each student at Proctor High School or A.I. Jedlicka Middle School to:*

1. Attend all classes on a daily basis.
2. Ensure that a parent or guardian calls the attendance aide (Kris Weiler – 628-4926 ext. 1001) prior to or within 24 hours of an absence.
3. Monitor the total number of absences in each course. Report any errors to the attendance aide, Kris Weiler, within 24 hours of the absence.
4. Attend every class that is considered to be his/her “official” or “current” schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the counselor has provided a new “official” schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence on the student’s record.
5. Report, when ill, to the school nurse who is located next to the guidance offices.
6. When arriving or leaving during school hours, students must check-in/out at the main office.
7. Communicate with the classroom teacher to arrange for the completion of make-up work for any excused or school-excused absence. As a standard, all make-up work for regular education students should be made up within 4 days of return to class. Previously announced projects and/or assessments must be turned in or taken on the day of return to school. If extenuating circumstances exist, the teacher may grant additional make-up time.
8. Complete detentions or Saturday school when assigned.

COMMUNICATION FROM PARENTS/GUARDIANS

It is the responsibility of the parents/guardians to communicate with the school the reason for all absences. *Face-to-face communication, e-mails, notes, or telephone calls to the attendance aide are acceptable methods for clearing absences.* Parent communication to request an early dismissal must be presented to the attendance aide before the student is dismissed in order for dismissal to be considered “excused”. Parents should also provide medical documentation to the attendance aide for long-term absences which includes the nature of the illness, any limitations on the student, inclusive dates of medical conditions, and specific dates of absences covered.

CONTENT OF PARENT/GUARDIAN COMMUNICATION

All parent/guardian notes, e-mails, or phone calls to clear an absence of any kind must include the following:

1. The student’s name and grade,
2. The date(s) of the absence(s),
3. The specific reason for the absence, lateness, or dismissal,
4. The signature of the parent/guardian,
5. A daytime phone number where a parent/guardian can be reached to verify the note if necessary

"Blanket” notes covering unspecified dates of absences, tardies, etc. are not acceptable. (For example: “Please excuse my child from all absences in the months of April and May due to illness.”)
TYPES OF ABSENCES (PER SEMESTER COURSE)

EXCUSED ABSENCES
Student is responsible for communicating with classroom teacher for work missed prior to absence or immediately upon return to class

1. Illness
2. Chronic physical or mental illness (meeting with attendance officer or principal may be needed)
3. Court-ordered appearances
4. Death in the student’s immediate family or of a close friend or relative
5. School-Sponsored field trips
6. Interscholastic meets, games, and events
7. Religious holidays and/or instruction (up to three hours per week)
8. Illness in student’s immediate family (documentation required by medical personnel)
9. Suspension
10. Active duty in any military branch of the United States
11. College visits (Juniors and Seniors only / up to 2 visits – must be cleared through counselors office prior to absence or will be unexcused)
12. Verified meeting conducted with school personnel (counselors, principal, advisor, etc.)
13. Driver’s license examination- not permit test
14. Visit to nurse’s office
15. Participation in non-school competition or performance activities (must be pre-arranged with attendance aide or will be unexcused)
16. Professional appointments that cannot be scheduled outside the school day (documentation required by medical personnel or will be unexcused)
17. Spectator at state/regional competition (must be pre-arranged with attendance office with parental permission or will be unexcused)

** Please note that extensive excused absences will be monitored, and medical documentation may be requested for multiple days missed due to illness.

UNEXCUSED ABSENCES
Student is responsible for learning materials missed during absence

1. Any absence in which a student and/or parent fails to comply with attendance reporting procedures for excused absences listed above
2. Work at home
3. Work at a business, except under a school-sponsored work release program
4. Missed bus
5. Oversleeping
6. Truancy – Found to be skipping school
7. Other – Anything that is not listed above as excused
HIGH SCHOOL AND MIDDLE SCHOOL TARDY PROCEDURES PER QUARTER

Tardiness will be addressed by using the Raptor computer system. Students will be using one of four kiosk stations to sign in to the Raptor program when they are tardy. The kiosk will record their tardiness in the computer system, and will print out a tardy pass. This tardy pass is required in order for students to be let into the classroom after the bell. When students reach the limit for tardiness, a detention slip will also print with their tardy pass. If students are more than ten minutes late to class they will be considered unexcused absent. It is the responsibility of the student to get to a kiosk and sign in to receive their tardy pass within the first ten minutes of class.

6 tardies overall – Student will meet with Mrs. Moen and one hour of detention will be assigned to be served. Parents will be contacted.

9 tardies overall – Student will be referred to grade level teams for interventions to be developed. One hour of detention will be assigned to be served within one week. Parents will be contacted.

12 tardies overall – Saturday school assigned once a student reaches twelve total tardies per quarter, and Student Support team interventions may be assigned.

INTERVENTIONS FOR DEALING WITH ABSENTEEISM
To aid in prompt record keeping by the school and the tracking of students who are unaccounted for, the following interventions will be implemented:

1. All high school and middle school staff members with classes during first period will take attendance prior to the end of the class period in the computer system. Those teachers who do not have access to a computer during class (phy ed, construction, etc.) will have a student attendance aide come to them prior to the end of the class period and pick up a list of those absent to be entered into the system by the attendance aide. At the conclusion of first period, the attendance aide will notify the parents/guardians of any absenteeism. It is the goal of this practice to eliminate most of the “unexcused” absences in our system by the end of first period.

2. To address students who were present in their first hour classes, but who are marked absent (“unexcused”) during other hours of the school day, parents will be notified via the automated phone system after 3pm.

3. 3 unexcused absences in a single class: Students will be referred to the Dean to implement necessary interventions. An attendance letter will also be sent home to parents with the student signed attendance contract.

4. 7 unexcused absences in a single class: Students will receive a letter home to communicate to parents that they have reached the maximum amount of unexcused absences in that class. This letter will describe consequences for additional unexcused absences.

5. 8 or more unexcused absences: Student’s grade is changed to an incomplete at the end of the quarter. Students have to attend Saturday school in order to make up the time missed from the class with eight unexcused absences. Each ½ hour
of Saturday school served makes up for one class period missed. If students do not make up time at Saturday school, the “I” incomplete will be posted as a quarter grade.

CONTINUING TRUANT
Minnesota Statute 260A.02 provides that a continuing truant is a student who is absent from instruction in a school without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school.

HABITUALLY TRUANT
A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school. A school district attendance officer shall refer a habitual truant child and the child’s parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute 260A.03.

AUTHORITY
All employees of Proctor High School and Middle School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, teachers, counselors, secretaries, nurse, librarian, cooks, custodians, bus drivers, and fellow students have the right to correct violations of school rules. Refusal to respond appropriately when questioned or approached by school personnel, or giving false information to school personnel is insubordinate behavior. Such behavior will result in disciplinary action.

BACKPACKS
Backpacks are to be stored in the student’s locker from 8:15am- 3:00pm. All personal items including purses and drawstring bags are also to be stored in the locker. For safety and security reasons, students who are carrying a backpack will be subject to immediate search by an administrator. Each student is assigned a personal locker where backpacks and personal items are to be stored during the school day. Students who are in need to carry a bag for medical purposes can be assigned a pass by administration to allow them to carry a backpack during the school day.

CLASSROOM BEHAVIOR AND DISTURBANCES
The classroom is a space for teaching and learning. Any time students interfere with instructional time, or the learning of others, students can be removed from class. When removed from a classroom students should report to the administrator as directed by the teacher. Students must remain in the office until having met with an administrator.

CLOTHING GUIDELINES
It is the policy of the Proctor Public Schools to encourage you to dress appropriately for school activities and in the keeping with community standards. Inappropriate clothing includes, but is not limited to: short shorts, short dresses or skirts, skimpy tank tops, halter tops, saggy jeans, or any other clothing that is disruptive to the learning process and/or environment.
Clothing which bears a message that is lewd, vulgar, obscene, has a sexual reference or a double meaning, promotes products or activities that are illegal for use by minors, objectionable emblems, signs, words, objects, or pictures on clothing, communicates a
message that is racist, sexist, or otherwise derogatory to a protected minority group or which affiliates gang membership are not permitted. In addition, any footwear or apparel that could damage school property is also not allowed in the building. Special approval for such items can be obtained by the building administration on an individual basis (surgery, chemotherapy, or other medical situations).

It is not the intention of this policy to abridge the rights of students and such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane, or promote illegal activities. Clothing guidelines apply to all school related activities or events.

**DETENTION**

After-school and Saturday detention is held as a consequence for violations of school and classroom policies. A detention notice, stating the reason for the detention will be given to the student to be brought home and signed by a parent/guardian and returned to the detention coordinator when they serve detention. The following rules govern detention:

- Detentions will be held on Tuesday and Thursday afternoons from 3:10 to 4:10pm and possibly Friday mornings from 7:10 to 8:10am.
- Detentions must be served within one week of the notification. Detentions will not be allowed to accumulate.
- Students who do not serve their detention during the week they were notified will be required to attend Saturday School. Saturday School will held twice a month, and will be scheduled with the Dean of Students. Saturday school is from 9:00-12:00.
- Students, when serving detention or Saturday school, must arrive in the detention room prior to the starting time.
- Students are expected to bring work to do or material to read during the entire detention period. You may not sleep or put your head down on the desk. Games in any form are not allowed.
- Students who fail to serve detention or Saturday school will be assigned one day of ISS or grades and credits may be withheld if served detentions are present at the end of the semester or year.

**OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is used for students who violate school policies. The following are examples of infractions which can result in out-of-school suspension: repeated or severe violations of any school policy, drug use, dealing or trafficking, conduct which poses a threat to the safety of pupils, personnel or school property, verbal or physical assault on students or school personnel, disorderly or nuisance behaviors which disrupt the school, violations of the attendance policy, or violations of the weapons policy. The principal or his/her designee has the prerogative of issuing out-of-school suspension as deemed necessary for any violation of school policy in accordance with the Minnesota Pupil Fair Dismissal Act (M.S. 127.26-127.39). All assignments issued during out-of-school suspension can be made up. Credit is earned on completed work.
TEACHER ASSISTANT GUIDELINES
The following guidelines apply to all teacher assistants:
- Must be a sophomore, junior, or senior
- Must have a GPA of at least 2.5
- Must complete and submit an application to the assistant principal (applications are in the guidance office). Placement of TA’s with teachers will be determined by grade level (seniors first) and academic standing (high GPA first).
- Must report to their supervising teacher daily. In the event that you cannot make it, a phone call or e-mail to the teacher is expected.

II. PARENTS & SCHOOL COMMUNICATION – INVOLVEMENT – PARTNERSHIP

BACK TO SCHOOL LOCKERS/SCHEDULES
Students and parents will have an opportunity to meet teachers, staff, and administrators while also depositing money into lunch accounts, picking up schedules/locating classrooms, and getting locker assignments during the back to school jump start held on September 2nd. 6th grade students and parents are welcome from 4-5:00pm while 7-12 grade students and parents are welcome from 6:00-8:00pm. Further information about jump starts will be sent home in early August and will be posted on our school district web page.

DEMOGRAPHIC AND EMERGENCY INFORMATION
Every student enrolled at Proctor High School or A.I. Jedlicka Middle School must have emergency information on file. Parents must update forms and return the demographic information to the office at the beginning of each school year. This form is our primary source of information in the event that parents/guardians need to be contacted due to emergency. To edit your information contact the school to update the Infinite Campus portal.

FAMILY ACCESS
Our district recognizes the investment that parents have in their child’s education. We provide you with the ability to view student information via the internet anytime, day or night. Our Infinite Campus student information system provides information including current grades, attendance, school lunch information, and student and family demographics to stay connected.

A login and password is available on your student’s schedule at the beginning of the year or upon request. Please log on to the school district web page at www.proctor.k12.mn.us and go to “Parents” on the menu bar across the top and then click on “Login to Infinite Campus”. The smart device application “Parent Link” is also an informational center for parents to access and obtain up to date school information. The free smart device application “Parent Link” is available through your provider’s app store.
PARENT-STUDENT-TEACHER CONFERENCES
An excellent education involves collaboration between the school, student, and parent/guardian. The purpose of a conference is to share and relate pertinent information about the learning process. The staff of Proctor High School and A.I. Jedlicka Middle School invites both the students and the parent/guardians to first semester conferences on Monday, October 12th, and Tuesday, October 13th from 4:30-8:00pm. Second semester conferences and registration for the 2016-2017 school year will be held on Thursday, March 3rd, and Monday, March 7th with your student’s advisor.

STUDENT PUBLISHED INFORMATION
Student published information includes, but is not limited to, student directories, photos, and names of students who have received awards and participated in classroom and extra-curricular activities. These may be published in local newspapers, school district publications, and appear internally within the school in bulletins, on bulletin boards, or other recognition areas. If you do not want your child’s name or photo to be used for these purposes, please notify Principal Tim Rohweder in writing at 131 9th Ave, Proctor, MN 55810.

III. STUDENT PROGRAMS

ACADEMICS

GRADUATION REQUIREMENTS – HIGH SCHOOL

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
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<tbody>
<tr>
<td>English – 1 Cr.</td>
<td>Communications - .5 Cr</td>
</tr>
<tr>
<td>American History – 1 Cr.</td>
<td>Sophomore English - .5 Cr</td>
</tr>
<tr>
<td>Science – 1 Cr.</td>
<td>World History – 1 Cr.</td>
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<tr>
<td>Math – 1 Cr.</td>
<td>Math – 1 Cr.</td>
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<tr>
<td>Physical Education - .5 Cr.</td>
<td>Health - .5 Cr.</td>
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<table>
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<tr>
<th>Grade 11</th>
<th>Grade 12</th>
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<tbody>
<tr>
<td>American Literature - .5 Cr</td>
<td>English Electives – 1 Cr.</td>
</tr>
<tr>
<td>English Elective - .5 Cr.</td>
<td>Economics - .5 Cr.</td>
</tr>
<tr>
<td>Science Elective - .5 Cr.</td>
<td>Sociology - .5 Cr.</td>
</tr>
<tr>
<td>Math – 1 Cr.</td>
<td>Civic Engagement – 14 hours</td>
</tr>
<tr>
<td>Government &amp; Citizenship - .5 Cr.</td>
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</tbody>
</table>

Note: 1.0 credit of Fine Arts is required of all graduates. Fine Arts include: Art, Music, Band, and Choir. Students must complete 1.0 credit of Geometry as part of their math sequence. Algebra I does not count towards required credit. Students must complete 1.0 credit of Chemistry or Physics to graduate. To graduate, students must obtain a minimum of twenty-three (23) total credits after completing grades 9-12.
CIVIC ENGAGEMENT GRADUATION REQUIREMENT
Each senior will be required to volunteer in two different settings for a minimum cumulative total of 14 hours, performing community service as a prerequisite for graduation. Some students may be required to complete a greater number of hours of service based on the type of service that they perform. The following criteria must be met in acquiring civic engagement hours that meet the graduation requirement:

- Volunteerism must be performed outside the scheduled school day unless designated otherwise by the school principal.
- Volunteerism must not be directed toward a private business, family member, or other relative.
- Volunteerism must not be for any pay or other compensation.
- Volunteerism must be initiated by the individual student and not part of a credit bearing course.

HONORS QUALIFYING COURSES – HIGH SCHOOL
1. Rank in the upper 25% of their class or maintain a 3.4 cumulative grade point average.
2. Complete 40 hours of community service OR participate in a school sponsored extra-curricular activity.
3. Score at the 50% (or above) national percentile ranking (composite score) on the ACT test in either their junior or senior year.
4. Complete 24 credits (grades 9-12) including 4 of the following course sequences:
   a. French I & II, German I & II OR Spanish I & II
   b. Composition I and CITS Composition II
   c. CITS Introduction to Literature
   d. Geometry and Algebra II and either CITS Pre-Calculus or CITS Calculus
   e. Take any 2 of the following social studies course: CITS Economics, CITS Sociology, CITS American Challenges or CITS Psychology
   f. Introduction to Accounting, CITS Accounting I and Accounting II
   g. Creative Wood Design and Construction
   h. Two years of music or two years of art (including art seminar)
   i. Take any 3 of the following lab sciences: Chemistry, CITS Physics, CITS Anatomy or Outdoor Science
5. Complete ten (10) selections from a recommended literature reading list and pass tests via these options: written test, oral test, or interview.
GRADING SYSTEM
The Proctor High School or A.I. Jedlicka Middle School Honor Roll will consist of students who have reached a high academic standard based on their grade point average (GPA) for the quarter just completed. To be on the “A” Honor Roll, your GPA must be 3.75 or better. To be on the “B” Honor Roll, your GPA must be 3.0 or better. The Honor Roll is not cumulative; therefore, it reflects only your GPA for one grading period at a time. In order to be eligible for the honor roll, students must earn a “P” (pass) in their advisory for that quarter. Advisors and the students will determine the grade for advisory at the end of each quarter based on a rubric that evaluates the level or participation the student exhibited in the advisory period during the quarter.

ACADEMIC AWARDS – HIGH SCHOOL
When you achieve a grade point average (GPA) of 3.75 or better for all quarters in one academic year, you earn the privilege of receiving an official Proctor High School letter. Academic letter winners will be notified in the spring and honored at an assembly.

HONOR CODE
Proctor High School assumes that its students are honorable, and will act as such. We value the principles of honesty, integrity, and respect, both in school and outside the classroom. We share a common responsibility to preserve these ideals, and realize that each individual's actions affect the school’s climate. Therefore, it is the collective responsibility of every student and faculty member within the building to report any lapse in enforcement of the honor code. Academic dishonesty is defined as knowingly giving or receiving information or assistance on any graded work that is understood to be an individual's effort. Cheating includes giving, receiving, or using any unauthorized academic aid for an individual or someone else’s benefit. It also includes copying homework of any kind and also copying answers during a test or quiz. Plagiarism is defined as using information from any source such as a book, the internet, friends, family, old tests/notes, etc. without properly assigning credit to that source.

Students or staff member noticing any failure to follow the honor code are obligated to report the incident to the appropriate authority, such as an administrator or teacher. The anonymity of each report will be maintained. Access to anonymous tip line can be reached through the Parent Link App.

MID-QUARTER REPORTS
Mid-quarter notices will be mailed to parents/guardians and posted on the Infinite Campus Parent Portal at the midpoint of each academic quarter. The purpose of the mid-quarter notices is to inform parents/guardians of the student’s current class progress. Parents/Guardians are asked to contact the teacher directly to discuss strategies to improve academic performance where needed. Teachers will be required to post midterm grades on October 2nd (QTR 1), December 11th (QTR 2), February 26th (QTR 3), and May 6th (QTR 4).

REPORT CARDS
Report cards will be mailed home within two weeks after the end of each academic quarter. Parents and guardians are always encouraged to access the Infinite Campus Parent Portal to monitor their student’s progress on a regular basis.
INCOMPLETES
Incomplete grades must be made up within two weeks after the beginning of the next quarter unless circumstances warrant more time. Students must make arrangements with the teacher in order to resolve an incomplete on their report card. A grade of incomplete after two weeks will be changed to a grade of “F”. If you are given more time by a teacher to complete your work, you are fully responsible for completing the class work within the time frame you have arranged with the teacher.

WITHDRAWALS
Students must inform an administrator and/or counselor when withdrawing from school for any reason. A withdrawal form must be completed before leaving Proctor Public Schools, along with all school issued textbooks, technology, and supplies. Parents/guardians will be sent a bill for school issued supplies that are not returned.

FINAL EXAM SCHEDULE
Proctor High School and A.I. Jedlicka Middle School will follow a final exam schedule on January 20th and 21st for first semester and June 1st and 2nd for second semester. The schedule for the two final exam days will include 1 hour and 40 minute blocks for 3 classes and will have 4th hour both days for 50 minutes each day.

COLLEGE IN THE SCHOOLS (CITS) APPLICATION PROCESS
Information about the registration process for College in the Schools (CITS) classes will be distributed at registration nights for eligible students. Please contact the Proctor High School guidance department for specific questions regarding CITS courses and eligibility.

POST SECONDARY ENROLLMENT OPTIONS (PSEO) – HIGH SCHOOL
PSEO forms must be submitted to the counselor’s office on or before May 1 to receive school assistance in the PSEO process. Proctor High School does not recommend this, based upon previous experiences of our students. As such, we offer a full cadre of rigorous and challenging CITS courses. By the conclusion of the 2015-2016 school year, students will have the opportunity to earn up to 32 college credits in our CITS courses.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

ACTIVITY FEE
An activity fee is charged for extra-curricular activities. Fees for each specific sport can be found at www.proctor.k12.mn.us under the “Athletics” link. Fees may be waived in hardship cases and the Activities Director will determine and process such waiver requests. All fees must be paid prior to participation in a practice or contest. If you are participating in extracurricular activities, it is requested that student be picked up by blue entrance #5 after 3:15.

LETTERING
Each activity/coach has specific lettering policies for their sport/activity. These policies will be distributed at each individual sport/activity parent meeting prior to the start of the season. Completion of the season is required in order to be eligible for a letter (exception: injury that limits participation). It is the policy of Proctor Public Schools that a letter can be earned only in sports/activities supported officially by the Proctor School District and that are affiliated with the Minnesota State High School League.
EVENT TRANSPORTATION
Transportation will be provided by the school district to all events. Individual participants who may want to drive to a contest must approve this with the coach/advisor and Activities Director PRIOR to the contest. Individual coaches/advisors may have additional policies relating to transportation.

ATHLETIC CONTEST BEHAVIOR EXPECTATIONS
Fan attendance at away contests is encouraged. Participants who attend away contests are bound to the policies and behavior expectations listed in this handbook.

1. Sit in your school’s designated section.
2. Treat visiting contestants and spectators as guests and with respect.
3. Do not “boo” or use degrading references or profanity toward game officials, opposing contestants or fans, or your team.
4. Conduct yourself at all times in a manner that will reflect positively upon you and the school.
5. If you ride the bus to athletic contests or other school activities, you must return on the bus unless written permission is received from your parents in advance and approved by the coach/advisor and the Activities Director.
6. During the playing of the National Anthem, you should stand respectfully. All hats should be removed.
7. If inappropriate behavior is exhibited which is unbecoming to our school or community, you will be removed from that specific event.
8. School disciplinary action will be taken at the discretion of the Principal or Activities Director

EXTRA-CURRICULAR ELIGIBILITY
In order to be eligible, students involved in extra-curricular activities must maintain a 1.75 GPA. Quarterly evaluations will be made and students not meeting the minimum requirement will be put on activities probation. After being placed on activities probation for one quarter, and still not meeting minimal GPA requirements, students will be placed on activities suspension. Activity suspended students are ineligible to participate. Students will be evaluated quarterly for eligibility. A student can be moved from suspension to probation based on achieving minimum GPA requirements.

EXTRA-CURRICULAR ACTIVITIES OFFERED
Students have a wide variety of activities open to them and every student should attempt to take part in an activity sometime during their 6-12 grade years. We strongly encourage student participation in after school activities as there is a correlation between students who are involved in these activities and their academic success. Administration reserves the right to suspend activities from students for behavior unbecoming an athlete even if they have not yet signed the MSHSL code of conduct form. The following activities are available for student participation at Proctor (* = Also a middle school activity):

Academic Lettering  Band  Baseball
Basketball  *  Cheerleading  Choir  *
Cross Country  *  DECA  Destination Imagination  *
Drama  *  Football  *  Golf
Hockey  Knowledge Bowl  *  Language Clubs
Math Team  *  Nordic Skiing  *  National Honor Society
Railway Catering  Clay Target  *
Softball  *  Student Council  *
Swimming, Girls  *  Track & Field  *
Yearbook  *  Lacrosse  *

GENERAL REGULATIONS – MN STATE HS LEAGUE

A. Minnesota State High School League rules must be followed in all matters of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach and director has the responsibility to know, to inform participants and parents, and to enforce school and MSHSL regulations in these matters. Go to www.mshsl.org for more information.

B. Offenses:
   Any conduct by you that is determined by the coach, Activities Director, and school administration to be detrimental to the activities program, school, or school district will result in counseling by the head coach and a school administrator with possible suspension.

STUDENT LEADERSHIP OPPORTUNITIES

STUDENT COUNCIL
The student council serves as the voice of the student body to faculty and administration. Students are elected each year and must meet annual criteria for continuing membership. The student council is responsible for helping plan homecoming week activities, Civic Engagement Day, and other activities throughout the year.

NATIONAL HONOR SOCIETY
Admission to Proctor High School’s National Honor Society follows the criteria outlined in the constitution of the National Honor Society which states: “Membership in local chapters is an honor bestowed upon a student. Selection for membership is by Faculty Council and is based on outstanding scholarship, character, leadership, and service” (Article VIII: Membership). At PHS, membership is the highest honor garnered to students who have exhibited exemplary academic and personal qualities.

LINK CREW / WEB LEADERS
Link Crew program uses upper-class students as “links” between the freshmen class and the high school experience. The Link Crew leads a freshmen orientation that includes team building activities, a tour of the school, orientation to the fall schedule and an ice cream social. Other activities are facilitated during the school year during advisory periods. Through Link Crew, freshmen enter high school with the confidence and skills they need for success. A.I. Jedlicka Middle School uses 8th grade W.E.B. (Where Everyone Belongs) leaders to accomplish similar objectives as Link Crew with the new 6th grade students entering the middle school.

IV. STUDENT SERVICES

DROPPING CLASSES
Students may drop a course before the end of the first quarter of that semester. Students electing to drop a course any time after the first quarter of a particular course will receive a grade of “F” on their transcript. Formal course drops must occur through the guidance office.

“iCOMMONS” – LIBRARY/MEDIA CENTER
The iCommons plays an important role in a student’s education. Through online access, the iCommons offers a variety of informational resources to aid students in their academics. The iCommons also offers a variety of recreational reading materials. Video and still cameras, along with tripods, are also available for check-out if required.
for a classroom project. Requests for adding new materials to the collection should be routed through the iCommons staff.

**HOURS:**
Monday – Friday 7:15am-3:30pm
The iCommons may be open longer in the afternoons on certain days depending on special programming (book clubs, etc.) that may be available to students.

**GENERAL POLICIES:**
- Students must sign up to borrow iCommons materials or to use the iCommons computers for internet access.
- All students using the iCommons from a class or study hall must have a pass signed by a classroom teacher who endorses the use of the computers for their class assignments.
- Students needing to use the iCommons during study hall must sign up with the media clerk between 8:00-8:15 on that day.
- Students are expected to be engaged in quiet study, quiet group activities, reading, research, and other information activities while in the iCommons area.
- No student will be permitted in the iCommons without a signed pass. Students without passes will be sent back to class or to the office.
- No food or drink is allowed in the iCommons area.
- Students must have iCommons staff permission to use a cell phone, music CD’s, or other electronic device in the iCommons area.
- If iCommons is not used properly, privileges may be revoked.

**USE BY STUDENTS TAKING CLASSES AT LOCAL COLLEGES**
- Students enrolled in classes full time through the Post-Secondary Option will be required to present a pass from the high school office to use the iCommons.

**LOST OR OVERDUE LIBRARY BOOKS**
The library is serious about recovering overdue materials. Books that are not returned cost the taxpayers additional funds for replacement. Students who have overdue materials will be sent an overdue notice for the materials not returned by due date. If the materials are not returned or the replacement cost is not paid, parents will be notified by mail. If the materials are still not returned or the replacement cost is not paid, the student will not be allowed to check out other books and will receive an internet suspension until the matter has been resolved.

**COMPUTER ACCESS FOR STUDENTS**
Students will have an individual file account on the Proctor Public Schools servers. Use of this account is a privilege. Students will be assigned a login and password to access their individual account. If students forget their login or password, they can check-in with the iCommons media clerk. Anyone using school district computers will be expected to know, understand, and abide by the Proctor Public Schools Acceptable Use Policy 524. A copy of this policy can be found on page 29 of the handbook.

**iCOMMONS DISCIPLINE POLICY**
Students may be asked to leave, or may be prohibited from using the iCommons for a number of reasons. Among these are:
- Improper use of materials and/or equipment
- Violation of any of the iCommons general rules
• Disruptive and/or disrespectful behavior toward iCommons staff, faculty, or other students
• Violation of the provision of the Acceptable Use Policy regarding computer and internet use
• Failure to focus on proper iCommons activities
• Entering without a proper pass

OFFICE VISITS / NEEDS
If you need to see an administrator, the school secretary, guidance counselor, or the nurse, you must first go to your scheduled class and then be excused by your classroom teacher and given a pass. Students are to report to the main office and be directed towards their destination. The office areas will be used for emergencies only. If you are ill, the office will notify the nurse and she will evaluate your status and make a recommendation for your care. Parent contact must be made before releasing a student from school. Absences for illness occurring during the school day will only be excused by the nurse’s office.

HEALTH SERVICES
Beginning with the 2014-2015 school year, students will have better access to the Health Services/Nurse's office, which will now be located right off the entrance on the North Ugstad side of the building, near the cafeteria and main gym. Students are advised to report to the Nurse's office if they have any immediate medical need or health care concern.

In the event of an emergency/injury, based on the circumstances, students may need to stay put and health service staff will come to them immediately to access the condition of the student. Other non-health service staff will advocate for the students in the event that the School Nurse is not available.

Our District regards the health and safety of our students as top priority. If it is found necessary, emergency medical services will be activated by calling 911. Student screening examinations such as vision, hearing and other associated student services will be conducted throughout the school year and shall be done in coordination with student's schedule and referring teacher/staff member.

Students are required to keep any prescription drugs that shall be administered during the school day, in the Nurses office. It is strongly recommended that students manage their medication dosing outside of the school day/hours, but if it is necessary to take medications during their school day, there must be proper authorization from their physician and signed by the parents as well. You can call Health Services @ 218-628-4926 ext. 1019 if you need a copy of the medication administration form. Please look for updates on the school website under District/Health Services.

COUNSELING AND GUIDANCE SERVICES
Guidance services are available to all students when they need help regarding social, emotional, vocational & career concerns, or with personal development. Students who wish to meet with the counselor may make an appointment with the counselor or with the guidance secretary. However, anytime a student has an urgent problem, he/she may come to the guidance office after checking in with their classroom teacher, and the counselor will attempt to meet with the student immediately. Use of available counseling and guidance services is not left entirely to student initiative.
STUDENT RECORDS – POLICY 515

It is important for students to be aware of the course credit they earn during school. Student records are available in the counseling office. Student records are sent to agencies outside the school only upon written authorization from the student. A parent’s signature is necessary for students under 18 years of age. Forms are available in the guidance office.

Notice to the Parent/Guardian of ISD #704 Students:
If your child is referred to special education for an assessment, the District will enter your child’s name and date of birth into the Minnesota Medicaid System to determine if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the District to enter your child’s name and date of birth into the Minnesota Medicaid System, please inform the principal at your child’s school.

DIRECTORY INFORMATION

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position, or nationality. Directory information may be given out upon request by the ISD #704 in any appropriate manner unless the parent or student specifically requests the data to be excluded.

STUDENT SURVEY PROCEDURE

Proctor Public Schools’ leadership is committed to making decisions based on the best possible information about our student population. Several times during the school year, students are asked to respond to various surveys regarding their thoughts, experiences, behavior, and attitudes on a broad range of subjects related to their education.

If the content of an upcoming survey requests personal information regarding political affiliations, morality issues, income or religion, parents will receive notification about the upcoming survey before it is administered. Parents have the right to “opt out” of any school survey activity, even if they sign the general consent form at the beginning of the school year. The information gathered from student surveys is ALWAYS anonymous and has many purposes. If you have any questions about the survey policy, please contact Fleta Carol at 628-4926 ext. 1350.
V. SCHOOL LIFE

ACCIDENTS IN SCHOOL
If injured in any way, inform an adult immediately. All accidents must be reported to the nurse and the principal’s office.

AUDIENCE/ASSEMBLY BEHAVIOR
Proctor High School and Middle School takes great pride in setting a high standard in our community. Therefore, you have a responsibility to give your attention and respect to persons on stage. Appropriate applause should be given at the right time and place. Performers are the guests of the school and should be treated respectfully. If inappropriate behavior exists, you will be removed from the performance. School discipline action will be taken at the discretion of the principal or his/her designee.

BUS GUIDELINES
The safe operation of the school bus is the responsibility of all student passengers. In Minnesota, school bus transportation is a privilege, not a right. This privilege may be withdrawn for inappropriate behavior. The bus driver is in complete control of the bus and its occupants at all times. If you ride the bus you must comply with the safety rules to keep your bus riding privileges. You must ride the bus to which you are assigned. The official transportation policy is given to all student passengers and their parents at the beginning of the year and it is your responsibility to know the policy and follow all rules. In order to ride a bus to which you are not assigned, you must bring a written request from your parents and receive a bus pass from the office. No phone calls will be accepted to receive a bus pass.

The school administration will make a determination of a consequence for inappropriate bus behavior. Consequences can include: warning, assigned seat, switch busses, rider suspension (1, 3, 5, 10+ days), rider privileges removed for remainder of year.

Pending the seriousness of the offense, bus suspensions or students being removed for the rest of the year might be warranted immediately without warning given.

CAFETERIA BEHAVIOR
The school cafeteria is a place where students should enjoy eating in an atmosphere of respectful socializing and proper manners. Students are expected to talk quietly, stay seated at their tables unless getting food or throwing food away, and leaving their area clean for the next lunch. Students behaving inappropriately will be restricted from eating in the cafeteria. We simply ask for students to be courteous young men and women and demonstrate respect to those around them well as our food service personnel. During high school lunch periods, students are not allowed in the parking lot or academic areas of the school. **ALL FOOD MUST STAY IN THE LUNCHROOM.** The only reason a tray should leave this area is if the student is serving a lunch detention. Lunch detentions can be assigned for inappropriate lunch room behavior. Proctor High School and Middle School will have closed campus for grades 6-12. We expect all students to remain on campus during the lunch periods.

EMERGENCY DRILLS
FIRE:
Leave your books in the classroom, leave quietly and go directly to the exit stipulated by the teacher. Move to your designated area away from the building sufficiently so that you cannot be struck by falling debris. You must also leave room for the fire
department to operate. Safe rooms for those unable to use stairs are located in rooms S217, M208, and S309.

**LOCK DOWN:**
Students must remain in their classroom, following teacher/staff instructions. If students are not in a classroom, they should immediately go to the nearest classroom or office and take cover as directed.

**TORNADO:**
Students in classrooms with no windows should remain in classroom and take cover. Students in classrooms with windows should proceed to the nearest designated tornado drill hallway.

**LOCKERS**
Posters, inappropriate pictures, messages advertising alcohol and/or illegal substances are not allowed to be placed in your locker. Lockers are the property of the school district and we must protect the rights of all our students and staff members. Inappropriate locker decorations are offensive to some of our students and staff and, therefore, may be construed as harassing in nature. Under no circumstance is writing allowed on the lockers. Lockers are not to be considered secure so valuables may be at risk. School authorities have the right to enter a locker and search or inspect any material in that locker if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the locker may present a threat to the educational environment. There will be consistent locker clean-outs throughout the year during advisory time. There will also be areas for students to donate or locate belongings.

**SELLING FOOD/SNACK ITEMS**
Students do not have the authority to personally sell drink and snack items during the school day. Before and after school there are vending machines available for students to purchase snacks and drinks if necessary. Any student who sells/distributes drink and snack items during the day may receive a behavioral consequence.

**LOCKER ROOMS AND GYM AND FIELDHOUSE USE**
Students are not permitted to access the locker rooms unless it is during physical education class, or there is adult supervision. Food and beverages are not allowed in the locker rooms at any time. Students should not be in the gym or field house unsupervised at any time.

**PARKING AND DRIVING REGULATIONS**
- Parking permits must be displayed in the front windshield (sticker decal)
- Students must park in their designated lot according to the color of the lot assigned on permit during school hours (8:15am-3:00pm). Parking in a lot not assigned during school hours may result in being towed or permit being revoked. If another vehicle is parked in the lot without an appropriate permit during school hours, please report it to the office immediately so the owner can be notified.
- All State of Minnesota laws and city ordinances will be adhered to or complied with while on school property.
- Any violation of State and Local traffic laws on school property will result in the loss of the student parking permit. Violators may be prosecuted for specific moving traffic violations by the Proctor Police Department.
• Students are not allowed to sit in ANY cars during any school class period including study hall. Students who skip class may have their parking permits revoked.
• Students who are in violation of the District Attendance Policy may have their parking permit taken away.
• Students will pay a non-refundable $40.00 fee for the year.
• Any student who has a permit revoked will not receive a refund.

LITTER AND RECYCLING
In order to keep our building and school owned property (including our neighbors’ property) clean and respectable, we require student and staff cooperation. Students are expected to take care of all school property. Any student who engages in any act which appears to be willful destruction, vandalism, or theft of school property or the property of other citizens may be referred to law enforcement agencies. All students and adults at Proctor High School and Middle School have an obligation to protect the environment. One way of doing this is through recycling of solid waste. Please do you part to properly dispose of refuse and use recycling containers.

ELECTRONICS AND CELL PHONES
Cell Phones, I-Pods, MP3 players, electronic games, laser pointers, PDA’s and other electronic devices are not to be used in the classrooms. Administration reserves the right to search information stored in electronic devices including cell phones if deemed necessary in an investigation. Teachers have the right to take away an electronic device if used without permission by the student in class. SEE IPAD PROCEDURES AND POLICIES DISTRIBUTED TO STUDENTS WITH IPADS FOR SPECIFIC POLICIES RELATED TO THE USE/CARE/ACCESS TO IPADS WHILE IN SCHOOL.

SCHEDULING OF SCHOOL EVENTS
All school-related activities must be planned in conjunction with the group’s advisor(s) and scheduled on the master calendar located in the principal’s office. Official school events must be supervised by at least one faculty member with help from other teachers, parents, and students.

POSTERS
Prior to any posters being displayed in and around the building, permission must be obtained from an administrator. Posters will be placed on the approved areas around the school.

PERFUME/COLOGNE/LOTIONS
Students are reminded that the excessive use of perfume or cologne may create a health hazard for those who have acute sensitivity to these products or have allergies or asthma. Students should refrain from heavy use of these products. Any student abuse of these products may result in confiscation, disciplinary action, or both as appropriate.

FLOWERS/BALLOONS/SIGNS
Gifts such as flowers and balloons for students will be held at the appropriate school office and will be given to the student only at the end of the school day. All signs, posters, birthday announcements, or other notices must be approved for posting by the school office BEFORE they are posted.
HALL PASSES
Building passes are issued in good faith that you will proceed as mutually agreed upon. You must always receive a pass in order to be excused from a class. Under no circumstance will you be allowed to leave one class to work in another without permission, in advance, of both teachers.

STUDY HALL GUIDELINES
The following guidelines will govern study hall expectations (the study hall teacher may add to these expectations with their own classroom expectations):

- The study hall is for one purpose, i.e., working on assignments. It must be a quiet, controlled room in which study and concentration are possible and encouraged.
- All students should be seated at the beginning of the hour.
- There will be assigned seating in study halls.
- Students needing to use the iCommons during study hall must sign up and receive a pass from the media clerk between 8:00-8:15 on the day of use. Study hall teachers will not be excusing students to the iCommons without a pass from the media clerk.
- Study hall students will be monitored by the iCommons staff for on-task behavior and will be returned to the study hall classroom if time is not being spent wisely or according to the needs identified on the pass.

TELEPHONE/TEXTING
Should parents have occasion to contact students during school hours, they should refrain from calling or texting to the student’s cell phone. Instead, parents should call the school secretary where a message will be taken and delivered between classes. If it is an emergency, the office will contact the student immediately. A telephone in the main office is for use by students to contact a parent if needed. Students will not be excused from class to use the telephone unless it is an emergency. Teachers have the right to take phones away from students if they are disrupting the educational process during class time.

TEXTBOOK FEE POLICY
Students are responsible for any and all textbooks and/or library books issued or checked out in their name. Students who have lost, not returned, or have returned damaged books to the school will be liable for a fee covering the cost of replacement.

THINGS ON WHEELS
Skateboards, roller blades, and roller shoes are not allowed on school property at any time.

VIDEO SURVEILLANCE
Within the school, there are over 80 surveillance cameras that are used by administration to ascertain who might be responsible for any damage to school property or to assist in identifying events that might constitute a violation of school policy or state law. Video that depicts more than one student is not able to be shared with anyone other than authorized school personnel or law enforcement as a result of data privacy laws.
VI. SCHOOL / DISTRICT POLICIES

The District policies may be obtained in their entirety at the Proctor Public Schools website: www.proctor.k12.mn.us

EQUAL OPPORTUNITY
It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to Policy 413. This policy applies to all areas of education including academics, coursework, co-curricular and extra-curricular activities, or other rights or privileges of enrollment. It is the responsibility of every school district employee to comply with this policy conscientiously. Any student, parent, or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

HARRASSMENT AND VIOLENCE POLICY – 413
Everyone at District 704 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind. We want to maintain a learning and working environment that is free from harassment and violence of all forms.

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, or the principal. You may also make a written report. It should be given to a teacher, a 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, and sexual harassment or violence and will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available in the school district office upon request.
Harassment, Violence, and Discrimination are against the law. No one should learn or work in an intimidating, hostile, or offensive environment.

I.S.D. #704 Human Rights Officer:

Mark Hughes
Proctor Public Schools
131 Ninth Avenue
Proctor, MN 55810
628-4926 ex.

INITIATION OR HAZING PROHIBITION – POLICY 526

Our student body has been proud of their respect and fair treatment of one another and openness to working and playing together. Although we have not recently had problems with “hazing” in our school district, Policy 526 is summarized below for your information.

“Hazing” means committing an act against a student, or coercing a student into committing 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, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing of harmful substances on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing should report the alleged acts immediately to the building principal; Mark Hughes, the Human Rights Officer; the superintendent; a teacher, or a counselor.

This is a summary of the school district policy on hazing prohibition. Complete policies are available in the school district office upon request or at www.proctor.k12.mn.us.

INTERNET ACCEPTABLE USE – POLICY 524

In making decisions regarding student and employee access to the internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that
faculty will be thoughtful in its use. Users accessing the internet through the district system are expected to abide by all iCommons & AUP policies and to be directing their use toward furthering educational and personal goals consistent with the mission of the school district and school policies.

Responsibility of use
The use of the school district system and access to use of the internet is a privilege, not a right. Unacceptable use of the school district system or the internet as outlined in Section V.A. of Policy 524 may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies' including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Parental Responsibility
Outside of school, families/guardians bear responsibility for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the internet if the students accessing the school district system or information resources from home or remote location.

Parents/guardians will be notified that their students will be using school district resources/accounts to access the internet. The school district will provide parents the option to request that their students not have access to the internet by using the Denial of Access form. The District will assume all children have parental permission to use the internet unless the Denial of Access form is signed by the parent/guardian and returned to the school. Parents have the option to request alternative educational activities not requiring internet access and the material to exercise this option.

Students and parents interested in obtaining a copy of the complete policy should contact their building principal or the District Office.

NON-DISCRIMINATION AND NOTIFICATION POLICY – POLICY 522
It is the policy of Proctor Independent school District #704 not to discriminate on the basis of sex, marital status, religion, status with regard to public assistance or disability in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with Title IX may be directed to the Assistant Principal, 131 Ninth Avenue, Proctor, MN 55810, phone number 628-4926, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

The following grievance procedure is provided for the resolution of any policy violations which may occur:

Step I. Discuss the problem with the person responsible for the situation. (If not resolved, refer to Step II)
Step II. Request a formal hearing with the Title IX coordinator. The hearing must be granted within two weeks of the request. A decision must be rendered within one week following the hearing. (If not resolved, refer to Step III)
Step III. If the complainant is not satisfied as a result of the hearing by the coordinator, the complainant may submit a written request for further review to the superintendent within two weeks after receipt of the answer from the coordinator. The superintendent shall arrange for a hearing to be conducted by a three member panel, of which one member will be selected by the complainant (person other than his/her legal counsel, if any), and one by the superintendent. Both of these members of the panel shall select the third member (from within the school employ) from a list which they develop of not less than three persons. If the two members are unable to mutually agree on the person to complete the panel, they shall select a person by alternately "striking" a name from the list. A flip of the coin shall determine which member shall first strike a name from the list. The last name remaining on the list shall be the third member of the panel.

The finding of the hearing panel shall be presented to the school board for a final disposition of the case.

BULLYING PROHIBITION – POLICY 514

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 students’ ability to learn and teachers’ ability to educate students in a safe environment.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student’s property
3. placing a student in reasonable fear of harm to his or her person or property, or
4. creating a hostile educational environment for a student.

Discipline procedures for a student found to be in violation of this policy may include, but are not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

*This also includes cyber-bullying and other forms of bullying via the internet, and social networking applications.

WEAPONS POLICY – POLICY 501

I. PURPOSE
The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY
No student or non student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.
III. DEFINITION
A. "Weapon"
"Weapon" means 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; nunchucks; 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 student or non student, including adults and visitors, 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 student or non student, including adults and visitors, shall use articles designed for other purposes (i.e., belts, combs, pencils, files, flammable aerosol propellants, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location"
"School location" includes a school building, school grounds, 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, and all school-related functions.

C. "Possession"
"Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

IV. ADMINISTRATIVE DISCRETION
While the school district and the school take a “Zero Tolerance” position on the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified below is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Upon notification of a Weapons Policy violation, the principal will consult with the superintendent to determine the severity of the incident. This consultation will review the following:
A. the degree of danger others were exposed to by the offense;
B. the intended use of the weapon by the student;
C. prior behavioral and/or weapon offenses by the student; and
D. the setting and situation in which the offense occurred.
V. CONSEQUENCES FOR WEAPON POSSESSION/ABUSE/DISTRIBUTION
The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons may include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of the police;
4. parent or guardian notification;
5. recommendation to the superintendent of dismissal not to exceed one year; and
6. filing of charges by school district if so determined by administration.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

When a person, other than a student, possesses a weapon on school property, in a district vehicle, or at a school event, the police will be notified immediately.

VI. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS
While the school district and the school takes a firm "Zero Tolerance" position on the possession, use, or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT’S PERSON – POLICY 502

I. PURPOSE
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY
Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted for safety reasons by school authorities for any reason at any time, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The policy for lockers also applies equally to students' desks or personal possessions defined herein.
It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband on their person or in their personal possessions.

III. DEFINITIONS
"Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

“Personal Possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing.

“Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a student’s age, and past history or record of conduct, or other reliable sources of information.

“Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, and the age of the student.

IV. VIOLATIONS
A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion; and the student may, when appropriate, be referred to legal authorities. Lockers, with locks, are also provided in the physical education department for clothing used while participating in the gym classes. Students losing the lock will be charged $5.00 for replacement. All valuables are to be checked in with their physical education teacher prior to the start of the class session.

V. DIRECTIVES AND GUIDELINES
School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as the use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND
If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities.

PLEDGE OF ALLEGIANCE – POLICY 531
Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect another person’s right to make that choice.
SMOKING AND TOBACCO – POLICY 419
The Board of Education, administration and staff of Independent School District 704 recognize smoking as an undesirable and dangerous practice and wish to discourage student smoking at any time and place. Under Policy 419, no smoking will be allowed in the school building, at any school function, or on the general school grounds. Students under the age of 18 who are found smoking on school grounds or in the immediate neighborhood will be ticketed and referred to juvenile court and suspended from school.

Policy 419 also states that it is a violation for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, vehicles, and grounds. This prohibition includes all school district property and all off-campus school district-sponsored events.

STATEMENT OF SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT
Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities by school districts receiving federal financial assistance. Section 504 of the Act protects persons from discrimination based upon their handicapping condition. A person is handicapped under the definition of section 504 if her or he:
1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

STUDENT DISCIPLINE – POLICY 506
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. A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.55 and other laws. 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. The district discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes 121A.40 through 121A.56.

The policy includes sections on student rights and responsibilities; a code of student conduct; disciplinary action options; grounds and procedures for removing a student from a class; dismissal, suspension, and expulsion procedures; discipline records; and disabled students’ rights, Admission Or Readmission Plan, Notification Of Policy Violations, Open Enrolled Students.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS
Proctor Public Schools utilizes a licensed professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district’s buildings. Their program consists of:
1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening, and
4. application of EPA-registered pest control materials when needed.
Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the District Office, 131 9th Avenue, Proctor, Minnesota 55810. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.