

Parent/Student Handbook

Milaca High School



2025-2026

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Staff Directory and Contact Information

Staff Directory and contact information can be found on the district website at:

<http://www.milaca.k12.mn.us/page/members>

This handbook is provided as a resource for our students. It is intended to be a concise and easy reference for students to use regarding school regulations. For a complete list of school board policies, please go to

www.milaca.k12.mn.us/page/2500

ELASTIC CLAUSE

The administration of Milaca High School reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as considered necessary. Each situation is different and will be handled on an individual basis.

MILACA SCHOOL DISTRICT MISSION STATEMENT

To educate, empower, and engage all students to become caring and responsible citizens who will succeed in an ever-changing world.

MILACA SCHOOL DISTRICT VISION

Instilling pride and achieving excellence.

MILACA SCHOOLS BELIEF STATEMENTS

We believe:

- 1. In high-quality education and innovative opportunities for all students.*
- 2. In a strong partnership between students, staff, parents and community.*
- 3. Students and staff deserve a safe, honest, positive, and supportive environment that is respectful, understanding, welcoming, and belonging.*
- 4. In college and career readiness.*
- 5. All students can learn, although, at different rates and in different ways.*
- 6. In providing the technology and flexible learning spaces necessary for a 21st century education.*
- 7. Students should continue to have multiple opportunities to be actively involved.*
- 8. In supporting students in their social-emotional and psychological well-being.*
- 9. In the responsibility to be fiscal stewards of district stakeholders.*

School Calendar

August 27 – Open House 1:00 p.m. – 7:00 p.m.

September 2 – First day of school

September 22 – 26 Homecoming Week

October 31 – End of Quarter 1

November 6 – HS Fall Conferences – 3:30 p.m. – 7:30 p.m.

January 16 – End of Quarter 2 / Semester 1

January 26 – 31 – Sno Dayz Week

March 12 – HS Spring Conferences – 3:30 p.m. – 7:30 p.m.

March 19 – End of Quarter 3

April 18 – Prom

May 15 – Graduation

May 22 – End of Quarter 4 / Semester 2

Bell Schedules

Daily Bell Schedule

Period 1	8:15 – 9:01	
Period 2	9:05 – 9:51	
TA	9:55- 10:18	
Period 3	10:22 – 11:08	
Period 4	11:12 – 11:37	Lunch 1
	11:41 – 12:06	Lunch 2
	12:10 – 12:35	Lunch 3
Period 5	12:39 – 1:25	
Period 6	1:29 – 2:15	
Period 7	2:19 – 3:05	

Late Start Schedule

Period 1	10:15 – 10:45	
Period 2	10:49 – 11:19	
Period 3	11:23 – 11:48	
Period 4	11:57 – 12:23	Lunch 1
	12:27 – 12:53	Lunch 2
	12:57 – 1:23	Lunch 3
Period 5	1:27 – 1:57	
Period 6	2:01 – 2:31	
Period 7	2:35 – 3:05	

Block Schedule

Period 1 or 5	8:15 – 9:50	
Period 2 or 6	9:55 – 11:30	
Period 4	11:35 – 12:00	Lunch 1
	12:05 – 12:30	Lunch 2
	12:35 – 12:30	Lunch 3
	12:35 – 1:00	
TA	1:05 – 1:25	
Period 3 or 7	1:30 – 3:05	

Afternoon Assembly/Pepfest

Period 6	8:15 – 8:49	
Period 7	8:53 – 9:27	
Period 1	9:31 – 10:05	
Period 2	10:09 – 10:43	
Period 3	10:47 – 11:21	
Period 4	11:25 – 11:50	Lunch 1
	11:54 – 12:19	Lunch 2
	12:23 – 12:48	Lunch 3
Period 5	12:52 – 1:26	
Assembly/Pepfest	1:30 – 3:05	

Extended TA Schedule

Period 1	8:15 – 8:58	
Period 2	9:02 – 9:45	
TA	9:49 – 10:30	
Period 3	10:34 – 11:17	
Period 4	11:21 – 11:46	Lunch 1
	11:50 – 12:15	Lunch 2
	12:19 – 12:44	Lunch 3
Period 5	12:48 – 1:31	
Period 6	1:35– 2:18	
Period 6	1:35– 2:18	
Period 7	2:22 – 3:05	

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PART I – INFORMATION

Arrival and Dismissal Hours

Hours for School District Buildings and Facilities

School building hours are 7:30 a.m. to 3:30 p.m. Students must be supervised while in the building. Students should not be in the building prior to 7:30 a.m. or after 3:30 p.m., unless they are under the direct supervision of a coach, advisor, or teacher. Students that enter the building outside of school hours should wait in the wolf area. Students causing issues outside of building hours may be served a trespass notice, which will restrict their ability to be on school grounds outside of school hours.

Backpacks and/or Bags

Students are to leave all backpacks and bags in their locker during the school day. They are not allowed in the classrooms unless permission has been granted by an administrator.

Body Sprays/Colognes

Because of allergies and sensitivity, body sprays/colognes/perfume or similar items should be applied in locker rooms or outside the school buildings. If used improperly, the item will be confiscated.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at: <http://www.milaca.k12.mn.us/page/3093>

(School Board Policy 602: Organization of the School Calendar and School Day)

Class Assignments

Students are scheduled in the spring each school year for the following school year. New students are scheduled in August or as soon as they enroll in the district. Teacher requests are not a part of the scheduling process. Students are scheduled based on registration and course offerings. Students may request to change their schedule during the first five days of the semester. Student requested schedule changes will only be considered if the request balances class sizes.

Closed Campus Policy

A closed campus policy means that students must remain on campus during the school day. Once a student enters onto school property, which includes riding district transportation (bus/van) to school, they may not leave school grounds without permission from a principal or an out-of-the-building pass. Students are to remain in the designated areas during lunch. Students are not permitted to leave the school grounds or go into the parking areas during lunchtime. Lunchroom supervisors can give permission for students to leave the lunchroom area.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate.

Drills – Fire, Lockdown and Severe Weather

Drills occur several times throughout the school year. Each classroom is assigned a specific location to report for fire and severe weather drills. Whenever an alarm is sounded, students should move to designated areas as quickly and quietly as possible. All drills should be taken seriously, so that students know how to respond in case of an actual event. The Milaca School district uses the ALICE response method for armed intruder situations. ALICE stands for: Alert, Lockdown, Inform, Counter, Evacuate. All students and staff will be trained and practice this protocol annually.

Deliveries

We strongly recommend that deliveries of items to students (balloons, flowers, etc.) not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. Transporting these items home, especially for those who ride the school bus will be difficult.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy. The policies that Milaca High School operates under will be equally applied to all students regardless of age. M.S.A. 120.06 states, "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Students 18 years of age or older, regardless of where they are living, will still require parental permission if a student is under the legal guardianship of the parent.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

(School Board Policy 801: Equal Access to Buildings)

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, and notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or homeschool.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the High School Principal.

Food

Snacks or water will be allowed in classrooms with teacher permission. Food should not be taken from the cafeteria. If chewing gum causes a problem, students may be restricted from chewing gum. Students may not sell food or beverages to other students. Students should not store food or beverages in their lockers. Food is not to be eaten in classrooms, unless explicit permission is given by the teacher.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director and Superintendent. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. (School Board Policy 511: Student Fundraising)

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude. (School Board Policy 421 – Gifts to Employees)

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed all the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the High School Principal. It is the student's responsibility to track their progress towards completing the graduation requirements. Questions regarding the status of a student's progress should be addressed with the appropriate school counselor.

Graduating with Honors

Cumulative GPA determines honors graduation status at the end of fall semester during a student's senior year. Milaca will use Summa Cum Laude, Magna Cum Laude and Cum Laude to recognize students.

Honor Level	Cumulative GPA	Graduation Cord
Summa Cum Laude	3.900 - 4.000	Gold
Magna Cum Laude	3.700 - 3.899	Red
Cum Laude	3.500 - 3.699	White

Students that have committed to serve in the Armed Forces will receive Red, White, and Blue honor cords to wear at graduation. To qualify, students must have completed the Oath of Enlistment as verified by the respective military branches. Any other regalia, unless specifically allowed by state law, needs to be approved by the principal prior to the graduation ceremony.

Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. Requests from law enforcement officers and those other than a student's parents/guardians, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents/guardians to inform them of the request, except where otherwise prohibited by law. (School Board Policy 519: Interviews of Students by Outside Agencies)

Library and Media Center

The Library and Media Center is open 7:30 a.m. – 3:30 p.m. Students may use the Media Center before and after school and during school hours with the permission of their teacher, and when a supervisor is present. During the school day, students must have a pass (Minga) to access the media center.

In the Media Center, we strive to help students:

- Inquire, think critically and gain knowledge
- Draw conclusions, make informed decisions, apply knowledge to new situations and discover new knowledge

- Understand the use of technology, and the importance of appropriate use and care
- Collaborate with other students and staff in a flexible learning environment
- Persevere with challenging problems, concepts, skills, and create solutions

Media Center Expectations:

1. Check in with Minga
2. Do what you need to do.
3. Pick up after yourself.
4. Sign out and return to class.

Visit the Media Center website at <http://www.milaca.k12.mn.us/page/2459> for a list of resources and to search the Destiny Catalog for book titles.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch on the first day of school. Lunch changes may occur at semester break, or when a student's schedule is changed. Students may not order food for delivery or leave school grounds for lunch.

Our school offers healthy meals each day. Milaca is part of the Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Additional lunches or items beyond one meal will need to be paid for by the student. Students may also choose to bring a lunch. Milk will be available to purchase for \$0.50 to supplement meals not from the school.

Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important. Your child(ren) may qualify for other benefits like reduced fees at school. Your application may also help the school qualify for education funds, discounts, and other meal programs. The Application for Educational Benefits is available on the district website at: <https://www.milaca.k12.mn.us/page/4181>.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the day is limited to passing time between classes and lunch.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not 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 in its programs and activities. The school board has designated Damian Patnode, High School Principal 500 Hwy 23 West, Milaca, MN 56353 (320) 982-7371, as the district's human rights officer to handle inquiries regarding nondiscrimination.

(School Board Policy 102: Equal Educational Opportunity)

(School Board Policy 401: Equal Employment Opportunity)

(School Board Policy 521: Student Disability Nondiscrimination)

(School Board Policy 522: Student Sex Nondiscrimination)

(School Board Policy 528: Marital Status Nondiscrimination)

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

(School Board Policy 529: Notification of Violent Behavior)

Novelty Items

There is no reason to bring any article to school that does not pertain to a school activity. These items distract from the education of others. Any article of this nature such as squirt guns, cap guns, balloons, toys, personal electronic devices, etc. will be taken by the teacher and kept in the office. It will be returned only to a parent and should not be taken to school again. Laser light pens, when not used in an instructional capacity, will be confiscated and not returned because of their potential for injuring eyes.

Parent and Teacher Conferences

Parent and teacher conferences will be held once each semester. For more information, contact the High School Office.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

(School Board Policy 531: Pledge of Allegiance)

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events. The Milaca School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director.

(School Board Policy 510: Student Activities)

CATEGORIES OF ACTIVITIES

- Category I Activities – Athletic activities as listed in the Official Handbook of the MSHSL.
 - *Fall: Cross Country (B/G) Football (B), Swimming/Diving (G), Volleyball (G)*
 - *Winter: Basketball (B/G), Wrestling (B)*
 - *Spring: Baseball (B), Golf (B/G), Softball (G), Track and Field (B/G)*
- Category II Activities – Fine Arts Activities as listed in the Official Handbook of the MSHSL
 - *Fall Play, One-Act Play, Speech and Drama, Band/Choir group contest*
- Category III Activities – Organized school activities not under the control of the MSHSL
 - *FFA, NHS, Student Council, Marching Band, Pep Band*
- Category IV Activities – Candidate for awards, and/or honors not under the control of the MSHSL
 - *Homecoming Royalty, Athletes of the Year, Boys/Girls State, Senior Awards*

RULES

Any time during the calendar year regardless of the quantity, a student shall not use, possess, consume, buy, sell, or give away alcohol, tobacco, or mood-altering chemicals defined by law as a drug.

PENALTIES AND RECOMMENDATIONS FOR CATEGORY I ACTIVITIES:

Follow the General Rules from the Athletic Eligibility Information form that each participant must fill out and turn into the Activities Office.

- 1st Violation - suspension from MSHSL activities for two weeks or two contests, whichever is greater.
- 2nd Violation - suspension from MSHSL activities for three weeks or six contests, whichever is greater.

- 3rd or Subsequent Violation - suspension from MSHSL activities for four weeks or twelve consecutive events, whichever is greater. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
- a) The student is assessed as chemically dependent
- b) enters treatment voluntarily
- c) the director of the treatment center certifies that the student has successfully completed the treatment program
- d) The treatment option cannot be used for the first or second violation.

PENALTIES AND RECOMMENDATIONS FOR CATEGORY II ACTIVITIES:

Follow the General Rules from the Fine Arts Eligibility Information form that each participant must fill out and turn into the Speech, Drama, Vocal and Instrumental Music Offices.

- Fine Arts - The student will serve the following:
 - Band - must sit out two events or one honor band event or contest.
 - Choir - must sit out two events or ineligible for one honor choir event or contest
 - Drama - ineligible for an on-stage role in the next two performances
 - Speech - ineligible for two events

PENALTIES AND RECOMMENDATIONS FOR CATEGORY III ACTIVITIES:

- Other Clubs and Activities: (*FFA, NHS, Student Council, Marching Band, Pep Band*)
 - Students will be ineligible for the next two events

PENALTIES AND RECOMMENDATIONS FOR CATEGORY IV ACTIVITIES:

- Positions of Honor:
 - Homecoming or Sno Dayz Royalty - ineligible for one calendar year
 - Captains & Leaders - ineligible for one calendar year
 - Lettering & Team Awards - ineligible for current season (if in-season)
 - Conference & Post-season Awards - could be impacted based on sport/activity
 - Student Council - ineligible for one school year. If already a member, the student will lose their membership status permanently.
 - National Honor Society - ineligible for one school year. If already a member, the student will lose their membership status permanently.

SPECIAL NOTES CONCERNING ALL CATEGORIES

1. Violations shall include all students.
2. If a penalty is not served in full or not served at all it will be carried over to the next school year.

Academic Eligibility Procedures

Students must maintain passing grades (60%) in all classes they are currently enrolled in to maintain academic eligibility. Grades 7 & 8 will use the quarter grades of quarter classes and the semester grades of semester classes and Grades 9-12 will use semester grades for eligibility. Students in special circumstances must be making satisfactory progress toward the student's Individual Education Plan (IEP). Grade checks will take place after the third week of the semester and weekly thereafter. If a student is failing, they will enter a 2-week probation period. Participation may continue through these 2 weeks, but the focus will be on the student's academics. Students may have only one probation period per class per semester. Students that are on probation for a third time or more will meet with parents and administration to develop a plan for academic success. If any failing grades remain after the 2-week probation; the student will be suspended from participation in all games/meets/events until they earn passing grades. Students are declared eligible when "passing" status is achieved. For full year classes, if students were failing at the end of semester 1, they will remain ineligible at the beginning of semester 2 until the 3-week grade check. This policy begins at the beginning of each school year. All students begin the year as eligible as long as the student meets MSHSL credit requirements for graduation. Students eligible at the beginning of MSHSL tournament play shall remain eligible throughout the tournament. This policy applies to all students (Milaca High School, Milaca ALC, Milaca K12 Online, PSEO).

MSHSL rules regarding "credit requirement for graduation" MSHSL Bylaw 103 and Bylaw 108 are defined as:

- Beginning of grade 10 - 5.0 credits passed
- Beginning of grade 11 - 11.0 credits passed
- Beginning of grade 12 - 16.0 credits passed

The Activities office maintains final eligibility status. This is a collaborative process, but the status is maintained and enforced by the Activities Director. Students are called into the Activities Office and grades are discussed and a form is given to the student to bring to staff as well as home to get signatures. This process is followed for Academic Probation as well as Academic Suspension.

Regular attendance in school is required for participation.

We hold our activity participants to high standards in being positive role models in and out of the classroom. The image and perception of our participants to other students, our teaching staff, other school personnel, and the community in general is vitally important. This attendance policy establishes guidelines to preserve the importance of our participants to be in school and being positive role models.

Students who participate in athletics or activities are expected to be in attendance the full school day. A student who misses all or any part of the school day will not be allowed to practice or participate with the following exceptions:

- A written excuse from a doctor or health office professional
- A school sponsored activity
- A family emergency
- An in school health issue (Nurses Office visit required)

Coaches and advisors will enforce this procedure and communicate with their sport or activity participants. ***The coach and advisor may make the determination whether or not the participant should be allowed to practice or play in special circumstances. The coach or advisor, if unsure after using their best professional judgment, needs to get permission from the activities director or designated representative for any other exception.*** The student has the responsibility for providing appropriate documentation and communicating with the coach or advisor.

Students that are sent home by the school nurse can only participate and/or play with a returning doctor's note or a note from the nurse. In addition, coaches and advisors will monitor each individual's attendance pattern and history to prevent abuse.

Morning tardies and absences after late night events are not allowed and need to be dealt with on a team and administrative level.

The coaches and advisors are expected to communicate with the activities director about any participants who have continuous attendance or tardy issues.

INELIGIBLE means: Students are expected to practice according to team/activity policy, but may not participate in games/activities.

SUSPENDED means: Students are not eligible to practice or play in games/activities.



MSHSL MINIMAL BEHAVIOR EXPECTATIONS FOR REGULAR AND POSTSEASON TOURNAMENT COMPETITIONS:

- Respect the American flag and the National Anthem.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.

- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, “white” boards or other similar items contest/tournament officials deem to be in poor taste will be removed.
- Artificial noise makers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.
- No animals are allowed at MSHSL events, except service animals.

School Closing Procedures

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be broadcast over local radio, local TV stations, and/or sent by automated notification through SchoolMessenger. SchoolMessenger alerts will be sent out by text message, phone numbers, and e-mails that are on file.

Elearning Days

The district may decide to implement elearning days on days when the weather closes school. These days are counted as student contact days, therefore attendance is required. The entire elearning plan can be viewed here: [Milaca Elearning Plan](#).

School Dances

Junior High Dances

Junior High dances are for Milaca students only in the grades specified for each dance.

High School Dances (Homecoming and Sno Dayz)

High School dances are for students in grades 9-12. Students are allowed to invite one guest. Milaca graduates from the previous school year are allowed. No one 21 or older will be permitted. All guests from other schools must be still enrolled, and complete the dance guest form. The Homecoming dance is a casual dress event. The Sno Dayz dance is a semi-formal dress event.

Prom

Milaca High School prom is a junior and senior dance. Prom is a formal dance and students will be required to remain in their formal wear throughout the dance. Prom may be held off-site. If prom is off-site, students will be bussed to and from the site.

Prom Guest Guidelines

Prom guests are at the discretion of the building principal. A junior or senior may invite another Milaca High School 10th-12th grade student, a 10th-12th grade student that is currently enrolled at another school, or a student that graduated the previous school year. All guests not enrolled at Milaca High School must complete a Prom Guest Form. No one 21 or older will be permitted. Graduated students must have their Prom Guest Form signed by an administrator from their high school.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches, including the use of metal detecting wands. Students violate school policy when they carry contraband on their person or in their personal possessions, or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, 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. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials 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 officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness, and may include the use of metal detectors.

Searches by Canines

The school district contracts with Interquest Detection Canines of Northern Minnesota to perform searches on campus randomly throughout the school year. Handlers and canines will search parking lots, lockers, classrooms, and other district property. Canines are trained to find alcohol, firearms and ammunition, prescription and over-the-counter medication, and illegal drugs.

Student Parking - Parking Permits – Parking Areas

Students must fill out a parking permit application to register for a parking permit. The permit will be numbered and must be visible in the vehicle. Only vehicles that are listed on the parking permit application may be parked in the school parking lot. Parking fees are determined on an annual basis. Vehicles without parking permits may be towed at owner expense. When a student applies for a parking permit, a map of where students may park will be made available. Through the application process, a student agrees to park in the designated areas. Students are responsible for obeying all city ordinances when parking on school grounds. **Parking permit fees will be established annually, and the amount will be stated on the permit application form each fall.**

Parking in Non-designated Areas and Careless Driving

If a student fails to park in the designated areas, the due process procedure will begin with a discussion and move through a revoked permit and loss of parking if the regulations are not followed. The student's car will be towed at the expense of the owner if parked in a non-designated area. The same process will be followed for a student who is driving or parking in a careless manner. Designated parking areas are reserved from 6:00 A.M. – 6:00 P.M., unless posted otherwise.

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

(School Board Policy 502: Locker Search)

(School Board Policy 527: Student Parking)

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Non-school Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

(School Board Policy 505: Distribution of Non School-Sponsored Materials)

School-Sponsored Media

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

(School Board Policy 512: School-Sponsored Student Publications)

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at <http://www.milaca.k12.mn.us/page/2945>

(School Board Policy 515: Protection and Privacy of Pupil Records)

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district's "Student Surveys" policy may be obtained at: <http://www.milaca.k12.mn.us/page/2945>

(School Board Policy 520: Student Surveys)

Transportation of Public School Students – Conduct on School Buses and Consequences for Misbehavior

Bus transportation is a privilege, not a right. Appropriate, respectful, and safe behavior will be expected of all students at all times while riding a school bus. The bus driver is responsible for the safe transportation of students to and from school. Cameras may be used on buses to monitor student behavior. Failure to follow the bus rules and procedures will result in appropriate consequences.

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian. Students who ride the bus to school can not leave school grounds without an out-of-the-building pass or permission from a principal. This includes before school begins at 8:15 a.m.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the respective principal's office. Serious misconduct may be reported to local law enforcement.

Parent Pickup and Drop Off of Students

Morning drop offs and afternoon pick-ups should be made on the north side of the building by the football field. Crossing guards are on duty before and after school on Highway 23 and across Third Avenue Northwest. Please follow the pick-up and drop off procedures to keep students safe, and traffic moving. If a student needs to be picked up or dropped off during the school day, they should enter and/or leave through Door 1A in front of the building.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

(School Board Policy 707: Transportation of Public School Students)

(School Board Policy 709: Student Transportation Safety Policy)

(School Board Policy 710: Extracurricular Transportation)

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

Visitors in District Buildings

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the District Office upon entering the building, with the exception of events open to the public. All visitors will be required to provide a picture ID, and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Milaca High School does not permit student visitors at school because of the disruption to the school day.

(School Board Policy 903: Visitors to School District Buildings and Sites)

PART II — ACADEMICS

Academic Integrity Policy in College Credit Courses

If students in college credit courses are caught violating the academic integrity policy, they will immediately be dropped from that course and lose credit from the college and will lose high school credit. A grade of "F" will be placed on the high school transcript. The grade given on the college transcript will reflect the college's academic integrity policy.

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the Student Services Office. A list of the alternative learning options is available on the district's website at:

<http://www.milaca.k12.mn.us/page/2946>

(School Board Policy 605: Alternative Programs)

(School Board Policy 624: On-Line Learning Options)

Cheating, Plagiarism and Use of Artificial Intelligence (AI)

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Milaca Schools recognize that responsible uses of artificial intelligence (AI) will vary depending on the context, such as a classroom activity or assignment. Teachers will clarify if, when, and how AI tools will be used, and the school system will ensure compliance with applicable laws and regulations regarding data security and privacy. Appropriate AI use should be guided by the specific parameters and objectives defined for an activity. Here are some general guidelines for students to consider when using AI.

1. **Original Work:** Students must submit work that is their own. Using any AI tools, including ChatGPT, to generate content without proper attribution is considered plagiarism.
2. **Proper Citation:** When AI tools or digital information sources are used, students must cite these sources appropriately. Failure to do so will be regarded as academic dishonesty
3. **Permission for AI Use:** Students must obtain prior permission from their teachers before using AI tools for assignments or projects. Unauthorized use of AI-generated content will be subject to disciplinary actions.
4. **Collaboration and Sharing:** Collaborating with peers is encouraged, but students must ensure that shared work remains individual in nature unless explicitly permitted by the teacher. Group projects should clearly attribute each member's contributions.
5. **Integrity in Assessments:** During tests and exams, students are prohibited from using any AI tools, digital information, or unauthorized assistance. Violations will result in appropriate consequences as per the school's disciplinary policy.
6. **Responsibility and Accountability:** Students are responsible for understanding and upholding the principles of academic integrity. Ignorance of these rules is not an excuse for violations.

(School Board Policy 506: Student Discipline)

Dual Enrollment (Post Secondary Enrollment Options/ALC/Milaca 7-12 Online)

Dual enrollment students include home school, Milaca 7-12 Online, ALC and PSEO students who are also taking courses in our high school. Dual enrollment students generally should only be in the building during the time of their classes here. School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus. To accommodate students that choose to enroll in PSEO or other dual enrollment courses, but still want to access the building, computers, and/or other technology resources during regular school hours the student will be enrolled in a study hall for their PSEO or dual enrollment hours. Juniors must be in study hall every day. Seniors will have the freedom to choose which days they attend. If they choose to leave, they must not return until their next scheduled hour. Seniors that choose to leave will not bring food or drink back into the building. The student must report to their study hall if they are staying, or sign out in the HS office if they are leaving.

Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

(School Board Policy 613: Graduation Requirements)

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your student's IEP case manager.

(School Board Policy 508: Individual Education Plans)

Failing a Class

Each teacher sets grading criteria and will inform students of that criteria on the first day of the course. If a student drops the course or is removed from the course after five days into the grading period, he/she will automatically receive a failing grade for the course. Students that fail a core graduation requirement should contact the Student Services office for options regarding the make-up of that requirement.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, related directly to a course of study, and require student participation.

(School Board Policy 610: Field Trips)

Grades

Students' grades will be reported quarterly during the year. Report cards are printed and will be mailed home at the end of each semester. Final semester grades earned in grades 9-12 are used to determine your GPA. Class rank is calculated based on a student's cumulative GPA.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Milaca High School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

Graduation Requirements:

(1 semester = 0.5 credit)

4 credits in English

4 credits in Social Studies

3 credits in Science

3 credits in Math

1 credit in Art

0.5 credit in Careers/Digital Citizenship

1 credit in Physical Education

0.5 credit in Health

6 credits in Electives

Students that enter ninth grade during the 2024-25 school year (Graduating class of 2028) and each class after will be required to attain 24 credits and complete 0.5 credit in Personal Finance (Life Smarts) during 11th or 12th grade.

(School Board Policy 613: Graduation Requirements)

Honor Roll

The grade 7-12 honor roll is determined on a semester basis. Semester grades are used to determine an average grade. The "A" honor roll requires a minimum 3.70 GPA; a 3.00 minimum GPA is for the "B" honor roll; a 2.90 is the minimum for Honorable Mention. Any student who has a failing grade or an incomplete cannot be on the honor roll. Students considered for the honor roll must be full-time students.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Students will have two days to make up work they miss due to unexpected absences. The two days to make up work standard, does not apply to work that is received previous to the absences occurring. In the case of expected absences, students need to talk with teachers if extra time is necessary. Teachers determine if late work is accepted, and how much credit will be earned.

Milaca Area Learning Center

The Milaca Area Learning Center is an opportunity for at-risk students who are enrolled in grades 9-12 to be successful in earning their high school diploma. The program offers both seat-time and independent study classes Monday through Friday during the

school year as well as a summer session. Credits are awarded upon successful completion of each class. Students will earn a Milaca High School diploma, or that of their home school district when all credit requirements are completed. Students who are full time at the high school and need to make up required classes may attend the ALC after school program or summer session to earn necessary credits. Students must have an ALC referral from a school counselor.

Progress Reports

Progress reports are issued midway through each semester. These reports will be available at fall and spring conferences. Teachers at various times on an as-needed basis may send out progress reports, both positive and negative.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the Student Services Office.

(School Board Policy 513: Student Promotion, Retention and Program Design)

Post-Secondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to their respective school counselor in the Student Services Office by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact their respective school counselor in the Student Services Office. For more detailed information, please see the current MHS Student Registration Handbook. Also, see the section above regarding [Dual Enrollment](#).

(School Board Policy 620: Credit for Learning)

Student Services

Each student has access to a school counselor. Students can schedule appointments in the Student Services office. Counselors are prepared to help students in the following areas: One to One Counseling, Career and Post Secondary Education, Groups, Testing, Registration and Change of Schedule, Permanent Records, Withdrawal or Transfer from School.

Teacher Advisement (TA)

Teacher Advisement is a class that meets daily between period 2 and period 3. Generally, students will have the same teacher for grades 7-9, and will be assigned a new teacher for grades 10-12. This is meant to give students a consistent teacher to help them transition through junior high and high school. TA will consist of Olweus Class Meetings, Career and College Readiness activities, homework assistance, and grade checks.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;

the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

(School Board Policy 503: Student Attendance)

Student Absences

We realize that students may be absent due to illness or other family plans that cannot be taken care of outside of the school day. When absent, parents should contact the school at (320) 982-7332 in the morning to report the absence. Upon returning, students should present a note from a parent/guardian for the absence to the attendance secretary. Students are responsible for make-up work.

School Follow-Up on Student Absences

The automated dialing machine will call home to inform parents of an absence when no parent call is received. We recommend that parents call whenever possible. The automated system may also call when students are absent for parts of the day.

Planned Absence Request

The [Planned Absence Request form](#) is used for absences of 3 days or more. The form must be completed prior to the planned absence. If the form is not completed prior to the absence, the days will be marked as unexcused absences. The Planned Absence Request form is available in the HS Office.

Absences During the School Day

Students must bring a note stating a specific reason from your parent or guardian to the office on the morning of the day that you need to leave. A blue out-of-the-building pass will be ready to be picked up in the office after period 1. Before leaving school, students should sign out in the high school office **AND SIGN IN AT THE HIGH SCHOOL OFFICE UPON RETURN**. If you leave the building without an out-of-the-building pass, you will be considered truant unless you have **CLEARED YOUR LEAVING WITH A PRINCIPAL**.

Classification of Absences

The school district has the responsibility to determine if an absence is excused or not.

Excused Absences - to be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- All school approved absences through the principal's office. Examples would be pre-approved family trips, school related events, or court appearances.
- Official religious holidays
- Illness or medical, dental, or orthodontic treatment, or a counseling appointment.
- Death or funeral in immediate family, i.e., grandparents, brothers, sisters, parents (significant extended family members at the discretion of the principal)

- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies
- Any absence which the student has been excused in writing by an administrator or faculty member.
- Serious illness in the student's immediate family
- Religious instruction not to exceed 3 hours per week
- Two days per year for personal trips to schools or colleges
- Court appearances occasioned by family or personal action.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

Unexcused absences – all unauthorized and unexcused absences are considered as truant absences except as otherwise provided herein. Detention may be assigned and disciplinary action will be taken which may result in loss of credit in the course. Unexcused absences include:

- Truancy (An absence by a student which was not approved by the parent and/or the school district.)
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home
- Work at business, except under a school sponsored work release program.
- Vacations with family that are not pre-approved through the appropriate school office.
- Personal trips to schools or colleges beyond the two allowed above.
- Any other absence not included under the attendance procedures set out in this policy

The school reserves the right to refuse excusing an absence when requests become excessive. Once a student has 10 absences in a semester, all of the above absences may be considered unexcused unless medical documentation signed by a healthcare provider is presented to the school. After 12 accumulated absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

Daily participation grade based on attendance may be part of courses offered. Students will lose all participation if absence is unexcused.

Late Arrival

Being late to school will be treated differently than other tardiness. If you are late to school you must check into the office to sign in and pick up a pass. Missing the bus and oversleeping are not excused reasons for being late to school.

Truancy

You are truant if you are absent from school or class without school and/or parent approval. If a teacher discovers a skipping violation, the student will receive a detention. An unexcused absence merits a zero for that class period or entire school day. When the student receives notice of the detention and wants to appeal it, he/she must appeal to a principal before the date of the detention. If a student is late to detention or does not report, the student will be placed in all day detention.

Tardiness

Being tardy to class may result in loss of class participation points. It will be the decision of the teacher as to whether these points can be earned back. Students tardy because of finishing work for another teacher should get a pass from that teacher upon leaving and report to his/her next class. Consequences for being tardy will be handled by your teachers under their class policies. If a student misses 10 or more minutes of class, that student will be considered absent, not tardy. Each teacher will determine what constitutes tardy to class. Generally students must be in their seats and ready to work when the bell rings.

(School Board Policy 503: Student Attendance)

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions or

activities, on school transportation, and by misuse of technology. For detailed information regarding the school district's "Bullying Prohibition" policy, go to: <http://www.milaca.k12.mn.us/page/2945>
(School Board Policy 514: Bully Prohibition Policy)

Definition of Bullying

1. Bullying is intimidating, threatening, abusive or hurtful conduct
2. It is objectively offensive and
3. The conduct involved an imbalance of power and is repeated or
4. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Olweus Bullying Prevention Program

Milaca Schools have implemented the Olweus Bullying Prevention Program. Students will have class meetings during Teacher Advisement (TA) throughout the school year. Students will be able to report incidents on paper or on the school website.

Cell Phones and Other Personal Electronic Communication Devices

Each student has the opportunity to participate in the school's technology device program. Therefore, students cannot use their personal electronic devices as a substitute for a school device. Appropriate use of personal electronic devices is allowed only during passing time and the student's assigned lunch period, the phone should not be visible at any time during scheduled classroom time, this includes when students are out of class with a pass. Devices may be confiscated for misuse or use during scheduled class times. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device inappropriately during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phone use will be prohibited in all locker rooms, restrooms, and during any and all testing environments. For a second offense, the item will be confiscated until a parent or guardian contacts a school official and a plan is in place to avoid further distractions/violations. Additional violations will result in confiscation, detention, and/or suspension. If a student refuses a staff member's request to confiscate an electronic device it will be considered "insubordination" and subject to immediate dismissal.

Air Pods, Earbuds, headphones may be used in classrooms with teacher permission.

All phones, Air Pods, earbuds, headphones, and smart devices are not allowed during district or state testing environments.

Discipline

Misbehavior by one student can disrupt the learning process for other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (Appendix 5).

(School Board Policy 506: Student Discipline)

Student Responsibilities

All student have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

Consequences

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning; (NE)
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact; (NE)
- D. Parent conference; (NE)
- E. Removal from class;
- F. In-school suspension; (NE)
- G. Suspension from extracurricular activities; (NE)
- H. Detention or restriction of privileges;
- I. Loss of school privileges; (NE)
- J. In-school monitoring or revised class schedule; (NE)
- K. Referral to in-school support services; (NE)
- L. Referral to community resources or outside agency services; (NE)
- M. Financial restitution; (NE)
- N. Referral to police, other law enforcement agencies, or other appropriate authorities; (NE)
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication; (NE)
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school; (NE)

- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

Morning Detention: Students who are truant will be assigned morning detention. Students need to be checked in between 7:30-7:40 AM. Students who are late or miss morning detention may be assigned additional consequences. Teachers may assign morning detention to students for misbehavior in class. Teacher-assigned morning detention will be held in the teacher's classroom.

After-school Detention: Teachers may assign detention after school for misbehavior. Teacher-assigned after-school detention will be held in the teacher's classroom.

Lunch Detention: Students may receive lunch through the school cafeteria or bring a lunch from home, no other food or beverages are allowed. Lunch will be eaten in the Behavior Processing Room (BPR). Students who are late, or miss lunch detention may be assigned additional consequences.

Saturday School: Students may be assigned Saturday School if they fail to serve consequences for truancy or other infractions as determined by school administration. Saturday School will run from 7:30-9:30 AM in the ALC. Students that are late or miss their assigned Saturday School will be required to meet with a principal and the student's parent/guardian on the next scheduled school day at 7:30 AM.

In School Detention/Suspension (ISD/ISS): Students will spend their time in the Behavior Processing Room (BPR) at school. Students in ISD/ISS over the lunch period may receive lunch through the cafeteria or bring a lunch from home and will eat in BPR.

Out-of-School Suspension (OSS): Students will be restricted from attending school or school events during OSS.

Expulsion – Student removal from school for up to one calendar year.

Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents.

When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

"Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from the class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

Procedures for Removal of a Student From a Class:

1. The teacher notifies the Behavior Processing Room or respective office of the removal.
2. The teacher directs the student to the Behavior Processing Room or respective office.
3. The teacher requests assistance from the Behavior Processing Room or respective office if the student refuses to leave the classroom.

Teachers will review with students the rules and expectations for their classes on the first day of class. Consequences for breaking classroom rules will be handled by the teacher. The administration will handle other infractions.

Guidelines for Behavior Infractions

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<i>Insubordination</i>	BPR ISD/OSS possible Parents notified	ISD/OSS Parents notified Possible removal from class	OSS Parent conference Class removal
<i>Forgery</i>	ISD Parents notified	ISD/OSS Parents Notified	ISD/OSS Parent conference
<i>Fighting/Scuffling/Physical Contact</i>	ISD/OSS Parents notified Police notified Counseling suggested	OSS Parents notified Police notified Counseling suggested	OSS Parents notified Police notified Possible expulsion
<i>Cheating/Lying</i>	BPR Loss of credit Removal from class Parents notified by teacher Loss of eligibility for academic awards or honors	BPR/ISD Parents notified by teacher	ISD/OSS Parent conference
<i>Truancy</i>	Before/After School Detention Parents notified Loss of points/credit Saturday School		Referral to Mille Lacs County Family Services
<i>Unexcused Tardies</i>	Lunch Detention assigned by teacher	BPR/ISD	
<i>Disorderly/Disruptive/Disrespectful Behavior</i>	BPR ISD/OSS	ISD/OSS	
<i>Smoking and/or Use of Tobacco/Nicotine/e-cig</i>	ISD/OSS Parents notified Police notified	OSS Parents notified Police notified	OSS Parents notified Police notified Possible expulsion
<i>Use, Possession and/or Distribution of Drugs or Alcohol</i>	Dismissal ISD/OSS Parents notified Police notified Possible expulsion		
<i>Weapons</i>	OSS Parents notified Police notified, if warranted Possible expulsion		

<i>False Fire Alarms and/or Possession of Fireworks</i>	OSS Parents notified Police notified Possible expulsion		
<i>Bomb Threats</i>	OSS Parents notified Police notified Possible expulsion		
<i>Inappropriate Language/Profanity</i>	Warning BPR ISD/OSS Parents notified, if warranted	ISD/OSS Parent conference	
<i>Pornography</i>	Confiscation Detention Parents notified Police notified, if warranted	ISD Parent conference	
<i>Theft</i>	ISD/OSS Parents notified Police notified, if warranted Restitution		
<i>Vandalism</i>	ISD/OSS Parents notified Police notified, if warranted Restitution		
<i>Bullying, Harassment and/or Intimidation</i>	Warning BPR ISD/OSS Parents notified Police notified, if warranted Expulsion, if warranted		
<i>Dress Code Violation</i>	Fix the violation Dismissal	ISD/OSS Parents notified	
<i>Cell Phone Violation</i>	Phone remains in HS Office for the rest of the school day	Phone remains in HS Office for the rest of the school day Parent notified by admin	Student will be placed on a Cell Phone contract

For detailed information on the Student Code of Conduct and consequences for violations, see the complete “Student Discipline” policy at: <http://www.milaca.k12.mn.us/page/2945>
(School Board Policy 506: Student Discipline)

Dress and Appearance

Students are encouraged to be dressed suitably for school activities and in keeping with community standards.

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

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

- Clothing for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing for the activity (i.e., physical education or the classroom).
- Footwear that does not present a safety hazard.
- Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoods are not allowed to be worn during the instructional day. Students may wear headgear for a medical or religious reason.
- Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

Student clothing must follow these guidelines:

- Clothing tops must have straps, cover areas from one armpit across to the other armpit, and cover the navel.
- Clothing bottoms must extend to approximately 3 to 4 inches in length on the upper thighs.
- Clothing (including emblems, badges, symbols, signs, words, objects, weapons, firearms, or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities are not allowed.
- Apparel promoting products or activities that are illegal for use by minors are not allowed.
- Clothing cannot communicate a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event (dances, organized dress up days, etc.) and bring such recommendation to the administration for approval.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be dismissed for the remainder of the day. A parent or guardian will be notified.

(School Board Policy 504: Student Dress)

Drug-Free School and Workplace

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours.

Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

(School Board Policy 516: Student Medication)

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's Harassment and Violence Prohibition policy, go to:

<http://www.milaca.k12.mn.us/page/2944>

(School Board Policy 413: Harassment and Violence)

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. "Hazing" is a violation of school policy regardless of time or place it occurs. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, go to:

<http://www.milaca.k12.mn.us/page/2945>

(School Board Policy 526: Hazing Prohibition)

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at [insert location where the policy may be obtained].

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data.

The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider. Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

(School Board Policy 524: Internet Acceptable Use and Safety Policy)

Posters

Students who wish to publicize activities must receive prior approval from the principal's office to hang posters or flyers on appropriate spaces in the school. Posters that do not have the official stamp or administrative signature on them will be removed.

Public Displays of Affection

Students are requested to refrain from excessive or intimate physical body contact. If a warning is not heeded, parents will be informed and if the behavior continues, a parent conference may be required.

Tobacco-Free Schools: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact a principal if you have questions or wish to report violations. For detailed information on the school district's "Tobacco-Free Environment" policy, go to: <http://www.milaca.k12.mn.us/page/2944>

(School Board Policy 419: Tobacco Free Environment)

Vandalism

Vandalism of any district property is prohibited. Violators will receive a consequence, will be required to pay restitution, and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "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; airguns; 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not permit the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact a principal or access it at:

<http://www.milaca.k12.mn.us/page/2945>

(School Board Policy 501: School Weapons Policy)

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the building principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate

medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent/guardian.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office and is available on the district's website under [Public Notices](#).

Lead in School Drinking Water Management Plan

The school district is required to test for lead in the drinking water every five years, and develop a lead in water management plan. A copy of this plan can be found in the District Office and is available on the district's website under [Public Notices](#).

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will follow the [Infectious Diseases in Childcare Settings and Schools Manual](#) to determine length of exclusion.

Reportable Illness

Please call the Health Office/ or High School Attendance office if your student has been diagnosed with Influenza, Pertussis (whooping cough), or Varicella (chicken pox). The Health Office is responsible for reporting these illnesses to the Minnesota Department of Health.

- **Influenza-like Illness (ILI):** Students with Influenza-like Illness (ILI) need to remain at home until at least 24 hours after they are free of fever (100.4° F) or signs of a fever without the use of fever-reducing medications. Influenza-like Illness symptoms are
 - Fever 100.4°F or higher
 - Cough
 - Sore Throat
 - Stuffy Nose
 - In some cases diarrhea and vomiting

Prevention of Illnesses

Remind your student to:

- Cover your nose and mouth with a tissue when you cough or sneeze. After using a tissue, throw it in the trash and wash your hands.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs.

Emergency Contact Information

Parents should make sure emergency contact information is correct and up-to-date each year. This can be done by contacting the high school office.

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) and Epinephrine Injections in the wolf area, high school cafeteria, and outside the elementary office. Tampering with any emergency medical equipment is prohibited and may result in discipline.

Health Services

A nurse is present in the school health office throughout the day. If you find it necessary to go to the health office, you must first get permission from your teacher. Students need to have a hall pass (Minga) or a written pass from their teacher unless they are coming from Physical Education class or it is an emergency. If it becomes necessary for you to go home, the nurse will call home for you. **Students should not call or text home.** This will minimize calls and confusion. A parent/guardian should notify the school if his/her child is unable to attend school because of illness. To report your child's absence, please call (320) 982-7332 or (320) 982-7206.

Immunizations

Students must provide proof of immunization or submit appropriate documentation exempting them. Students may be exempted from the immunization requirement if it is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians. The [MN Immunization Record Form](#) can be reviewed for immunization schedules or exemptions. Minnesota immunization laws can be viewed at [Sec. 121A.15 MN Statutes](#).

Medications at School During the School Day

The administration of prescription medications at school requires a completed signed request from the student's parent/guardian and the student's doctor. An [Authorization for Medication form](#) must be completed once a year and/or when a change in the prescription occurs. Prescription medications must be brought to the Health Office in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student. They will be locked in the Health Office. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district, parent, doctor or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication if administered during school hours. Students may have over-the-counter medications, such as Tylenol or Ibuprofen, in their lockers with a parent signed note on file with the school nurse. Parents must provide any nonprescription medication the child is to receive, and the medication is to be in the original container. The Health Office does not provide Tylenol, Motrin, Tums, Cough Drops, etc. for students.
(School Board Policy 516: Student Medication)

End of the year- Medication Pick-Up:

All medication must be picked up at the end of the school year or it will be properly disposed of. Please contact the Health Office if you would like to arrange for pick-up after the last day of school.

Health Screenings

Minnesota Department of Health recommends hearing and vision screening be done annually. Screening is done for K-6th grades. For high school students, the screening process can be done throughout the year at the request of parents or teachers. Vision screening is done with the use of the Spot Vision screener and/or vision charts. Spot Vision screening produces images of a child's eyes to determine the presence of eye disorders that may lead to further visual complications. Please contact the Health office if you have concerns about your child's vision or hearing.

Suicide Prevention Information

988 Suicide and Crisis Lifeline

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

741 741 Crisis Text Line

Text **HOME** to **741741** from anywhere in the United States, anytime. Crisis Text Line is here for any crisis. A live, trained Crisis Counselor receives the text and responds, all from our secure online platform. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.

East Central Crisis Services line (1-800-523-3333)

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Bob Sumner, Facilities Manager, (320) 982-7174.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

PART V – TECHNOLOGY

1:1 Device Policies and Guidelines Student & Parent Agreement

Access to the technology at Milaca High School has been established for educational purposes. All electronic technologies must be used in support of the educational program of the district. The access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Failure to comply with the district's discipline policy, Internet Acceptable Use Policy, or the guidelines stated in this document for care and use of the device may result in the loss of privilege to take the device home or use the device in general. All district policies can be viewed at: <http://www.milaca.k12.mn.us/page/2500>

The device is the property of Milaca Public Schools, and as a result it may be seized and its contents inspected at any time. The student should have no expectation of privacy of materials found on the device.

Goals of the Milaca High School 1:1 Initiative

- Utilize technology for individualizing instruction for all students
- Enhance and accelerate learning
- Promote collaboration with students and staff, increasing student engagement
- Strengthen the 21st Century skills necessary for future student success
- Increase technology access to digital curriculum, in place of traditional print textbooks and classroom equipment such as graphing calculators. The opportunity to use 1:1 devices gives students access to anywhere, anytime learning.

Requirements for participation in the MHS 1:1 Initiative

- The student must be enrolled at MHS in grades 7-12.
- The family must choose one of the following deposit options:
 - Non-refundable annual fee of \$50 (This option is non-refundable no matter what the situation or time of year.)
 - Refundable \$250 deposit that will be returned at the end of the year if the device is returned undamaged
 - Proof of insurance rider showing that loss or breakage of the device is covered by the family's personal insurance policy
- Attend a Technology Orientation session, and complete the necessary forms.
- Students will use/check their school accounts (Google, Edmodo, etc.) daily to look for school and class information.

These actions are strictly prohibited:

- Any action that violates existing board policy or public law
- Sending, accessing, uploading, downloading or distributing offensive, explicit, profane, threatening, pornographic, obscene or sexually-explicit material
- Pictures, video and audio recordings of any staff member without written consent
- Pictures, video and audio recordings of any student without consent
- Pictures, video and audio recordings of any student or staff member at any time in the locker rooms or restrooms
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Bypassing the Milaca Public Schools web filter through a web proxy
- Messaging services or non-educational social networks at school - includes, but not limited to: Twitter, Pinterest, Facebook, etc...
- Spamming - sending mass or inappropriate emails
- Gaining access to other student's accounts, files and/or data
- Use of the school's internet e-mail accounts for financial or commercial gain, or for any illegal activity
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior

Technology Restriction Process

1. Consult with Parents*
2. Consult with grade level team or student's teachers
3. Team will decide if/what restrictions are needed
4. Team Representative communicates with Tech Department and Administration*If the parent initiates the process, the conversation starts with Administration

Technology Refusal

If a parent/guardian is requesting technology refusal for a student(s) they need to contact the high school office and request a Technology Refusal Form.

Annual Parent Notifications

All policies are linked below. If you would like a paper copy, please contact the District Office.

Policy 505 - [Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#)

Policy 515 - [Student Records](#)

Policy 520 - [Student Surveys](#)

Policy 506 - [Student Discipline](#)

Policy 503 - [Student Attendance](#)

Policy 514 - [Bullying Prohibition](#)

Policy 413 - [Harassment and Violence Prohibition](#)

Policy 526 - [Hazing Prohibition](#)

Policy 419 - [Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction](#)

Policy 534 - [School Meals Policy](#)

Parent/Guardian Refusal for Student Participation in Statewide Assessments

<https://education.mn.gov/MDE/fam/tests/StudentParticipation/>

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form below. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____
Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____
School: _____ District: _____
Parent/Guardian Name (print): _____
Parent/Guardian Signature: _____ Date: _____
Reason for Refusal: _____

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

☐

MCA/MTAS Reading

☐

MCA/Alternate MCA Science

☐

MCA/MTAS Mathematics

☐

ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20____ to 20____ school year.)