

McGregor High School

STUDENT HANDBOOK



2014/2015

MCGREGOR HIGH SCHOOL

148 South 2nd Street
P.O. Box 160
McGregor, MN 55760
218-768-2111

2014/2015

DAILY SCHEDULE

First Bell	8:29
1st Period	8:32 - 9:22
2nd Period	9:26 - 10:16
3rd Period	10:20 - 11:10
Schedule A	1st Lunch 11:14 - 11:40
	Class 11:44 - 12:37 (4th Period)
Schedule B	2nd Lunch 12:11 - 12:41
	Class 11:14 - 12:08
5th Period	12:42 - 1:32
6th Period	1:36 - 2:26
7th Period	2:30 - 3:20

**McGregor ISD #4
2014 - 2015 School Calendar**

August	26	Tuesday	Teacher In-Service
	27	Wednesday	Teacher Workday
	28	Thursday	Teacher Workday - 11:30 to 7:00
September	1	Monday	No School - Labor Day
	2	Tuesday	1st Day of School
October	16	Thursday	No School - Teacher Professional Meetings
	17	Friday	No School - Teacher Professional Meetings
November	7	Friday	End of 1st Quarter/Early Release/In-Service
	17	Monday	No School - Conferences 11:30 - 7:00
	27th & 28th	Thurs & Fri	No School - Thanksgiving
December	22	Monday	No School - Winter Break Begins
January	5	Monday	School Resumes
	19	Monday	No School -- Martin Luther King Day
			Teacher In-Service
	22	Thursday	End of 2nd Quarter
	23	Friday	No School/Teacher Workday
February	16	Monday	No School - President's Day
March	27	Friday	End of 3rd Quarter
			Early Release/Teacher In-Service
April	2	Thursday	No School - Make up day
	3	Friday	No School - Spring Break
	6	Monday	No School - Spring Break
	7	Tuesday	Conferences - 4:00 - 7:30
	9	Thursday	Conferences - 4:00 - 7:30
May	22	Friday	Seniors Last Day
	25	Monday	No School - Memorial Day
	29	Friday	Last Day for Students/End of 4th Quarter
June	1	Monday	Teacher Workday

1st Quarter	47 days
2nd Quarter	40 days
3rd Quarter	44 days
4th Quarter	41 days

GRADUATION - SUNDAY, MAY 31, 2:00 PM

INTRODUCTION

Welcome to McGregor High School. Your high school years are vitally important to you, for during these years you are establishing a lifestyle that will become a part of you and your attitudes, work habits and methods of problem solving that will help you throughout life.

The faculty and administrative staff of the school are dedicated to serving the educational needs of the youth of this community. All of the resources of the school exist for your benefit. What you get out of the school is up to you. There is a time for work and a time for play. Failure is the reward for playing while work is supposed to be taking place. We want you to be successful. A high school record that shows you as a person who is of good character, dependable, and possessive of positive attitudes will become increasingly important to you as you seek future employment or college acceptance. While grades are important, these personal characteristics are probably even more necessary.

This handbook contains information about our school, its activities and social events, as well as policies, rules and regulations. Please read it and become familiar with the information contained in it.

Complete student policies are not included in this Student Handbook but may be reviewed in the McGregor School Board Policy Handbook, a copy of which is in the high school office.

PERTINENT FACTS ABOUT M.H.S.

The school has been in operation in McGregor for over 90 years. The first building, which was used for one year, was built in 1893. In 1894 it was replaced by another wood frame structure. The third building was constructed in 1904 and was the school until the 1921 brick building was erected. This building is still in use. The gymnasium was added in 1958, followed by the south elementary wing in 1959 and the library and high school addition in 1970. In 1972, the McGregor and McGrath school districts were consolidated and a new elementary building was opened at McGrath in 1973. A new elementary addition to the McGregor building was opened in the Fall of 1992. In 2003, the school added a new fitness center, auditorium, band room and gymnasium on the northeast end of the building, and new special education classrooms and meeting rooms in the elementary wing. At that time, we also built new athletic areas for football and track. At the present time, McGregor High School is a six year junior-senior high school. Enrollment in the grades 7-12 is about 250, with a professional staff of about 25 people.

High school courses are organized on the semester-seven period plan with course blocks of 50 minutes. In addition to meeting or exceeding all state requirements, the curriculum offers the student a wide range of electives. A variety of extracurricular activities is also available for those who wish to participate. The McGregor High School emblem is the figure of the Mercury - Roman god of speed. The school colors are black, white and red. The school nickname is the "Mercuries" (MERCS).

ACADEMIC INFORMATION

ACADEMIC LETTER

Students in grades 7-12 are eligible to earn an academic letter if earning a 3.50 GPA, or better, for each of the first three (3) quarters of the academic year, with no grade below a C-. The award will be a 6" chenille "M", the same as awarded to athletes. Included with the letter will be a pin or academic emblem. Service bars will be awarded after the first letter is earned.

HONOR ROLL

The Honor Roll is published each quarter, following the distribution of grade reports. To be eligible for the "A" Honor Roll, a student must have attained a 3.667 GPA. To be eligible for the "B" Honor Roll, a student must have attained a 3.00 GPA. A student will not be eligible for the Honor Roll with any grade below a C-. Classes with modified grading and P/N classes are not used in calculating GPAs for Honor Roll. Students must have at least 4 classes that can be used in calculating GPAs to be on the Honor Roll.

GPA Number Equivalents: a grade of an...

F = 0

C- = 1.667

B = 3

D- = 0.667

C = 2

B+ = 3.333

D = 1

C+ = 2.333

A- = 3.667

D+ = 1.333

B- = 2.667

A = 4

A+ = 4

HONOR ROLL SCHOLAR

Students in grades 7-12 are eligible to be an Honor Roll Scholar if earning a 3.0 GPA, or better, for each of the first 3 (three) quarters of the academic year with no grade below a C-. The award will be a certificate and "Honor Roll" pin.

MID QUARTER NOTICE

Notices are sent home to parents at mid-quarter and other times as necessary. Students may receive a Deficient Work Notice at that time if they are not working up to their ability. If a student does not receive a Deficient Work Notice, it does not necessarily mean that he/she will not receive a failing grade.

GRADING

Grades will be reported each quarter and mid quarter, with final 1st & 2nd semester grades as well. An A-F grading system is used for most courses. Seniors may choose to take one elective course on a P/N grading system. The decision to allow a student to take a course on the P/N system must be made by the third week of the course by the instructor.

GRADE RETENTION POLICY

Students who fail classes in grades 7-12 must make them up according to the grade retention policy.

GRADUATION EXERCISES

Students who are not receiving a diploma will not be allowed to participate in graduation exercises. Students who are completing their high school graduation requirements at a post secondary institution under provisions of the Post Secondary Enrollment Options Act will be allowed to participate in graduation, but will not receive a signed diploma until grades are received from the college. Alternative Education program students will not be allowed to participate in graduation exercises if all courses are not completed and grades received. Seniors who owe money to the school for fines and programs such as the lunch program may not be allowed to participate in graduation ceremonies.

GRADUATION REQUIREMENTS

To be granted a diploma from McGregor High School, a student must earn the following credits in grades 9 through 12. In addition, students need to pass required Minnesota Basic Standards tests.

ENGLISH 9 (8 credits total)

Grade 9 2 - English 9
Grade 10 1 - English 10
 1 - Applied Comm
Grade 11 1 - English 11
Grade 12 1 - English 12
Electives 2 - Credits

SOCIAL STUDIES (8 credits)

Grade 9 1 - **Geography 9** / 1- US History
Grade 10 2 - US History 10
Grade 11 2 - World History 11
Grade 12 1 - Economics
 1 - Government 12

MATHEMATICS (6 credits total)

Algebra 2 - credits
Geometry 2 - credits
Alg II/Test Prep 2 - credits

SCIENCE (6 credits total)

Science 9 2 - credits
Biology 10 2 - credits
Electives 2 - credits

PHYSICAL EDUCATION (2 credits)

PE 9 1 - credit
PE Elective 1 - credit

HEALTH (2 credits)

CPR 1/2 credit
Driver's Ed 1/2 credit
Health 1 - credit

Business Ed (1 credit)

Personal Finance 1 credit

FINE ARTS - (2 credits)

TECH/VOCATIONAL - (1 credit)

ELECTIVES - (14 credits)

GRAND TOTAL OF 50 credits.

The guidance counselor, principal, or any other faculty member will be happy to help you select your courses and plan your future curriculum. A class may not be changed/dropped after the first week of class without the approval of the teacher, guidance counselor and principal. While you will be thoroughly advised and counseled, it remains your responsibility to see that you have the correct number of credits for graduation.

MCGREGOR ALTERNATIVE LEARNING PROGRAM

Students may earn make-up credits through the Area Education Center alternative program, according to these guidelines:

1. Credits may be used only to meet graduation requirements and to enable the student to graduate with his/her class or within one year thereafter.
2. The student may participate in graduation ceremonies only after completion of all requirements.
3. The student must receive approval of the high school principal or counselor before credits will be accepted.
4. The student must pay all costs involved, including tuition and books, for other accepted educational courses.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice during the school year. In addition, all staff members are available for conferences at any mutually agreed time. All staff have telephones in their classrooms or offices and can be reached by contacting the high school office extension at 236, or the elementary office at 225.

RECORDS

The school has on file your grades, attendance, standardized test scores, discipline records and other pertinent information since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and your parent or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school record at a cost to you of \$0.25 per sheet, but you are not permitted to take the original record out of the office.

You or your parent or guardian may place any statement or items in your record that you wish to. You may also request that items be removed from your file. In the event that you or your parent or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school. This means that your school will not and cannot, by law, without first receiving written consent from you and your parent or guardian:

- Send a transcript of your school record to a college, vocational school or university.
- Give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records. Students who are 18 years of age or older need not have consent of their parents or guardian to exercise their rights of access or control or transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

ATTENDANCE

The Board of Education, administration and faculty of McGregor High School believes that regular school attendance is a significant and valuable component of a student's education. Regular attendance is correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. Group learning situations assist students to communicate, to work together to gain perspectives, and to accept responsibility. For these reasons, student absences from school should be limited to those instances in which the absence is genuinely unavoidable. Each student, his/her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance

VERIFYING ABSENCES

Verification of the reason for an absence is required when a student returns to school. If no verification is received from the parent/guardian, the absence will be considered un-excused. Parents have 5 (five) school days to verify any absence. After a period of 5 (five) school days, all unverified absences will remain un-excused absences.

Students returning to school after having been absent will not be allowed to enter any classes without an admit slip. Admit slips are available in the high school office. Students who return to school at the beginning of the school day are expected to get their admit slip before 8:29 a.m.

Students who participate in any school activities (competition and daily practices) must be in school for at least 4 (four) entire class periods to participate that school day. A verified medical appointment does not affect the attendance requirement. Absences for school related events will be accepted and participation permitted. In extraordinary situations or with prior approval, exceptions to this policy may be granted by the principal or activities director.

EXCUSED ABSENCES

- Illness or serious illness of a student or a member of the student's immediate family.
- A death in the immediate family, or a close friend or relative.
- Medical or dental treatment.
- Court appearances.
- Religious instruction (not to exceed three hours in any week).
- Physical emergency conditions such as a fire, flood, storm, etc.
- Official school field trip or other school sponsored outings.
- Suspensions
- Prearranged family vacations.
- College visits will be limited to one during the student's senior year unless the parent will accompany the student.

After a student has accumulated 20 excused absences during a school year, all further absences will be considered unexcused unless documentation is provided from a licensed health care professional.

UN-EXCUSED ABSENCES

Examples of unexcused absences from a class include, but are not limited to: skipping, oversleeping, missing the bus, hair or tanning appointments, work at home, baby-sitting or when no parental notice was provided. We always want students to attempt to schedule these types of appointments outside of school hours. Any unexcused tardy or misused corridor pass in excess of 15 minutes will be counted as an unexcused absence for that class.

In accordance with procedures established with Aitkin County Health and Human Services, If a student accumulates unexcused absences in any part of 3 days, the administration will send a warning letter to the parent/guardian regarding the attendance policy. If a student accumulates unexcused absences in any part of 5 days, Aitkin County Health and Human Services will be notified, and a conference will be arranged. Pursuant to state law, if a student accumulates unexcused absences in any part of 7 days, a formal truancy petition will be filed with Aitkin County.

PERFECT ATTENDANCE

To qualify for a perfect attendance award, a student may not be absent more than three (3) class periods of any given school day for the entire school year.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she must report to the high school office before going to the school nurse. A decision will be made to send the student back to his/her next class or to send the student home. If the student is too ill to return to class, parents will be notified to pick up their student. No student will be sent home unless someone is there who will be responsible for the student. If immediate medical attention is necessary, the school will take whatever measures necessary to protect the student's health.

MAXIMUM ABSENCE/LOSS OF CREDIT/DAY LIMITATION

Students will lose credit if they accumulate seven (7) un-excused absences or a total of any thirteen (13) absences, excused or un-excused, in a semester. After four (4) accumulated un-excused absences in a semester, a student's parent or guardian will be notified by mail that their child is nearing a total of seven (7) un-excused absences and, that after the seventh (7th) unexcused absence, the student shall lose credit.

Students will also lose credit, in any class, if they have been absent from that class more than twelve times during a semester. Exemptions to the attendance regulations include school sponsored activities, (e.g. field trips, team events or verification by a coach or advisor), extended illness of more than five (5) days with written verification by a medical provider or extenuating circumstances approved by the high school administration

APPEALS PROCEDURE FOR LOSS OF CREDIT

Students wishing to appeal the loss of credit must submit a written appeal to the high school principal within 9 (nine) days of a semester. The principal will schedule a meeting for students, who are to be accompanied by a parent or guardian, to present their situation to the Student Hearings Committee, principal and designated school staff.

TARDINESS

Students are expected to be in their scheduled room at the beginning of class. Failure to do so constitutes tardiness unless a written excuse was provided by a staff member. Students with more than three (3) un-excused tardies per quarter will be assessed penalties as follows:

- 3rd tardy = one (1) noon detention
- 4th tardy - two (2) noon detentions
- 5th tardy - one (1) after school detention
- 6th tardy - two (2) after school detentions

If a student is more than fifteen (15) minutes late for a class, it is considered an absence, not a tardy.

SCHOOL WEBSITE JMC PROGRAM

McGregor School uses the Online JMC program for student grades, assignments, progress reports, attendance, lunch billing, etc. Parents can access this information for each of their students by using a specific password and username that has been assigned through the program. Students are also given a username and password and can access information regarding current grades and missing assignments. You will be given your passwords and directions for use by the high school/elementary secretary.

CLOSED NOON HOUR

McGregor High School operates on a closed noon hour policy; that is, students are not to leave the school grounds without school permission. Passes to leave the building during lunch time are given with parent permission. Sophomores, juniors & seniors may leave school grounds at their lunch hour on Thursdays and Fridays without a pass. To do this, they must have written permission on file with the high school office. This privilege may be revoked for disciplinary reasons.

CAFETERIA POLICY

Students who eat school lunches ARE NOT allowed to share their lunch numbers with other students.

MORNING RECREATION

The Dale Wayrynen Memorial Veteran's Gymnasium is available for students from 8:15 a.m. until the beginning of the school day. Students may report to school prior to 8:15 a.m. as long as they remain at the tables in the commons area.

NOON HOUR RECREATION

Supervised noon hour activities are available during each lunch period. Students may be in the gym when available or may participate in supervised activities in other areas.

Off limit areas are classroom areas where classes are in session, the elementary playground and equipment, Iverson Field and parking lots.

Students who do not follow rules established by the supervisor will be subject to disciplinary action or will not be allowed to participate in noon activities.

CORRIDOR PASSES

With the exception of passing times, passes are required for any student in the hall during the regular school day. During the noon hour, students are permitted in the cafeteria, the commons and the gymnasium, when available. Students are not allowed to travel in hallways where classes are being held.

WITHDRAWING FROM SCHOOL

If it should become necessary for you to withdraw from school, the principal's office must be notified not later than the beginning of the last day of your attendance. All books and materials must be returned and any bills must be paid before your records will be forwarded to your next school.

BEHAVIOR EXPECTATIONS

- attend school regularly and be in class on time with the proper materials, prepared to learn
- respect the rights and property of others
- promote a positive teaching/learning environment
- be respectful, courteous, and cooperative with school personnel and other students
- maintain a clean and safe school environment

DISCIPLINE

Students at McGregor High School are expected to follow reasonable rules and regulations as printed in the student management plan. Students who do not follow those rules may be subject to disciplinary action which may include, but is not limited to, any of the following: counseling, parent conference, disciplinary staffing, reprimand, detention, removal from class and suspension, exclusion or expulsion. In addition, if the situation warrants, the police may be called. A student may also be disciplined for off campus conduct which disrupts, interferes or otherwise affects the environment, activities or operations of the school. Grounds for dismissal are:

- willful violation of any reasonable school board regulation
- willful conduct that significantly disrupts the rights of others to an education.
- willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school

AUTOMOBILES

Inspection of automobiles parked on school district property may be conducted by school authorities who have reasonable suspicion that the search will uncover evidence of a violation of school rules or law, without student consent, and without a search warrant.

- Students are not permitted to sit in vehicles during the school day.
- Students are not to drive or ride in vehicles during the school day without permission from parents and a pass from the school.
- Student parking will be in designated areas only.

CHEMICAL VIOLATIONS

Use or possession of illegal drugs or alcoholic beverages on school property, during the school day or in conjunction with a school related activity, regardless of the time of day or location, or appearing at any school function under the influence of above mentioned items is prohibited. Students violating this policy will have parents notified, be subject to suspension and police will be called.

CLOSE ENCOUNTERS

Inappropriate displays of affection, kissing, embracing, etc., are not acceptable in or around the school. It is expected that students and faculty will share in establishing an environment that encourages appropriate school friendships.

COMPUTERS/INTERNET

Unauthorized or inappropriate use of the computers/internet is prohibited.

DRESS CODE

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

Appropriate Clothing

- clothing appropriate for the weather
- clothing that does not create a health or safety hazard
- clothing appropriate for the activity (i.e.; physical education, etc.)

Inappropriate Clothing

- “short” shorts, skimpy tank tops, exposed underwear, tops that expose the midriff, and other clothing that is not keeping with community standards
- clothing bearing a message that is lewd, vulgar or obscene
- apparel promoting products or activities that are illegal for use by minors
- emblems, badges, symbols, sign, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group, evidences gang membership or affiliation or approves, advances or provokes any form of harassment or violence
- Hats/head gear are not allowed from 8:40 a.m. to 3:20 p.m. except with the approval of the principal. This includes noon hour.

FOOD AND BEVERAGES

Food and beverages are to stay in the cafeteria or the commons area. They are not to be in the classroom except for special occasions (rewards, parties, incentives, part of class activities, etc.).

HARASSMENT AND VIOLENCE

It is the policy of Independent School District No. 4 to maintain a learning and working environment that is free from religious, racial, sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the school district.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual harassment upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Complaints can be made with the Human Rights Officer, the principal or the counselor.

IGNITION DEVICES

A student who uses an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is an obvious risk of fire, is guilty of a petty misdemeanor. School penalties will also be assessed.

LAW ENFORCEMENT INVOLVEMENT

Law enforcement officials may be contacted any time there is suspicion of a crime being committed. Some examples of such instances include, but are not limited to: weapons, harassment, theft, assault, drug/alcohol or sexual misconduct.

LOCKERS

Each student will be assigned a locker and a combination lock may be purchased with a \$5 deposit to the high school office. If the lock is returned at the end of the school year, the deposit will be refunded. Students may not use combination locks that have not been provided by the school. It is extremely important that you tell NO ONE your combination, since your property and school property for which you are responsible will be kept in your locker. Combination locks are not mandatory, however, if a student wishes to have a lock, it must be purchased by the school. Students are not allowed to purchase their own combination lock or to switch lockers with one another.

Students tampering with or entering a locker not assignment to them will be subject to disciplinary action.

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

Sexually explicit pictures, posters or other offensive materials are not allowed to be displayed on or in lockers.

SCHOOL BUS TRANSPORTATION

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events.

Consequences for school bus/bus stop misconduct will be imposed by the building principal or designee. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation/Safety Director/Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to law enforcement.

Students attending or participating in a school sponsored activity for which school transportation is provided must ride to and from the event in school provided transportation. Exceptions may be granted for students who will be accompanied by their parent or legal guardian, or if the student will be accompanied by the parent or legal guardian of another student, provided that this request is made in writing or by personal request by the parent or legal guardian and approved by the principal or staff member in charge of the event.

All students will review school bus transportation rules and must pass the School Bus Rules Test so that all students will ride to and from school safely.

TOBACCO AT SCHOOL

In compliance with the Minnesota Clean Indoor Air Act and the McGregor School Board policy, smoking is prohibited in all areas of the building and on any school property unless otherwise designated. Any person found smoking in any area of the building or on school grounds is subject to prosecution under the Minnesota Clean Indoor Air Act. Violation of this law is a petty misdemeanor and carries a fine of up to \$100.

In addition, students are prohibited from using or possessing tobacco in any form at school or at school sponsored activities.

WEAPONS POLICY

Students are forbidden to possess any instrument, in school or on school grounds, on buses or bus stops, or at a school sponsored activity that is a weapon.

Weapons are defined as any firearm, whether loaded or unloaded, any knife, heavy chains or studs carried or worn on your body and any device or instrument designated as a weapon or through its use is capable of threatening or producing bodily harm or death. Any suspected weapons violation must be reported to a staff member immediately. Any violation of the weapons policy could be subject to law enforcement involvement.

Students in violation of the Weapons Policy are subject to disciplinary action which includes expulsion from school for one (1) year.

To help in keeping our school safe, students who know of but do not report possible violations of the Weapons Policy may be subject to disciplinary action and/or law enforcement involvement.

GENERAL INFORMATION

ACCIDENTS

All accidents, no matter how minor, are to be reported to the teacher in charge. More serious accidents are to be brought to the immediate attention of the teacher in charge and the principal. In cases of serious accidents, every attempt will be made to reach the parents, but if this is not possible, the school reserves the right to take whatever measures necessary to protect the health and safety of the student.

CAFETERIA

Students are encouraged to eat breakfast and lunch in the school cafeteria. In addition to the regular school lunch, a salad bar and a la carte' items are available. Meals taken are paid for on a prepay system.

Cafeteria rules are posted and students are to follow them. Students who live within walking distance from the school and wish to go home for lunch may do so. They must have the parent's permission form on file in the high school office at the beginning of the year but do not need a daily pass.

CLASS MEETINGS

Class meetings are held when necessary. All meetings and class events or activities must be approved by the faculty advisors and the principal.

CLUBS AND ORGANIZATIONS

All clubs and organizations will be assigned a faculty advisor. All requests for meetings and scheduling of activities must be handled through the advisor, cleared with the principal and put on the school calendar.

COMMUNICATION DEVICES

Students in possession of cell phones or other communication devices must have them turned off and put away during class time. Headphones and electronic devices are not allowed in the classroom during the school day. First offense - phone/headphones will be taken to the office for the rest of the day. Second offense - parent will be called to come in and pick up the phone.

DAILY BULLETIN

School announcements are read in the morning each day and are posted on the school website and several locations in the building. Non-school announcements are to be submitted, in writing, to the high school secretary and may be posted on the student bulletin board.

EMERGENCY ANNOUNCEMENTS - SCHOOL CLOSINGS

If it becomes necessary to close school due to bad weather or other emergencies, you will be notified via the school's Instant Alert System and the announcement will be made on the following radio/television stations:

KKIN (99.3 AM & 94.3 FM) - Aitkin

WKKQ (65.0 AM) - Grand Rapids

KBEK (95.5 FM) - Mora

WTBX (93.9 FM) - Hibbing

WCCO (83.0 FM) - Minneapolis

WDIO-TV (Channel 10) - Duluth

EXTRA CURRICULAR ACTIVITIES

A wide range of extracurricular activities are available to McGregor High School students. Those activities and associated policies are included in the extracurricular policy. Those students participating in extracurricular activities need to be familiar with the policy, which is given to the students and reviewed by coaches and advisors.

HAZING

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

INTERVIEWS BY OUTSIDE AGENCIES

Requests from law enforcement officers, school district officials, employees and/or agents and those other than parents/guardians, 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 shall be granted. The principal may require the individual to complete a form regarding prior parent contact to inform them of the request, except where otherwise prohibited by law.

LOST AND FOUND

The high school office maintains a lost and found. Students are urged to check there for lost articles and to cooperate in returning articles which they find.

NONDISCRIMINATION POLICY

It is the policy of the School Board of Independent School District No. 4 to prohibit discrimination on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance or age or disability.

Any student or employee of Independent School District No. 4 who feels that he/she has been discriminated against shall contact the principal to make a report.

DANCES

1. School dances, except the Prom, are open to MHS students in grades 9-12. Others attending a school dance must be a guest of an MHS student and must sign their name on the guest register provided.
2. The Prom is open to MHS students in grades 11 -12 and their dates (in grade 10 or higher).
3. The Homecoming Dance is open to MHS students in grades 9-12, their guests and alumni.
4. Four (4) chaperones shall be in charge of the dance. Two (2) chaperones must be parents and two (2) faculty members. At least one (1) of the faculty members must be an advisor of the class or group sponsoring the dance.
5. Students not acting appropriately at dance may be asked to leave the dance by the chaperone. If a student chooses not to leave, the police will be called.
6. The advisors may close the dance at any time.
7. Once a student or guest leaves the dance, he/she may not return.
8. The dance will be over by 11:30 p.m.

ROOM USE

Students are not to be using any equipment in any rooms(s) at any time unless they are directly supervised by school approved personnel.

SELLING AT SCHOOL

Students are requested not to sell such items as greeting cards, stationary, etc., for their own personal gain at school. Items sold through school sponsored fund raising events are approved and may be sold at school providing that this does not disrupt the normal classroom procedure.

Items may not be sold to elementary students without first obtaining permission from the principal.

SNOWMOBILES

Students who ride snowmobiles to school and to school events are not to ride them on the sidewalks or lawn areas. Snowmobiles should be parked only on the north end of the school.

STUDENT INSURANCE

At the beginning of each school year, students will be given information concerning the availability of optional student accident insurance. The district does not provide insurance to cover student accidents.

STUDENT PICTURES

Student pictures are taken in the early part of the school year. Students who wish to purchase pictures may do so from the contracted company.

SUBSTITUTE/GUEST TEACHERS

Students are expected to extend the utmost cooperation and courtesy to guest teachers. Work for the guest teachers should be done in the same manner as for the regular classroom teacher.

TELEPHONE CALLS

Students will not be called to the telephone during a class period except in an emergency. Office telephones are not for student use. Students living in communities that are long distance or those needing to contact a parent/guardian via a cell phone may use the office telephone to make emergency calls home.

TEXTBOOKS/TEXTBOOK FINES

Students will be held responsible for textbooks issued to them and may be assessed the cost of excessive wear or damage/destruction of textbooks. Students who lose textbooks will be required to make a deposit equal to the replacement cost of the text. This deposit will be returned if the original text is returned.

Students may also be assessed a fee for damaged books. Students turning in books with broken bindings, corners, torn or missing pages, or excessive markings will be required to pay a \$10.00 - \$15.00 repair cost. Classroom teachers will assess fines or replacement costs and students will pay the high school secretary. Report cards may be held if replacement costs/fines are not paid.

VALUABLES

Students are urged to leave valuable articles at home and to carry only as much money as they need. Most of the students at McGregor High School are respectful of the property of others, but for a few, the temptation is too great. If it is necessary to bring valuable articles to school, keep them in your possession at all times or leave them with the high school secretary or principal for safekeeping. School lockers are not always secure.

VISITOR POLICY

It shall be the policy of Independent School District No. 4, McGregor, Minnesota, to prohibit all students in grades K-12 from having children/students from other schools as visitors at school during the school day. This includes preschool children, except in those cases where preschool children are a part of the school activity (e.g., Homecoming and Sweetheart coronations).

All visitors must report and sign in at the principal's office before conducting any business in the school. Parents are always invited to visit the school and classroom, however, like all other visitors, they must check in at the office so that the office is aware of who is in the building.

BOARD RECOGNITION

This handbook and its contents was approved by the School Board. The handbook may be changed or amended during the school year. Changes will be posted in the high school office and placed in the daily bulletin. If you have any questions regarding a provision, please contact the principal.

SCHOOL SONG

M-E-R-C-U-R-I-E-S

McGregor Mercuries Are the Best!

Come on you fighting Mercuries

We'll give you all a helping hand.

Wreck those opponents, raise the score

We've got the best team in the land.

RAH! RAH! RAH!

Fight on McGregor High School,

Carry on the Victory

Come on you Mercs, give them the works

And we'll go down in history!M-E-R-C-S - MERCS! ON TO VICTORY!

(Sung to the tune of Give My Regards to Broadway)

MCGREGOR HIGH SCHOOL BOARD OF EDUCATION

Eric Kulju
Mike Kruse
Angela DeWitt
Julie Orbeck
Heather Sorensen
Nate Jackson
Larry Doten

SCHOOL CONTACTS

Department	Name	Ext. No.
Superintendent/Elem Principal.....	Paul Grams.....	226
High School Principal/Activities Dir.....	Robert Staska.....	235
Guidance Counselor.....	James Fischer.....	237
Business Manager.....	Shauna Dalchow.....	223
High School Office.....	Deb Swedberg.....	236
Elementary Office.....	Paulette Passer.....	225
Lunch Billing.....	Greta Kulju.....	240
Nurse.....	Heather Nistler.....	232
Bus Dispatcher.....	Robert Merritt.....	248
Facilities Supervisor.....	Anthony Pierce.....	262
Food Service Supervisor.....	Gary Foix.....	230
Community Education.....	Lisa Kruse.....	233
Fitness Center.....		305
Kids Plus.....	Cheryl Meld.....	236
Alternative Learning.....	Judy Cirilli.....	768-3505