

2022-23

Wabasha-Kellogg Public Schools  
Elementary Handbook

Stacy Schultz

Wabasha-Kellogg School

8/16/2022

## TABLE OF CONTENTS

Revised August 2022

### PREFACE

Welcome	3
2022-23 School Calendar	4
Staff & Faculty	5

### PART 1 – Information

Arrival and Dismissal	7
After School	7
Assemblies	7
Bicycles	7
Calendar	7
Complaints	8
E-Learning Days	8
Employee Directory	8
Employment Background Checks	8
Fees	9
Food in Classrooms	9
Fundraising	9
Gifts to Employees	9
Holidays	9
Interviews of Students by Outside Agencies	9
Library	9
Lunch	9
Lost and Found	10
Messages to Students	10
Nondiscrimination	10
Notice of Violent Behavior by Students	10
Parent-Teacher Conferences	10
Parent Volunteers	10
Physical Education	10
Pledge of Allegiance	11
Recess	11
School Activities	11
School Closing	11
Searches	11
Student Publications	12
Student Records	12
Student Surveys	12
Transportation within District	12

### PART 2 – Academics

Audio and Video Recording	13
Cheating and Plagiarism	13
Field Trips	13
Grades	13
Homework	13
Parent/Guardian Requests	13
Promotion and Retention	13
Summer School	13
Parent Right to Know	13

### **PART 3 – Rules and Expectations**

Attendance	15
Behavior	15
Bullying Prohibition	15
Buses, Conduct, and Consequences	15
Cell Phones and Electronics	16
Dismissal During the Day	16
Dress and Appearance	16
Drug-free School and Workplace	18
Field Trips and Chaperones	18
Harassment and Violence Prohibition	18
Hazing Prohibition	18
Internet Acceptable Use	18
Tobacco-free Schools	19
Vandalism	19
Weapons	19

### **PART 4 – Health and Safety**

Accidents	20
Asbestos Management	20
Crisis Management	20
Emergency Contact Information	20
Health Information	20
Latex	21
Pesticide Application	22
Visitors	22

### **APPENDICES and EXTRA**

Appendix 1: Student Code of Behavior and Procedures	23
Appendix 2: Attendance Procedures	30
JMC Online Parent Access	34
Schoology Parent Access	35
Required Immunizations	36

August 2022

Dear Students and Families,

We are excited and ready to start the 2022-23 school year! The staff of Wabasha-Kellogg Secondary strives to provide unique learning opportunities for each individual student to learn and excel in academics and activities. Thank you for trusting us to provide quality education to your child. The Wabasha-Kellogg Public School District's mission is "Excellence in Education." The combined efforts of the staff, students and parents/guardians can elevate each student to his or her highest potential. We cannot do this without your partnership.



This handbook contains valuable information. Take the time to review this handbook together. It is expected that the information presented is used consistently by the staff at W-K. Please note that the handbook covers numerous situations, however, it is not an exhaustive list. Situations do arise that must be addressed and the staff of W-K do their best to address them in an appropriate manner.

A PDF copy of the Wabasha-Kellogg Student Parent Handbook has been posted on the school website under "forms and more." In addition, a PDF copy has been emailed to your child and is also made available in Schoology. If anyone would like a hard copy, please contact the elementary school office.

As always, I greatly encourage each of you to communicate freely with the staff at W-K. Effective communication will benefit all involved individuals. Working together can make all the difference and promote success for your child.

If you ever have any questions, please don't hesitate to contact the elementary school office or Principal Stacy Schultz. Together, we will make this a great school year. I look forward to your support. Thanks and make it a great year!

Sincerely,

*Stacy Schultz*

Stacy Schultz, Principal

Insert school calendar

# ELEMENTARY STAFF LISTING

## Superintendent

Jim Freihammer Ext. 269

## Principal

Stacy Schultz Ext. 250

## Assistant Principal

Dan Murtha Ext. 210

## Art

Sherry El-Nashaar .....Ext. 111

## ADSIS

Donny Killeen(Math)..... Ext. 302

Lori Dunagan (Behavior)..... Ext. 337

Linda Vaplon (Reading) ..... Ext. 323

## Business/Media

Amanda Christiansen..... Ext.101

## Community Ed Coordinator

Bridgett Hoffman Ext. 258

## Facility Supervisor

TBD Ext. 205

## Falcon Nest

Chrysti Sartain (Coord.) Ext. 316

## Head Food Service

TBD.....Ext. 204

## Library

Lisa Kennedy Ext. 301

## Music

Dean Gunnarson (Choral) Ext. 146

Mitch McNallan (Band) Ext. 153

## Nurse

Laura Strobush Ext. 214

## Physical Education

Ashley Scheel Ext. 151

Chris May..... Ext.  
152/131

## Secretary

Missy Walters ..... Ext. 211

## School Resource Officer

Rob Venz.....Ext. 253

## Social Worker

Leanne Kruger Ext. 201

## Special Education

Karen Polyard (Coord.)..... Ext. 231

Alex Borgschatz Ext. 141

Tracy Brunkow (HVED) Ext. 232

Sarah Danzinger Ext. 334

Anita Diesslin Ext. 310

Erica Peck Ext. 315

Sarah Venz Ext. 230

## Speech/Language Pathologist

Becky Livingstone Ext. 306

## Technology Coordinator

Mike Schumacher Ext. 220

## PreSchool (3 year olds)

Makayla Leraas Ext. 329

Mateya Nagel Ext. 330

## PreSchool (4 year olds)

Andrea Day Ext. 328

Nina Nagel Ext. 331

## First Grade

Jennifer Merten Ext. 326

Vanessa Sedlmayr Ext. 327

## Second Grade

Jodi Jungwirth Ext. 317

Molly Stein Ext. 318

## Third Grade

Daria Dalager Ext. 321

Natalie Thyren Ext. 322

## Fourth Grade

Brianna Baab Ext. 320

Laura Langins Ext. 319

## Fifth Grade

Susan Deming Ext. 313

Beth Scrimshaw Ext. 314

## Sixth Grade

Rick Peterson Ext. 312

Greta Walch Ext. 311

**Support Staff:** Kacey Bjorkland, Olivia Bohl, Rayne Carrels, Heather Kohrs, Michelle Gosse, Mary Hartert, Rhonda Leisen, Kristina Norgren, Chrysti Sartain, Karrie Sell, Molly Sletten, Kecia Sorenson, Jessica Peterson, Cherie Speedling, Brenda Walgrave, Jody Wobbe

## SECONDARY STAFF LISTING

### Superintendent

Jim Freihammer Ext. 269

### Principal

Stacy Schultz Ext. 250

### Assistant Principal

Dan Murtha Ext. 210

### Activities Director/Phy Ed Teacher

Tim Klingbeil.....Ext. 259

### Art

Sherry El-Nashaar Ext. 111

### Business/Media

Amanda Christiansen..... Ext.101

### Community Ed Coordinator

Bridgett Hoffman.....Ext. 258

### Counselor

Kat Freihammer Ext. 222

### District Bookkeeper & Secretary

Jean Feils Ext. 262

Tammy Wobbe Ext. 261

Kristi Kropp ..... Ext.

### English

Ethan Davide Ext. 127

Cris Medina Ext. 138

Heidi Purvis..... Ext. 134

### Facility Supervisor

TBD Ext. 205

### Food Service

TBD Ext. 204

### Industrial Tech

Neil Hedquist Ext. 145

### Library

Barb Heins Ext. 130

### Math

Jon Auge Ext. 132

Elizabeth Busch Ext. 102

Chris Keller Ext. 115

### Music

Dean Gunnarson (Choral) Ext. 120

Mitch McNallan (Band) Ext. 153

### Nurse

Laura Strobush Ext. 256

### Physical Education

Chris May Ext. 152

Tim Klingbeil..... Ext. 259

### Science

Sarah Niemeyer Ext. 125

Bri Schumacher Ext. 126

John Thyren Ext. 124

### Secretaries

Ann Meyer Ext. 251

Lisa Gillespie Ext. 252

### Social Worker

Leanne Kruger Ext. 201

### Social Studies

Johna Nelson Ext. 136

Ryan Hoch Ext. 133

Joseph Nagel Ext. 137

### School Resource Officer

Rob Venz.....Ext. 253

### Special Education

Karen Polyard (Coord) ..... Ext. 231

Peggy Seifert Ext. 123

Alex Borgschatz Ext. 141

Cindy Taplin-Mason Ext. 122

Sarah Venz Ext. 230

### Speech/Language Pathologist

Becky Livingstone Ext. 306

### Technology Coordinator

Mike Schumacher Ext. 220

### World Language

Kristin Boda Ext. 135

**Support Staff:** Robert Galewski, Teresa Haessig, Sherrie Kjeseth, Rhonda Leisen, Jim Livingstone, Jody Wobbe

## PART I – INFORMATION

### Arrival and Dismissal Hours

School building hours are 7:30-3:00. School start time is 8:00 am Monday-Friday. Mondays will be early release days at 2:30 pm. Tuesday-Friday dismissal is at 2:50.

#### Pick Up/Drop Off Procedures:

The main doors are open at 7:45 a.m. Students should **NOT** be dropped off at school prior to 7:45 a.m. without prior arrangements with the office. We do not have supervision available for students until 7:45 am.

School is dismissed at 2:50 pm. If you are picking up students in the afternoon between 2:30-2:50, we ask that you follow the following procedure:

- Park in our main parking lot or the back parking lot.
- Use the crosswalk leading to the front entrance of the school. Please wait outside or in your car until the students are dismissed at 2:50 pm. **You may not go to your child's classroom without a Visitor's Pass which can be obtained in the office.**

The end of the day is very busy for all elementary staff. **Any changes to your student's end of day routine (riding bus, being picked up, going to Falcon Nest) needs to be communicated prior to 2:15.** After 2:15, we cannot guarantee that the information will get to the appropriate people in time.

### After School Expectations

Students may not loiter in the school after 2:50 PM. Some students have school activities that require them to wait for the start of the activity. In such cases, students must wait in the high school IMC until their practice/activity, or until 3:30 PM, and must maintain the respectful behavior of the normal school day. Students are not allowed to wander around the building or behave in a way that is dangerous, disruptive or disrespectful. If an activity starts after 3:30 students should go home and return when the activity begins as the school district does not provide supervision after 3:30.

### Assemblies

Assemblies are designed to be educational, as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audiences. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep-fest assemblies.

- Proceed to the assembly area quietly and promptly. Find your seat quickly
- When the speaker of the assembly asks for your attention, give it to him/her immediately. You may not be on your phone, unless directed by the speaker.
- Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start a conversation
- Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly
- Do not leave the assembly until dismissed

Students that fail to follow behavioral expectations will lose the opportunity to attend school-wide or large group programs.

### Bicycles

Students must place their bicycles in the designated racks by the building. The bicycles will remain in the rack until the student leaves for home. Bicycles are not to be ridden at noon. The importance of bicycle safety and the respect of the law are understood and a student not abiding by the law will not be allowed to ride their bikes to school. Due to the major roadway that must be crossed, it is recommended that students under the third grade not ride a bike to and from school unless accompanied by another responsible individual.

### Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on page 6 and on the school district's website at [wabasha-kellogg.k12.mn.us](http://wabasha-kellogg.k12.mn.us).



## 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. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## E-Learning Day Plan

If the district declares an e-learning day, it is counted as a student contact day. Attendance is taken and students are expected to participate in the learning activities that day.

It is the goal of the School District to deliver an instructional day via eLearning that creates an opportunity to avoid learning lapses that occur when school cancellations occur. An eLearning Day is not meant for a student to be in session for the entire day, but to have engagement in learning activities that are appropriate at each age/grade level. In the secondary, it is expected that TOTAL time engaged would be around 2 hours (approx. 15 minutes for each class), and in the elementary that would be around an hour. If assignments are not completed during a school cancellation day, they will have two additional days to complete the work and receive support from their teachers.

The term "eLearning Day" refers to a school day when instead of coming to our school buildings for instruction, teachers and students will be working off-site. Students in grades PreK-12 will do different learning activities throughout the eLearning Day.

- Flexible Learning Days for grades 7-12 will consist of communicating online using Schoology, our digital learning platform. Teachers will share assignments and hold virtual office hours while students' complete assignments and receive guidance from teachers.
- Flexible Learning Days for grades PreK-6 will consist of a variety of grade-level activity sheets and/or digital learning opportunities along with a digital means of communicating daily goals and assignments. This information will be made available prior to the Flexible Learning Day and will also be posted online.
- Teachers will be available via email from 10:00 am to 3:00 pm on an eLearning Day as well as for one hour in the evening between the hours of 6 and 9 p.m. You will receive information from your child's teachers about more specific details.

More specific information on e-learning can be found on the school district website on the home page.

## Employee Directory

See page 5 of this handbook for directory information. If you do not see the individual you need to get in touch with, please call the office at 651-565-3559, so they may be able to assist you.

## Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## 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, 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 a home school.
- 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 Principal.

## **Food in the Classrooms**

Wabasha-Kellogg school staff want to promote healthy eating and drinking habits during the school day. Water is available in fountains around the campus. Students are encouraged to have a refillable water bottle. We ask that students keep snacking in the classroom to a minimum, as well as drinking other liquids. Alcohol or other illegal substances are not allowed in school at any time.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. For any further information or questions regarding fundraising, see the Activities Director.

## **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. If you desire to give a gift, consider giving a gift that can be used and/or would benefit the whole class.

## **Holiday Celebrations and Parties**

There are many holiday traditions that Wabasha-Kellogg Public Schools continues to observe. We want to provide an inclusive environment where students can learn about each other's backgrounds, cultures, and practices when possible. Holiday celebrations and parties are voluntary.

## **Interviews of Students by Outside Agencies**

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.

## **Library and Media Center**

The library/media center is open 7:45 am – 3:00 pm. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

## **Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Lunch schedules may change at quarter and/or semester breaks for some students. If schedules change throughout the year, notice will be provided one week in advance of the quarter/semester start. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Lunch costs are listed below:

Student Breakfast		\$	<b>1.80</b>
Student Milk		\$	<b>0.55</b>
Student Lunch		\$	<b>2.90</b>
Adult Breakfast		\$	<b>4.95</b>
Adult Lunch		\$	<b>2.25</b>

All families are encouraged to fill out the Educational Benefits form to determine all who qualify for free and reduced meals. Students who have insufficient funds to pay for a meal and who have not been determined to be eligible for a free and reduced-price need to work with the Food Service Director to work on a payment plan.

Students may be eligible for free and reduced-price lunches and/or breakfasts. Free and reduced-price eligibility forms are available online. For more information regarding eligibility for free and reduced-price meals, contact Ann Meyer (high school) or Missy Walters (elementary).

## Lost and Found

Students, not the school, are responsible for their personal property. If it is necessary to bring valuable items or more money than needed to pay for lunch, students should leave the items or money with their classroom teacher or at the main office for safe keeping. Elementary lockers are not locked.

## Messages to Students

Office telephones are not for students' personal use on a regular basis. There is a student phone available in the office. Students will not be called out of class to receive phone messages except in the event of an emergency.

## 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, including gender identity and expression, or age in its programs and activities. The school board has designated the Principal as the district's human rights officer to handle inquiries regarding 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.

## Parent and Teacher Conferences

There is a back to school open house where students and families are encouraged to come and meet their child's teachers and gather pertinent information. Parent-teacher conferences will be held two times during the school year in the fall and spring. Anytime that you feel a conference would be helpful, you should contact the classroom teacher, school counselor, or building principal.

## Parent Volunteers

To volunteer in the school district, parents/guardians should speak to the building principal. To volunteer in the school building or classroom, parents/guardians will need a completed criminal background check and training on district policies prior to volunteering. Parents/guardians who visit the school should sign in at the Principal's office. Before entering a classroom, parents need to notify the building principal a minimum of 24 hours in advance.

## Physical Education

All students in grades PreSchool (4's) – 6<sup>th</sup> grade participate in Physical Education. If any student is to be placed on limited participation in Phy Ed, a written statement should be presented, which clearly sets forth the limitations, and must be signed by a doctor. Physical education students and student athletes are expected to have appropriate phy ed clothing.

## Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly, generally on the first day of the 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.

## Recess

The most important factor in making recess comfortable and safe for your child is to be sure that they are dressed correctly for the weather. Be sure that your children are dressed for the conditions they will be exposed to during recess. Occasionally, weather conditions will not permit our students to go outside for recess. When this happens, students will have indoor recess.

### General Guidelines to Determine Indoor Recess

1. Temperature and/or wind-chill colder than 0 degrees and/or -5 degree wind chill or over 99 degrees
2. Raining hard, lightning or any other dangerous weather conditions vs. misting rain, snow, or fog
3. Physical conditions of playground

Students are expected to follow recess expectations. Supervisors will be present during recess. Students may lose privileges when not following expectations.

## School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal 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 behavior apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

## School Closing Procedures

School may be cancelled when the Superintendent believes severe weather or other circumstances threaten the safety of students and employees. The Superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over television stations: WCCO ch. 4, KSTP ch. 5, WKBT ch. 8, KMSP Ch. 9, KTTC ch. 10, and KARE Ch. 11. It will also be broadcast on the following radio stations: KMFX Fox Country 102.5, KAGE Winona 1230 AM and 1380 AM, 95.3 FM and 101.1 FM, KROC Rochester 1340 AM and 106 FM. Messages will also be sent via our JMC communication system in voicemail, text, and email.

## Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in 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, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to 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 school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. 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 school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. 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.

## **Student Publications and Materials**

### **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication 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. Official school publications may be distributed at reasonable times and locations.

## **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. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" [Policy 515](#) on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies.

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" [Policy 520](#) on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies.

## Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students. 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.

### 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.

## 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.

## PART II — ACADEMICS

### Cheating and Plagiarism

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, they have the option of initiating conversation with the teacher to do extra learning and an alternate assessment if it is a summative assessment.

### Field Trips

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

### Grades

Students' grades will be reported four times during the year. Report cards will be available online. An email will be sent to parents/guardians for review. Online grade reports may be reviewed at the student's JMC account. For more information about how to access this information, contact the Technology Coordinator.

At the elementary level, students will be graded on a numerical basis for accuracy and understanding of state standards.

### Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

### Parent/Guardian Request

A request for a certain teacher for the following school year should be put in writing and submitted to the Principal by **MAY 1ST**. Educational reasons for this placement need to be clearly and concisely stated. The Principal will make the final decision. There are no guarantees that your request will be put into place, but we will do our best to accommodate as many requests as we can, given the academic needs and dynamics of the students in the grade level.

## **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 School Counselor or Principal.

## **Summer School**

The school district may provide summer school learning opportunities for students who are demonstrating they are below proficiency in reading, writing, and/or math. Extended School Year services will be offered to all students receiving special education who meet the specific criteria laid out by state law.

## **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. 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 is not highly qualified.

## PART III — RULES AND EXPECTATIONS

### 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. For detailed information, see the “Student Attendance” [Policy 503](#) on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies. See Appendix 2 for more information about attendance.

### Behavior

Misbehavior by one student can disrupt the learning process for many 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 506](#) and Appendix 1.

### 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, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” [Policy 514](#) on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies.

### Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

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 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.
- Take care of the bus property and do not damage the
- 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.



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

## **Cell Phones and Other Electronic Communication Devices**

Cell phones and other communication devices such as watches are not allowed to be on or used during the school day. Personal cell phone use during class time is prohibited. Students will be required to park their phone in a "phone park" at the beginning of the day. This includes during recess and lunch. If a student is on their phone during class, lunch, or recess, the teacher will collect it. They will bring it to the elementary school office at their convenience and the student can pick it up at the end of the day. Students who refuse to allow a teacher to collect a phone that they are using during the school day will be considered insubordinate and subject to disciplinary action. Besides students receiving consequences, a parent/guardian may be contacted to come and collect the phone from the student.

Students are prohibited from using cell phones and smart watches during class. Students may use their computer and/or Chromebook for learning and teacher-driven activities during class. They are not to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. They are expected to follow the Wabasha-Kellogg School District's social media guidelines and expectations. 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 communication 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 communication device 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 may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

## **Dismissal During the School Day**

Please report to the Elementary Office if you must pick up your child during the school day. You will be asked to sign out your child and indicate your relationship to the child. You may be asked to show a picture I.D. The student will be called out of class by the office staff. We will not allow students to go home unattended. We want parents or authorized people to pick up students before we release them. A parent/guardian must provide a written note if someone else has permission to pick up your child. This regulation is for the safety of your child.

## **Dress and Appearance**

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

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

- Clothing that covers a minimum of the armpit to mid-thigh area.
- Clothing appropriate for the weather.
- Clothing that is healthy and safe for the activity.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- Under clothes being visible (underwear, bra).
- Hoods (does not include religious items such as a hijab), sunglasses, face paint over majority of face or anything that would limit staff's ability to identify a student.
- Shirts with arm holes that are loose and expose the rib area.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.

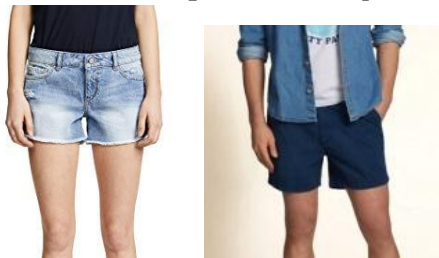
If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. For further clarification, see the W-K Student Dress and Appearance [policy number 504](#).

**Examples of dress code limits:**

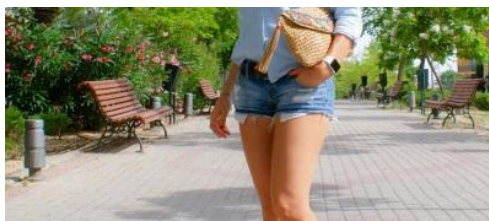
These **are acceptable** because they are tight around the armpit. Midriff is also covered.



These **are acceptable** examples of mid-thigh. They are at least fingertip length.



**These are NOT ACCEPTABLE**



These shorts are too short.



This tank is too loose around the armpit.



This exposes undergarments and skin between armpit and mid-thigh; also midriff is visible.

## Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances 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 that 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 except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" [policy number 516](#).

## Field Trips and Chaperones

Each teacher regulates the number of extracurricular events in which his/her classroom takes part after consulting with the Principal. The following rules are to be followed:

1. Students will not be allowed to go on a field trip without a signed permission slip.
2. Students will follow bus rules as stated in bus guidelines.
3. Field trip privileges may be denied if it is found that a student cannot follow the field trip rules, bus expectations, student code of conduct, and/or is not prepared for the field trip.
4. Students will use school transportation to and from the field trip.
5. Students may be granted permission to ride home with their parent/legal guardian only from a field trip if a signed note is given to the classroom teacher prior to the field trip and special circumstances exist.
6. Chaperones are expected to ride the bus when chaperoning field trips.

## 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, 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" see [policy number 413](#).

## Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" [policy number 526](#) on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies.

## 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 Acceptable Use" [policy number 524](#) is available on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies.

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 Acceptable Use" policy and social media guidelines for students. They 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 acknowledge receipt of the Internet Use Agreement form and social media guidelines for students every year.

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

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-owned 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-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" [policy 419](#) on the school district website located at [Wabasha-kellogg.k12.mn.us](http://Wabasha-kellogg.k12.mn.us), under District, School Board, Policies. Contact the Principal or Assistant Principal if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; 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 allow 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 may recommend to the superintendent for dismissal for a period of

time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. 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. See the “School Weapons” policy on the school website for further information. If a student inadvertently forgets to remove a weapon such as a pocket knife or other small utility item and brings it to administration immediately after realizing it is in their possession, there may be lesser consequences.

## **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 **School Nurse and administration**. 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(s).

### **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.

### **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. You may also access this information online at [Crisis Management Plan](#).

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.

### **Emergency Contact Information**

Emergency contact forms will be completed online this year. Please see the building secretaries for more information or assistance.

### **Health Information**

#### **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) in multiple locations throughout the building and grounds. Tampering with any AED is prohibited and may result in discipline.

#### **Children with Special Health Needs**

To provide necessary and quality health services to the student with special health needs a Medical Condition Log is maintained. The Medical Condition Log identifies the medical condition, lists activities, restrictions and offers a plan of action specific to that individual student. The information for the medical log is obtained from the health history form filled out yearly by the parent/guardian. This information is shared with his/her classroom teacher, physical education teacher and support staff who have contact with that student with special needs. **IF YOUR CHILD HAS SPECIAL HEALTH NEEDS, PLEASE FILL OUT THE ANNUAL HEALTH HISTORY FORM COMPLETELY AND RETURN TO SCHOOL PROMPTLY.**

#### **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 or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian 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 determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Health Service**

The student health office is staffed by a licensed **registered nurse**. The building secretarial staff have been trained to work under the direction and supervision of a licensed school nurse.

Students who become sick at school should **report to the office**. In the event of an emergency, **911 will be called**. The **school nurse or office staff** will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. **Call 651-565-3559 ext. 211 or email [elementary@wkfalcons.org](mailto:elementary@wkfalcons.org)**.

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 651-565-3559 ext. 214 or [nurse@wkfalcons.org](mailto:nurse@wkfalcons.org).

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school 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, but will be left with the appropriate school personnel. 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 and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

## **Latex**

Wabasha-Kellogg is a latex free school. **No latex items, including latex balloons** will be permitted in the building.

## **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 offices), and the long-term health effects of the class of pesticide on children can be requested by contacting the Facilities Director.

## **Visitors in District Buildings**

DOORS WILL BE LOCKED FROM 8:00 a.m.-2:50 p.m. Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the Principal's office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the Principal's office and to wear a "visitors badge" while in the building during the school day. You may be asked to show a picture I.D. Visitors must have the approval of the principal before visiting a classroom during instructional time a minimum of 24 hours in advance. Sitting in a classroom may be a violation of student confidentiality and must be

pre-approved by administration and the instructor. **Parent visits must also be pre-arranged with the Principal and generally are limited to 30-60 minutes.** Please do not bring other children to visit school for a day, as this can disrupt learning time. If your intention is to conference with the teacher, please call and arrange a time with the teacher in advance. 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.

For the safety of all students and to maintain the best educational environment, a host student must discuss the guest with the principal at least one day before the visit. If the principal approves, the host must provide a permission slip signed by all his or her teachers and their parent. The completed permission slip must be presented in the Principal's office and secure a visitors pass. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct. No guests will be granted more than a one-day visit per school year, and the visit must have educational relevance.

It is also requested that students work out social gatherings outside the regular school day to visit former students or teachers. Approval will be made in a case by case basis using criteria such as educational value, length of visit, potential interruption to the educational process, teacher approval, etc. The building Principal will make the final decision.

# Appendix 1

## STUDENT CODE OF BEHAVIOR and PROCEDURES

### STATEMENT OF POLICY

It is the position of the Independent School District 811 that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience. Without discipline, order and a safe environment in the schools, learning cannot occur. Therefore, this district-wide discipline policy has been adopted. It is the responsibility of the School Board, administrators, teachers and support staff to safeguard the health and safety of each student. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations and this policy.

### STUDENT RIGHTS AND RESPONSIBILITIES

**All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct in this handbook.** All students have the right to an education and the right to learn. Additionally, students have the right to be safe and supported in an environment that places education as a top priority.

If an investigation is taking place for a reported behavior, administrators and school staff have the right to ask a student questions without parent notification. Students do have rights under the Tennesen Warning. This warning lays out a students' rights.

- They are being interviewed to talk about a report of an incident that involved or potentially involved behavior prohibited by Wabasha-Kellogg Public Schools policies.
- The student is not legally required to provide any information during the interview. If they do not provide information in the interview, a decision will still be made, but without information from the student.
- If the student provides information, the information will be used to determine what happened and what to do about it and expect the information to be true.
- The information the student gives during this interview may or will be used:
  - o To determine what happened;
  - o To determine what to do about it; and/or
  - o In later hearings or proceedings.
- The decision about what happened and what to do in response will be made by an administrator(s) of the School District.
- Other people or entities might have a right to have the information they provide. This could include Wabasha- Kellogg Public School administrators or teachers; Hearing Officer; Minnesota Department of Education; state and federal courts; law enforcement agencies and authorities; persons or entities whom you authorize to receive the data and; any person or entity authorized by state or federal law.

Parents do not have the right to require they are present to interview the child, but they do have a right to request an informal administrative conference.

### DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district 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 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 in a single instance and/or repeated violations. Considerations that will be used to determine the consequence include intent, response, cooperation, history and other extenuating circumstances. 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;
- B. Parent contact
- C. Parent conference
- D. Removal from class
- E. In-school suspension
- F. Suspension from extracurricular activities
- G. Lunch Detention or restriction of privileges
- H. Loss of school privileges
- I. In-school monitoring or revised class schedule



- J. Referral to support services
- K. Referral to community resources or outside agency services
- L. Financial and/or other appropriate restitution
- M. Referral to police, other law enforcement agencies, or other appropriate authorities
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication
- O. Out-of-school suspension under the Pupil Fair Dismissal Act
- P. Preparation of an admission or readmission plan
- Q. Expulsion under the Pupil Fair Dismissal Act
- R. Exclusion under the Pupil Fair Dismissal Act
- S. Other disciplinary action as deemed appropriate by the school district

#### LEVELS OF VIOLATIONS AND CONSEQUENCES

**Severe violations, Level 3**, are actions that are illegal, or jeopardize student safety, or significantly impair a student(s) ability to learn or a staff member's ability to do their job. The accumulation of any level of violations may become severe based on patterns of problems, intent or the attitude of the violator. Base consequences for severe violations will result in five days out of school suspension and possible recommendation for expulsion. Alternate appropriate consequences may be assigned based on circumstances at the discretion of administration. Repeated intentional violation will result in a ten day suspension and a review of educational alternatives.

**Major violations, Level 2**, are actions that are slightly less severe but may cause significant harm and impair the educational process. These violations will be treated as severe if the circumstances dictate, such as repeat violations or an uncooperative attitude by the violator. Consequences will be either in-school suspension, out of school suspension.

**Moderate violations, Level 1**, are less significant in their impact on the school setting if they are corrected. If these violations are errors in judgment, they can be considered part of the educational experience of secondary school. Consequences may be minimal (provided the student takes ownership for the violation and accepts the consequences), such as parent contact, lunch detention, loss of privileges or restitution. However, moderate violations can escalate to a major or very severe violation and consequences, if the student's reaction causes further violations or the student demonstrates disregard for his/her behavior.

SUMMARY of VIOLATIONS and BASE CONSEQUENCES		
	<i>First Violation</i>	<i>Second Violation</i>
<b>Severe</b>	2-3 days of ReSet Program, 3-5 day OSS and/or expulsion	5-10 day OSS and/or expulsion
<b>Major</b>	1-2 day ISS or 1-2 day OSS	2-4 day OSS
<b>Moderate</b>	Conference and/or loss of privilege	ISS and/or loss of privilege
<i>Out-of-school suspension = OSS</i>		
<i>In-school-suspension = ISS</i>		
+Consequences may be <u>reduced</u> if appropriate forms of restitution and/or corrective educational components are supported by the collaborative efforts of parent(s)/guardian(s)		
+Consequences may be <u>increased</u> if violations are compounded or repeated, the violator demonstrates no willingness to alter the behavior or own his or her actions		
+Depending on the violation, it may also result in a MSHSL violation as well		

#### Graduating Seniors

Graduating seniors who receive a violation that results in disciplinary action, which extends beyond the graduation ceremony, may be prohibited from participating in the graduation exercises.

## **Code of Conduct Violations**

The following are examples of unacceptable behavior subject to disciplinary action by the School District. We work to reduce negative behaviors that re-occur in a student to avoid removing them from the classroom. This might include use of interventions, positive behavior supports, referral to the Student Assistance Team, conferencing with families, referral to the school social worker and/or other community resources.

These examples of unacceptable behaviors are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for School District purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the School District or the safety or welfare of the student, other students, or employees.

Possible disciplinary consequences are listed on the next pages.

<b>Arson</b>	Intentional destruction or damage to school or district buildings or property by means of fire. Arson is a criminal offense and will result in police contact along with school consequences including suspension and may lead to recommendation for expulsion.	Level 1-3
<b>Assault, physical</b>	Inflicting immediate bodily harm with significant injury.	Level 2-3
<b>Assault, sexual</b>	A physical act of aggression or force which involves non-consensual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate body parts, intentional touching of a person's intimate body parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate body parts or undergarments.	Level 2-3
<b>Assault, Verbal</b>	Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people. In addition to school consequences, this may result in police contact.	Level 2-3
<b>Attendance</b>	Attendance problems including, but not limited to, truancy, (including habitual truancy) excessive excused absenteeism, tardiness, skipping classes, leaving class without permission, abuse of passes, leaving school grounds or designated areas without permission (including designated lunch areas). Accumulation of more than three unexcused tardies will result in one hour of detention. Unexcused tardies are accumulative from the beginning of the school year.	Level 1-3
<b>Bullying</b>	Bullying is intentional verbal or physical actions against a victim, such as name calling, making jokes about, teasing, pushing, kicking, spitting, intimidating, tampering with property or recruiting other students to demean the victim. In order to be considered bullying, the following conditions must apply: Student-student, occurred on school premises or substantially disrupts student learning, an imbalance of power and/or intent to harm and threat of further aggression that forms a pattern or	Level 1-3

	conduct interferes with the student's educational opportunities or performance.	
<b>Cheating/Academic Dishonesty</b>	Cheating on a school assignment or test, plagiarism, or collusion. This includes failure to cite.	Level 1-2, and/or loss of credit
<b>Computer/Social Media</b>	Using the Wabasha-Kellogg Public Schools information network system in such a way that it violates the district's technology and social media guidelines. Using radios, phones, smart watches, and/or any other electronic device that interrupts the educational process or causes a disruption.	Level 1-3 and loss of privileges
<b>Cyberbullying</b>	Bullying is intentional actions against a victim, such as name calling, making jokes about, teasing, intimidating or recruiting other students to demean the victim over electronic means. In order to be considered cyberbullying, the following conditions must apply: Student-student, occurred on school premises or substantially disrupts student learning, an imbalance of power and/or intent to harm and threat of further aggression that forms a pattern or conduct interferes with the student's educational opportunities or performance.	Level 1-3
<b>Disruptive/Disorderly Conduct/Insubordination</b>	Insubordination or defiance of authority, which includes failure to comply with a reasonable request; demeaning, impertinent or disrespectful language, actions, names, labels, gestures or other forms of communication toward teachers or other school district personnel. This includes the attempt to recruit, motivate or organize others to act in a disrespectful manner, as listed above. This also includes the failure to identify oneself or the failure to go to the office and similar requests. Any action taken to prevent one or more staff members or students from exercising their assigned duties.	Level 1-3
<b>Drugs/Alcohol or Controlled Substance</b>	Using, possessing, distributing, or being under the influence of illegal drugs or alcohol or other intoxicating substances or look-alike substances; using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia that is manufactured or homemade (For more information see drug policy). Controlled substances or other substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. § 812(c)). The term does not include a substance that is possessed legally or used under the supervision of a licensed health-care professional, any other authority listed in the Controlled Substances Act, or any other provision of federal law. A police contact, along with school consequences, will result. Reference MSHSL Bylaw 205 – Chemical Eligibility	Level 2-3
<b>Fighting</b>	Fighting where blows are struck or attempted, or other aggressive acts (kicking, scratching, etc.) where malice or injury is intended; or confrontational, threatening behavior that may instigate a fight; or promoting or instigating confrontations or other actions that lead or attempt to lead others into a fight. A police contact, along with school consequences, may result	Level 1-3

<b>Gang Activity</b>	Includes, but is not limited to: Tagging or graffiti, hand gestures, clothing, display of certain colors and/or symbols depicting association with a known gang, jewelry, hats or other head gear, recruitment and/or initiation activities. "Gang" as used in these procedures means any ongoing organization, association or group of three or more persons whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal affiliation.	Level 2-3
<b>Harassment, including sexual and Electronic</b>	Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their gender, sexual orientation, any disabilities they may have or their color, creed, national origin, marital status, status with regard to socio-economic status or age.	Level 1-3
<b>Hazing</b>	Committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or group, or for other reasons (see hazing policy).	Level 2-3
<b>Profanity</b>	Profanity or obscene language, which includes any casual conversations or comments that are overheard by others; or loud or directed comments with disregard for others; to severe violations that would include profanity or abusive language directed at others or staff. In addition to school consequences, this may result in police contact.	Level 1-3 Directed at Staff: Level 2-3
<b>Pyrotechnics</b>	Using or possessing pyrotechnic device(s), including a butane or disposable lighter or matches, except where the device is used in a manner authorized by the school. This would also include fireworks, and any other items that contain gun powder or flammable substance.	Level 1-3
<b>Retaliation</b>	Retaliation includes physical altercations, threats, or recruiting others to harass, bully, assault or find other means of getting revenge or continuing a conflict after an incident. Retaliation after a re-entry meeting, mediation or other school interventions will be treated as a severe violation.	Level 1-3
<b>Robbery (using force) or Extortion</b>	Obtaining property from another person where his or her consent was induced by use of force, threat of force, or under false pretense.	Level 2-3
<b>Terroristic Threat</b>	Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.	Level 2-3
<b>Theft</b>	Obtaining property from the school or persons in school without consent or their knowledge.	Level 1-3

<b>Threat, Bomb/Fire</b>	Intentionally giving a false alarm of a bomb, fire, or tampering/interfering with any fire alarm on school premises. False fire alarms and bomb threats are all criminal offenses and will result in a police contact along with school consequences including suspension and may lead to recommendation for expulsion.	Level 2-3
<b>Threat/Intimidation</b>	Using threatening language, body posture, social media, print media, etc. to cause alarm or discomfort toward another individual.	Level 1-3
<b>Tobacco/E-Cigarette/Vaping</b>	Using, possessing, or distributing tobacco or tobacco paraphernalia; this includes E-Cigarettes and Vaping paraphernalia and products. Electronic cigarette” means any oral device that provides a vapor of liquid Nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Reference MSHSL Bylaw 205 – Chemical Eligibility	Level 2-3
<b>Unsafe Conduct</b>	Potentially dangerous activity that could or does inflict bodily harm upon another person, even though accidental or in the context of playing or having fun. This includes the inappropriate use of laser pointers or releasing chemicals in the school for the purpose of causing a disturbance; i.e. stink-bombs. This also includes but is not limited to use of bicycles, skateboards, roller skates, roller blades and hover boards in the school building.	Level 1-3
<b>Vandalism/Property Damage</b>	Damage to or destruction of school property or the property of others. Restitution will be expected. Police referral will be made.	Level 1-3
<b>Weapon (Gun, Knife, Bomb, Shank, other)</b>	Possessing, using or distributing a weapon or any object, device or instrument having the appearance of a weapon. 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; chains, explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; arrows; and objects that have been modified to serve as a weapon. This definition includes weapons which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. (See weapons policy) Also, the use of any object as a weapon (i.e., belts, combs, pencils, files, scissors, etc.), attempting to inflict bodily harm and/or intimidate.	Level 2-3

### **Bus Violations**

It is important to be aware that bus transportation is NOT a right; it is a privilege that may be suspended at the discretion of school officials. Minimal Secondary (7-12) consequences as outlined by the board policy are:

- 1st offense: Warning
- 2nd offense: 1 school-day suspension from riding the bus
- 3rd offense: 5 school-day suspension from riding the bus
- 4th offense: 10 school-day suspension from riding the bus/meeting with parent
- 5th offense: Suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense. The principal shall have the discretion to impose lesser or greater consequences.

### **Detention**

If a student is assigned lunch detention they should get their lunch and report to a designated, supervised detention room in the high school office, they will turn in their cell phone and/or smart watch. The student will eat and work the entire lunch period. There may be a short assignment that needs to be successfully completed before the end of the detention time. After a detention is given, parents will be notified. A conference may be held with parent, student, and Assistant Principal or Principal, if needed. Students will be allowed to participate in any extra-curricular activities following the completion of detention. Many coaches prevent players from participating in games when they receive a referral to the office. See the activity handbook for more specific information or contact the Activities Director.

After/Before school detention time should be spent quietly during detention. Chromebooks or computers will be allowed for course work. Cell phones and smart watches are not to be used during detention. There may be a short assignment that needs to be successfully completed before the end of the detention time. If a student fails to attend detention, the time to serve will be doubled. If a second detention is missed, the student will be assigned in-school suspension (ISS). Students that accumulate more than four hours of detention will be assigned ISS.

### **In-School Suspension (ISS)**

Students will generally be required to complete an educational component and also demonstrate respectful behavior to complete their ISS assignment. Their lunch will be brought to them or they may bring a sack lunch. No other snacking, sleeping, cell phones, smart watches, headphones, games, video entertainment or violation of other school rules will be accepted while serving in-school-suspension. Violations will result in one or two days of out-of-school suspension. Principal's discretion will be used to determine whether students will be involved in any school sponsored activities (on school property or off) for that day. Many coaches prevent players from participating in games when they receive a referral to the office. See the activity handbook for more specific information or contact the Activities Director.

### **Out of School Suspension (OSS)**

Students who are suspended from school are not allowed to participate in practices or attend any extra-curricular or school activities during the suspension period. Suspensions will be extended if students fail to honor these provisions. Trespassing could be charged if they are on school grounds during their suspension.

## **Appendix 2**

### **ATTENDANCE PROCEDURES**

All students are expected to attend school

#### **ABSENCE FROM SCHOOL**

If a student is going to be absent from school for any reason, parents/guardians are responsible for notifying the office to inform school authorities. Notification may be through email (lgillespie@wkfalcons.org), a phone call or a dated note the following day. Students will be required to bring a note signed and dated by parents when returning to school with the reason for the absence. Parents who leave early for work may call the school answering machine between 4:00 PM & 7:45 AM at 565-3559, ext. #251 or ext. #252.

If parents do not notify the office within **two days** of absence explaining where their child is, the absence will be considered unexcused. If a student is going to be absent from school on a pre-arranged appointment, the school must be notified at least one day ahead of the appointment so the students can get assignments and make-up work completed on time. Any student missing even a part of the day, after 8:35 AM, because of illness, oversleeping, car problems, etc., will not be allowed to participate in extracurricular contests that evening, unless special consideration is given by the Activities Director and/or Administration. Students that have appointments during the school day will be able to participate in after school activities provided the student presents verification of the appointment.

When parents/guardians are going to be out of town, it is requested that the school be notified as to who will be responsible for students.

#### **Student Responsibilities**

- o Attend school on a regular basis and arrive on time.
- o Monitor the total number of absences in each class. Report any errors to the teacher of that class.
- o Remind the parent/guardian to call the school prior to an absence.
- o Follow all check-in and check-out procedures. Report to the office when leaving or ill.
- o Get your make-up slip from the office when absent and meet each teacher to arrange make-up work during your 1<sup>st</sup> hour Advisory Period.
- o Ensure that a teacher changes an absence to a tardy if you were late.

#### **Parent Responsibility**

- Parents are expected to ensure that their children attend school on a regular basis. Online access through JMC is available for parents to check their child's attendance record.
- Monitor the total number of absences in each class. Report any errors to the teacher of that class.
- Inform the school of upcoming absences/appointments prior to or the day of the absence.
- If a student needs to leave school during the day, a note or call must be received in the office.
- Schedule appointments outside the school day as much as possible.
- Notify the school of an extended absence to make arrangements to make-up the work.
- Contact the school with any concerns about the child's attendance record.

#### **Excused Absences**

Excused absences are granted for dental, medical and legal appointments, pre-arranged family trips and events, and personal emergencies. Dental and medical are self-explanatory. Legal business includes court appearances and other legal matters requiring signatures, testimony, or personal presence. Family trips are defined as pre-excused events where the student is accompanied by a parent, guardian or an adult relative. Up to five days per academic year will be excused for family trips. If a student has ten (10) or more absences (excused and/or unexcused), parents/guardians will be contacted and students will need to have a doctor's note to excuse further absences. Unique situations will be considered on a case-by-case basis. Absences for family events such as funerals, graduations, weddings, etc., are acceptable if accompanied by parents. Personal emergencies include accidents, injuries, breakdowns, traumas, and personal stress. They may be excused with or without parent knowledge as circumstances require. **State law stipulates that school administrators make the final determination if an absence is excused or unexcused, even with a signed note from the parents.**

#### **Unexcused Absences**

Absences are unexcused when students are absent for all or any part of the school day without an acceptable excuse. Leaving the building without a pass or some verifiable contact with the High School Office is unexcused. Job interview absence, which is

not pre-excused through the office, is unexcused. Skip day absence is unexcused under all circumstances. Excuses will not be granted for such reasons as shopping, visiting, babysitting, banking, running out of gas, haircuts or beauty appointments, etc. If a student accumulates 10 total absences (excused or unexcused), the student will need a doctor's note to excuse any further absences. Special circumstances will be taken into consideration. If a student has (3) three unexcused absences, a notification letter will be mailed to the student's legal guardian. If a student has four (4) unexcused absences, an intervention meeting will be scheduled with W-K student service team and the parent/guardian. If a student has seven (7) or more unexcused absences, a truancy petition may be filed with Wabasha County Social Services.

Daily attendance in class is vitally important! At Wabasha-Kellogg schools we seek to promote consistent attendance through a variety of interventions designed to inform families, build collaborative support for students and identify barriers to attendance.

Below are our attendance interventions with corresponding amounts of absences:

Unexcused	Excused	Intervention
1	1	Instant Alert
3	8	Attendance Alert Letter
*	10	Medical Attendance Letter
4	12	AIM with Student Service Team
7		AIM
7		Truancy Petition

**Instant Alert:** This is a pre-recorded message sent via email/phone/SMS to the contact information provided to the school. The message alerts family to higher than usual absences in school and invites family members to contact the school if there are concerns.

**Attendance Alert Letter:** Provides an attendance report mailed to the student's home address. In addition, the letter notifies family of the school's increasing concern regarding student absences.

**Medical Attendance Letter:** After numerous excused absences, this letter informs family the school will only consider excusing absences verified by a third party (i.e. doctor's note, dentist's note, etc.). Also, the letter invites family members to contact the school if additional student support is needed.

**AIM with Student Service Team:** Students continuing to struggle with attendance will meet with their student services team. The purpose of this meeting is to identify barriers to consistent attendance and build student-specific plans for more successful attendance.

**AIM:** The Attendance Intervention Meeting is coordinated with Wabasha County Social Services and the Wabasha District Attorney's office. Families, school personnel and County workers meeting in Wabasha to review attendance data, identify barriers to attendance and create a plan to attend school.

**Truancy Petition:** A petition for court is filed. Student, parent/guardian, and a school representative appear before a judge at the Wabasha Criminal Justice Center to present the case before a judge. The judge will issue orders for all parties to obey.

### **Guidelines for Make-Up Work**

Students are responsible for making arrangements with their teachers for make-up work. They are granted 2 school days for each excused absence to get make-up work handed in.

### **Hunting**

Wabasha-Kellogg recognizes that hunting is an event of importance in our community. Absences for hunting will be considered excused, provided that notification is received by the high school office. No more than three (3) absences are recorded for this purpose per semester.



### **Tardy Procedures**

Please note that the official school day begins at **8:00 a.m.** at the Wabasha-Kellogg Elementary School. Any arrival after the official school start time shall be considered a tardy. Those students who are tardy must have a note explaining the reason for the tardiness and/or a verbal explanation from the parent/guardian in person or by a phone call the morning of the tardiness. Tardiness due to medical appointments or dental appointments shall be excused. Tardiness due to oversleeping or missing the bus will be unexcused. The school will determine if the tardiness is excused or unexcused. **Please help your child be prepared for each day by making sure that they are at school on time, and if there is tardiness, the school must be notified. If the school is not notified as specified above, the tardiness becomes unexcused.**

Excused Tardy: Valid excuses for tardiness are the same as those for absences plus any excuse in writing by an administrator or faculty member.

Unexcused Tardy: An unexcused tardy is failing to be in the assigned area at the designated time without a valid excuse. Consequences of tardiness may include detention or loss of privileges by the teacher plus potential consequences from administration.

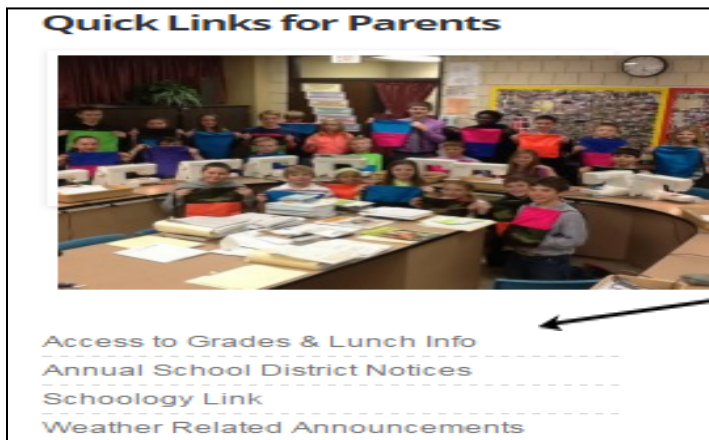
# JMC ONLINE PARENT ACCESS ACCOUNT REQUEST

Please email Ann Meyer – ameyer@wkfalcons.org and include the **three items** listed below:

1. Your full name
2. Daytime phone number (to confirm the request)
3. Your password (must be at least 6 characters long, but no longer than 13 characters). We would also suggest that your password include a combination of letters and digits

When you have received your username and password you will need to go to the school website:

[www.wabasha-kellogg.k12.mn.us](http://www.wabasha-kellogg.k12.mn.us)



Scroll to the bottom left of the school website.

Find the **Quick Links for Parents**

Click on **Access to Grades & Lunch Info**

**JMC** STUDENT RECORD MANAGEMENT SOFTWARE INC.

School Year: 2015-2016 ▼

School: Wabasha-Kellogg High School ▼

Username:

Username is required.

Password:

Password is required.

Login

You will be taken to the JMC Student Management Portal

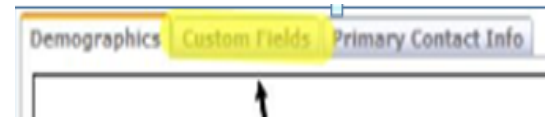
Type in your **username** and **password** in JMC

## PARENT SCHOOLGY ACCESS CODES

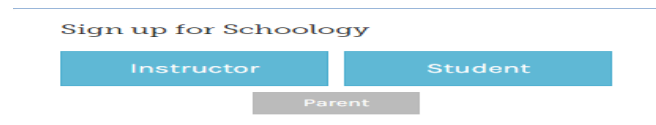
- Go to the school website: [www.wabasha-kellogg.k12.mn.us](http://www.wabasha-kellogg.k12.mn.us)
- Scroll to the bottom left of the page and locate the link called: “Access to Grades” and “Lunch Information”
- Type in your username and password for JMC
- Click the link called “Student Registration” on the left hand side



- Click the middle tab called “Custom Fields”
- Copy the Schoology Access Code (Ctrl + C or Command + C)

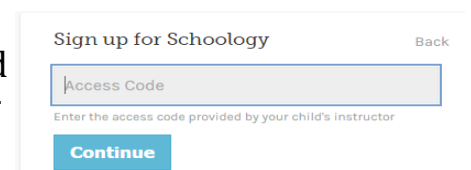


- Go to the Schoology website: [www.schoology.com](http://www.schoology.com)



- Click the “Get Started” link on the upper right
- Click the “Parent Sign-up” link

- Paste or enter your parent access code that you obtained from JMC (Ctrl + V)



- Complete the information for Schoology and include a valid email address
- From now on just go to [www.schoology.com](http://www.schoology.com) and type in your username (email) and password.

## ARE YOUR KIDS READY? MINNESOTA'S IMMUNIZATION LAW

Immunization requirements: These requirements are required beginning Sept. 1, 2014. To enter into child care, early childhood programs and elementary and secondary schools (public or private), children need to have certain immunizations. Use this chart to determine which vaccines are required for enrollment.

Birth through 4 years (For Early childhood programs and child care)	<sup>1</sup> Age 5 through 6 years (For Kindergarten)	Age 7 through 11 years (For 1st grade through 6th grade)	Age 12 years and older (For 7th through 12th grade)
Hepatitis A (2 doses)			
Hepatitis B	Hepatitis B (3 doses)	Hepatitis B (3 doses)	<sup>6</sup> Hepatitis B <sup>3</sup> (3 doses)
DTaP/DT	<sup>4</sup> DTaP (5 doses) 5th shot not needed if 4th shot was after age 4)	At least 3 tetanus and diphtheria containing doses	<sup>7</sup> Tdap (At age 11-12 years)
Polio	<sup>5</sup> Polio (4 doses) 4th polio not needed if 3rd was after age 4	Polio (3 doses)	Polio (At least 3 doses)
MMR	MMR (2 doses)	MMR (2 doses)	MMR (2 doses)
Hib (haemophilus influenza type b)			<sup>8</sup> Meningococcal (At age 11-12 years) 1 dose required 7th grade & 2 <sup>nd</sup> dose before entering 12 <sup>th</sup> Grade
<sup>2</sup> Pneumococcal (Age 2-24 months)	Not required after 24 mo.		
<sup>3</sup> Varicella	<sup>3</sup> Varicella (2 doses)	<sup>3</sup> Varicella (2 doses)	<sup>3</sup> Varicella (2 doses)

### IMMUNIZATIONS RECOMMENDED - BUT NOT REQUIRED BY THE IMMUNIZATION LAW:

Influenza (Recommended annually for all children age 6 months and older)			
Rotavirus (Recommended for infants)			Human papillomavirus (Recommended at age 11-12 years)

- <sup>1</sup> First graders who are 6 years old and younger, must follow the polio and DTaP/DT schedules for kindergarten.
- <sup>2</sup> Not required after 24 months.
- <sup>3</sup> If a child has already had the chicken pox, varicella shots are not required. If the disease occurred after 2010, the child's Dr. must sign a form.
- <sup>4</sup> Fifth shot of DTaP not needed if 4th was after age 4. Final dose of DTaP on or after age 4.
- <sup>5</sup> Fourth shot of polio not needed if 3rd was after age 4. Final dose of polio on or after age 4.
- <sup>6</sup> An alternative 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.
- <sup>7</sup> Proof of at least three doses of diphtheria and tetanus vaccination needed. If a child received Tdap at age 7 through 10 years, another dose of Tdap is not needed. **Td does not meet the Tdap requirement.**
- <sup>8</sup> One dose is required beginning at 7th grade. The booster dose is usually given at 16 years, but the timing depends on when the first dose was given.

**EXEMPTIONS:** To enroll in early childhood programs and schools in Minnesota, children must show they've had these immunizations or file a legal exemption with the school. Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

**LOOKING FOR VACCINATION RECORDS:** For copies of your child's vaccination records, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 1-800-657-3970.

