

2023-24

*Wabasha-Kellogg Public Schools  
Student Handbook*



Wabasha-Kellogg Public Schools  
2113 Hiawatha Dr E  
Wabasha, MN 55981  
(651) 565-3559



**Welcome** to the 2023-2024 school year. Wabasha-Kellogg Public Schools strives to meet the needs of all students and has a reputation for high quality and excellence. Wabasha-Kellogg Public Schools implements a curriculum that provides students with an opportunity to learn and acquire the skills and knowledge for a lifetime of success. Our staff is highly trained and deeply committed to student learning and their academic success. We hope that the school year proves to be successful and productive for students and strongly encourage students to become involved in one or more of the many extra-curricular activities that are offered.

The purpose of this handbook is to acquaint students, parents and guardians with the rules, regulations, policies and procedures that govern our school. Students and their parents/guardians should become familiar with the policies, procedures, rules and guidelines associated with Wabasha Kellogg Public Schools. This handbook is meant to serve as a guide; not every circumstance or event can be anticipated , and therefore students are subject to all district rules and regulations and policies as well as the interpretation by school officials. The school board and school administration reserve the right to make changes to school policy and the handbook as needed or required by state or local statute. A complete list of school board adopted policies, including the policies referenced in this handbook can be found on the school district's website or at the following link:

<https://www.wabasha-kellogg.k12.mn.us/page/2892>

The rules and state regulations that govern the school's day to day operations included in this handbook are extensions of school board policy. Failure to read and become familiar with this handbook does not excuse students from the rules and regulations stated within. Personal factors or contradictory advice from any other source is not acceptable grounds for seeking exemptions from the rule or regulations. Changes to the handbook will be posted on the school district website. A complete list of policies adopted by the school board, including those referenced in this handbook can be found on the school district's website or by calling the district office at 1-651-565-3559.

Our goal for students is to provide every student with the education necessary to maximize their potential in a welcoming and safe learning environment. We will do everything we can to help you have a successful 2023-2024 school at Wabasha Public Schools. Have a great school year!!!

W-K Staff and Administration

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WABASHA-KELLOGG SCHOOL DISTRICT #811

2023-2024 School Calendar  
School Board Approved February 15, 2023

July, 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- July**
- 1-31 Office Schedule
  - CLOSED - Elementary
  - OPEN - High School & District Offices
  - 4 Independence Day-Holiday Observed
  - CLOSED - All Offices

August, 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	★	★	★	★		

- August**
- 28 Workshop Day - NO SCHOOL
  - 29 Workshop Day - NO SCHOOL
  - 30 Workshop Day - NO SCHOOL
  - 31 Workshop Day - NO SCHOOL
- January**
- 1 New Year's Day (Observed)
  - 2 Classes Resume
  - 15 Workshop Day - NO SCHOOL
  - 19 End of 2nd Quarter (45 Days)
  - End of 1st Semester (86 Days)
  - 22 Workshop Day - NO SCHOOL
  - 23 Begin 3rd Quarter & 2nd Semester

**EVERY MONDAY  
EARLY DISMISSAL FOR STUDENTS - BUSES DEPART at 2:35 PM**

September, 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- September**
- 4 Labor Day - NO SCHOOL
  - 5 First Day of School
- March**
- 5 Parent Teacher Conferences
  - Elem: 4:00 PM - 7:45 PM
  - Jr/Sr High: 4:30 PM - 8:15 PM
  - 11 NO SCHOOL
  - 12 NO SCHOOL
  - 28 End of 3rd Quarter (45 Days)
  - 29 NO SCHOOL

October, 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	★	24	25	26	27	28
29	30	31				

- October**
- 12 & 17 Parent Teacher Conferences
  - Elem: 4:00 PM - 7:45 PM
  - Jr/Sr High: 4:30 PM - 8:15 PM
  - 19-20 MEA Convention - NO SCHOOL
  - 23 Workshop Day - NO SCHOOL
- April**
- 1 Workshop Day - NO SCHOOL
  - 2 Beginning of 4th Quarter

November, 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	★	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- November**
- 3 End of 1st Quarter (41 Days)
  - 6 Workshop Day - NO SCHOOL
  - 7 Beginning of 2nd Quarter
  - 23-24 Thanksgiving Break - NO SCHOOL
- May**
- 27 Memorial Day - Holiday Observed
  - CLOSED - ALL Offices
  - 30 Last Day for Students
  - 173 Student Contact Days
  - End of 4th Quarter (42 Days)
  - End of 2nd Semester ( 87 Days)
  - 31 Workshop Day - NO SCHOOL

December, 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- December**
- 25-31 Winter Break - NO SCHOOL
- June**
- 2 Graduation - 2:00 p.m.

January, 2024						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	★	15	16	17	18	19
21	★	22	23	24	25	26
28	29	30	31			

February, 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March, 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April, 2024						
S	M	T	W	T	F	S
	★	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May, 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June, 2024						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Days = 173 Days

Faculty Days = 185 Days

							
First Day of School	NO SCHOOL	Conferences	Beginning/End of Quarter/Semester	Workshop	School Resumes	Graduation	Last Day of School

## School Contact Information

**Wabasha Kellogg Public Schools**  
**2113 Hiawatha Dr E**  
**Wabasha, MN 55981**  
**Phone: 651-565-3559**  
**Fax: 651-565-2769**

<b>Personnel</b>	Phone Number
<b>Superintendent</b> Dr. Nels Onstad	1-651-565-3559 ext. 210 email: nonstad@wkfalcons.org
<b>High School Principal</b> Chad Pederson	1-651-565-3559 ext. 250 email: cpederson@wkfalcons.org
<b>Elementary School Principal</b> Dan Murtha	1-651-565-3559 ext. 210 email: dmurtha@wkfalcons.org
<b>Community Ed Coordinator</b> Bridget Hoffman	1-651-565-3559 ext. 258 email: bhoffman@wkfalcons.org
<b>School Resource Officer</b> Rob Venz	1-651-565-3559 ext. 253 email: rvenz@wkfalcons.org
<b>School Nurse</b> Laura Strobush	1-651-565-3559 Elem ext. 214      HS ext. 256 email: strobush@wkfalcons.org
<b>Activities Director</b> Tim Klingbeil	1-651-565-3559 ext. 259 email: tklingbeil@wkfalcons.org
<b>Counselor</b> Kat Freihammer	1-651-565-3559 ext. 254 email: kfrihammer@wkfalcons.org
<b>Social Worker</b> Leanne Kruger	1-651-565-3559 ext. 201 email: lkruger@wkfalcons.org
District and School Offices	1-651-565-3559 follow teleprompt for specific office

# General Information

## School Hours/Arrival & Dismissal Times

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.

## Wabasha-Kellogg Junior/Senior High Schedule 2023-24

Monday	Tuesday	Wednesday	Thursday	Friday
<b>No Power Hour or Music</b>	Class Periods 1-4	Class Periods 5-8	Class Periods 1-4	Class Periods 5-8
<b>1st Period</b> 8:00-8:56 (56)	<b>1st Period</b> 8:00-9:40 (100)	<b>5th Period</b> 8:00-9:40 (100)	<b>1st Period</b> 8:00-9:40 (100)	<b>5th Period</b> 8:00-9:40 (100)
<b>2nd Period</b> 9:01-9:56 (55)	<b>2nd Period</b> 9:45-11:25 (100)	<b>6th Period</b> 9:45-11:25 (100)	<b>2nd Period</b> 9:45-11:25 (100)	<b>6th Period</b> 9:45-11:25 (100)
<b>4th Period</b> 10:01-10:57 (56)  <b>HS Lunch</b> 10:57-11:27 <b>5th Period</b> 11:32-12:28 (56)  <b>JH 5th Period</b> 11:02-11:58 (56) <b>JH Lunch</b> 11:58-12:28  <b>6th Period</b> 12:33-1:29 (55)	<b>3rd Period</b> <b>HS Lunch</b> 11:25-11:55 (30) <b>HS Power Hour/Music</b> 12:00-1:05 (65)  <b>JH Power Hour/Music</b> 11:30-12:35 (65) <b>JH Lunch</b> 12:35-1:05 (30)	<b>7th Period</b> <b>HS Lunch</b> 11:25-11:55 (30) <b>HS Power Hour/Music</b> 12:00-1:05 (65)  <b>JH Power Hour/Music</b> 11:30-12:35 (65) <b>JH Lunch</b> 12:35-1:05 (30)	<b>3rd Period</b> <b>HS Lunch</b> 11:25-11:55 (30) <b>HS Power Hour/Music</b> 12:00-1:05 (65)  <b>JH Power Hour/Music</b> 11:30-12:35 (65) <b>JH Lunch</b> 12:35-1:05 (30)	<b>7th Period</b> <b>HS Lunch</b> 11:25-11:55 (30) <b>HS Power Hour/Music</b> 12:00-1:05 (65)  <b>JH Power Hour/Music</b> 11:30-12:35 (65) <b>JH Lunch</b> 12:35-1:05 (30)
<b>8th Period</b> 1:34-2:30 (56)	<b>4th Period</b> 1:10-2:50 (100)	<b>8th Period</b> 1:10-2:50 (100)	<b>4th Period</b> 1:10-2:50 (100)	<b>8th Period</b> 1:10-2:50 (100)

## 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 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.

## BOOK BAGS/BACKPACKS

**Students may bring materials to school in book bags/backpacks/purses, but all book bags/backpacks/purses, etc. must be left in student assigned lockers.**

## 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).

## Cameras/Recording Devices

**Use of any photographic device, film camera, digital camera, video camera, and and all devices that are capturing images (including audio recordings) are strictly prohibited unless needed as part of a classroom activity or with the instructor's approval.**

## Class Assignments

Students register for classes the previous school year (usually in February). Decisions about staffing are made based on student course requests. Therefore, the district administration reserves the right to make all decisions about a student's schedule change requests depending on many factors. After week one of a semester, courses may not be changed. The administration reserves the right to make all decisions about a student's schedule change requests.

## 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.

## **Eighteen-Year Old / AGE OF MAJORITY**

In accordance with recent legislation, the following policy shall govern students over 18 years of age:

1. Any student, regardless of age, who resides with his/her parents, must have parental verification on all absences and other requests for dismissal from school.
2. No student, regardless of age, may serve as a chaperone for another student.
3. The Minnesota High School League training rules, District 1 policies and rules are still considered in effect whether the student is over the age of 18 or not.
4. The conduct of all students under 22 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations as adopted by the local board of education.

## Employee Directory

The employee directory, which lists the employees contact information is located on the school district's website:

<https://www.wabasha-kellogg.k12.mn>.



## 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.

## Equal Access to School Facilities

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

## 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 Coordinator. 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 Coordinator

## 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.

## Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s). Students must obtain 23 credits to earn a diploma from Wabasha-Kellogg Public Schools and meet all of the minimum required course work. A student needs a minimum of 22 credits to participate in the graduation ceremony. The diploma will not be rewarded until the final 1 credit is obtained.

## Holiday Celebrations and Parties

There are many holiday traditions that Wabasha-Kellogg Public Schools continue 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	-	-	\$ 1.80
Student Milk	-	-	\$ 0.55
Student Lunch	-	-	\$ 2.90
Adult Breakfast			\$ 2.25
Adult Lunch			\$ 4.95

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. Details on negative account balances and unpaid meal charges can be found in [Appendix 11](#).

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).

## Lunch & Breakfast

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. Adult meal costs are listed below:

Adult Breakfast			\$	<b>2.25</b>
Adult Lunch			\$	<b>4.95</b>

## MN Free School Meals Program

The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. The meals may not be picked up or brought home like we did during the pandemic. Congregate meal service is required in the National School Lunch Program and the School Breakfast Program. Meals may not be taken off campus, sent home, delivered, or picked up by parents or others. What is NOT included in the MN Free School Meals Program are single item purchases and non-reimbursable meals. Some examples include:

- carton of milk
- snack items
- second entrée
- A second breakfast or a second lunch
- Meals that do not meet the minimum requirements
- Meals served to teachers, staff, and other adults

It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as:

- WIC Benefits
- FCC Affordable Connectivity Program/Reduced price internet programs
- Some summer camps, athletics programs and/or child care offer scholarships or discounts.

## 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, leave the items or money at the main office for safe keeping. Leave your locker locked and do not share your combination with others for security.

## 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, gather pertinent information, and collect electronics and other items. 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 high school office. Before entering a classroom, parents need to notify the building principal a minimum of 48 hours in advance.

## **Physical Education**

All students in grades 7 – 9 must 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 and bring their own towels on a daily basis. Additionally, we are requesting all students to provide their own combination padlock for use the 3 years they have Phy Ed. No KEY padlocks will be permitted. All combinations will be recorded by staff as periodic locker inspections will be made.

## **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 according to MN statute. 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.

## **Reporting Concern or Issue**

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.

## **Safety Glasses**

Safety glasses must be worn in all hazardous areas of the building. Glasses will be provided when they are required in classes.

## **Schedule**

Every student will receive a schedule that sets them up for meeting all graduation requirements. See page 5 for the general secondary schedule.

## **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 discipline 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.

The Wabasha-Kellogg School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable. This applies to all students involved in activities 7<sup>th</sup> grade through 12<sup>th</sup> grade.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director or refer to the specific activity handbook.

## **School Closing Procedures**

School may be canceled 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: KMFJ 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 discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. [School Board Policy 502](#).

### **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.



## **Vehicles on Campus**

### **Patrols and Inspections**

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

### **Search of the Interior of a Student's Motor Vehicle**

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

## **Student Publications and Materials**

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

### **Distribution of Non-school-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school Sponsored Materials on School Premises by Students and Employees" [policy number 505](#).

### **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.

## 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.

~~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. Details on negative account balances and unpaid meal charges can be found in Appendix 11.~~

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).

## Tennessee Warning /Data Practices Notice

The principal/principal's designee is responsible for investigating discipline situations in the school. Students with information pertinent to a situation may be asked to cooperate with the investigation. Any student asked to cooperate has the option of not doing so. No disciplinary action will be taken based on the student's decision.

## Student Resource Officer

To help with the safety and security of the school, Wabasha-Kellogg Public Schools has a School Resource Officer: (SRO). The SRO office is located in the high school office. The SRO responsibilities include but not limited to:

- Help maintain a safe school environment
- Build relationships with students
- Take reports and conduct investigations
- Other tasks as assigned by the school board and administration

## Academics

### Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include intervention methods with a teacher; modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Alternative learning options are enrollment in the district's virtual school, Falcon View Connections Academy, or River Valley Alternative Learning Center. Students and parents/guardians with questions about these programs should contact the School Counselor.

### Academic Integrity, Cheating and Plagiarism

All students have the responsibility to uphold the highest standards of academic and behavioral integrity in their own work. Work produced by students should represent their personal efforts and requires that they properly acknowledge the intellectual contributions of others. A violation of Academic Integrity includes, but is not limited to: cheating; fabrication and falsification; use of AI to complete assignments and projects, multiple submissions; and plagiarism. For incidents where there is evidence that the student intentionally and knowingly violated the academic integrity policy, the teacher will refer the charges to administration with a recommendation that may include, but is not limited to; a grade of F or reduction of grade on the specific piece of work; reduction of the grade in the course; suspension or dismissal from the class.

~~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. There is a 5 day timeline starting the date the behavior is addressed to~~



complete the alternate assessment. This option will be given to a student 2 times in their 7-12<sup>th</sup> grade years. On the third occasion, they will receive a failing grade. They will also be disciplined in accordance with the school district's "Student Discipline" policy.

## Class Rank/Academic Standing

### Class Rank:

Class rank is a relative ordering of student academic history and requires an equitable standard of comparison. There are no weighted classes in the Wabasha-Kellogg School District. An individual student's specific class ranking information is protected private data under state and federal laws. Disclosure of a student's grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student. However, if designated as directory information, the fact that a student is recognized for his/her academic standing or receipt of an award (i.e., honor roll) is public information.

### Grade Point Average:

Grade Point Average (GPA) is computed as follows:

A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	3.0	F	0.0
C+	2.3	S/P	Not calculated
C	2.0	U	Not calculated

Grade point average is computed by following this procedure; multiply the number of grades by their value, sum and divide by the number of grades. For example: suppose a student received an A, 2 B's, and 3 C's one semester;

- $(1 \times 4.000) + (2 \times 3.000) + (3 \times 2.000) = 16.000$
- $4.000 + 6.000 + 6.000 = 16.000$
- $\text{Grade point average} = 16.0 / 6 = 2.666\dots$

Note: The school management computer software calculates GPA.s to three decimal places. For simplicity, some communications may list less than three places for illustrative purposes only.

The GPA includes a calculation of grades from PSEO institutions and other schools on the official transcript.

## Early Graduation

Students who have successfully completed 23 graduation credits and passed the required classes and tests by the end of the first semester of their senior year may apply for early graduation. Students who plan to undertake early graduation must meet with the School Counselor and establish a program and time-table leading to this goal. A conference with the student's parents and the counselor will be held and the early graduation request must then be submitted to the Principal for approval.

## Extended School Year Opportunities

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

## 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.

At the secondary level, students will be graded using the following percentages. There may be variation on what constitutes middle grades, for example a B-. Staff members have discretion in determining when these ranges do not fit the style and format of the class assessments required of their discipline.

A range	90-100%
B range	80-89%
C range	70-79%
D range	60-69%
Failing to meet learning requirements	59% or below

### Incomplete grades:

An incomplete grade will be treated according to one of the following criteria. Students can earn an incomplete (I) for two reasons:

**1. The Student has not completed the required assessments for the grading period.**

This is a decision led by the teacher for the course and is usually due to unforeseen circumstances. When this incomplete is submitted, it will be treated as a failing grade (F). Students will have a maximum of two weeks to submit work for the incomplete grade to the classroom teacher. The teacher will evaluate the student work and submit a new course grade to the office. After this grade is submitted, academic eligibility will be determined.

**2. Student has not completed the required assessments for the grading period due to excused absences.** If a student receives an incomplete due to excused absences, the student will be given a maximum of two weeks to make up the incomplete. Based on the circumstances of the absence, if more time is needed, this can be granted by Principal permission. The student will remain eligible until the course work has been completed or the deadline has passed. At this time a grade will be submitted and academic eligibility will be determined.

The High School Principal or designee has the authority to declare any student ineligible/eligible if unusual circumstances occur.

## Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Wabasha-Kellogg High School. All students must also take the Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the opt-out form located on the home page of the district website.

To receive a diploma, students must successfully complete at least **23 credits** and comply with the following high school level course requirements in the subject areas listed below.

### Wabasha-Kellogg High School Level Courses Required for Graduation

Subject Area	Credits	MN State Explanation of Requirements
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.

Mathematics	3.5	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Physical Education and Health	1	The state requires that students receive Health and Phy Ed during their high school participation.
Career Planning Education	1	No current state requirement of how many credits, just that career planning education must take place.
Elective Courses	5.5	

### **Minnesota Academic Standards**

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

## **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.

## Honor Roll

Semester honor rolls for all senior high students, grades 7-12, are based on a 4.000 system. "Incomplete" grades may prevent honor roll recognition. To be on the "A" honor roll, a student must have a 3.500 GPA and no "D's" or "F's". The "B" honor roll student must have a 3.000 GPA and no "D's" or "F's".

## 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.

### Course Advancement and Testing Out:

The following is the protocol for a student being considered for advancement within a subject area or course for the Wabasha-Kellogg School District: 1. The student must have exceeded standards on the Minnesota Comprehensive Assessments (MCA's) the year prior if applicable for the subject area or course that is being considered for advancement. 2. The student must demonstrate College Pathway Readiness according to the Fast Bridge Assessment the year prior if applicable for the subject area or course that is being considered for advancement. 3. The student must schedule a time during fall preschool workshops with the counselor to come in and take a cumulative final that encompasses the state standards and localized standards for the subject area or course that is being considered for advancement. The student must score an 82% or higher on this cumulative final to be considered for advancement. a. Note: A student looking at testing out of a second semester course only, can set-up an alternative test date with the counselor prior to the conclusion of semester one. 4. Along with demonstrating the academic ability for advancement, the student must also possess the social and emotional skills necessary to be advanced and a recommendation from the student's previous instructor, the school counselor, as well as former or current administrator is necessary. A student that meets the criteria outlined above and successfully passes the post course exam will receive full credit for the course. The student will also receive a Pass (P) grade for that course and the grade will not affect the student's overall grade point average

## Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the School Counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the School Counselor.

### College in the School Courses

The Wabasha-Kellogg School District is excited to be able to offer students the opportunity to take online college level courses on campus. Students enrolling in these courses must have the self-discipline and maturity to be able to personalize their learning and monitor their learning to ensure that they are achieving at a high level. As a student enrolling in one or more of our online classes, you must follow all district policies, as well as any additional guidelines outlined in this contract or course syllabi.

Additional guidelines emphasized in this contract include:

1. Follow all district policies and procedures outlined in the Student Handbook
2. Follow all course rules and expectations outlined by the instructor and the college of enrollment. **If you wish to drop a course, it must be dropped by the college's deadline. If dropped after the college deadline, the student will receive an F on their Wabasha-Kellogg transcript.**
3. Be respectful and follow directions given by the Supervisor who will be proctoring all of our online courses
4. Remain in the Media Center during your designated online hour unless directed to utilize a different location by the supervisor, classroom instructor, or other designated staff member
5. Ensure appropriate use of technology and follow district policies related to technology and iPads/laptops
6. Maintain a quiet and productive work environment and ensure that you are not distracting any other students
7. Establish and maintain communication with your online instructor throughout the course



8. Seek out help if necessary through electronic communication with your instructor
9. Follow all timelines and due dates for assignments, projects, assessments, etc.... for the course
10. Be academically engaged for the entire class period
11. Always work on your online course first, and if tasks are completed prior to the end of the hour, work on other assignments or projects

Consequences:

- 1st Consequence – Warning from the Supervisor/Proctor
- 2nd Consequence – Meeting with online instructor or designated staff member and a parent contact
- 3rd Consequence – Meeting with Principal and referral
- 4th Consequence – Removal from online setting and report to office for designated class period
- 5th Consequence – Removal from online course and loss of credit

## Registration for High School Classes

Registration will typically take place in January and February. Parents, students, and the counselor will work together in program planning, registration and scheduling.

## Schedule Changes

### Course Selection and Schedule Changes:

Students are expected to carefully select classes with care and consideration for their future plans. Accurate initial course selection is an important aspect of student planning, staffing, equipment purchase and building the master schedule. Students that select a class are expected to honor that original decision unless there has been a significant change in their future plans that alter the selection criteria.

### Early Drops/Adds:

Prior to, or the first five days of a semester students may request a schedule change prior to the beginning of a semester if the student:

- a) can explain a change in the primary selection criteria
  - 1) graduation requirements
  - 2) college entrance requirements
  - 3) appropriate placement in a class
- b) experiences an event that impacts the appropriateness of the class
- c) the master schedule dictates the need for a change

### Schedule Changes:

#### After the beginning of the Semester Drop/Add

Unless extenuating circumstances deem otherwise, students are **prohibited from dropping a class after the beginning of the semester** due to the unfair burden it places on both the student that is entering another class and the teacher that must accommodate roster changes. If the late schedule change is agreed upon by parent, principal, teacher and counselor, the following conditions apply:

- Transcript-The class will remain on the student’s transcript which is an official educational document that represents an accurate record of a student’s academic history.
- Grade-If the student was failing the class at the time of the drop, the “F” will remain on the transcript. If the student was passing, or if there has been no significant grading in the class, the grade will be a “NC” (No credit).
- Eligibility-The normal eligibility rule will apply. If the student was passing at the time of the drop, the NC will not affect eligibility. If the student was failing, again, the normal eligibility rule applies, which means the student will lose one contest or event of participation and/or go on academic probation.
- Appeals-The “F” and ineligibility may be appealed to the Academic Committee. A reversal would be based on these factors:
  - 1) A record of sincere effort in the dropped class
  - 2) Evidence, by the teacher, of misplacement in the dropped class
  - 3) A successful record and passing grade in the transfer course

## Summer School

The school district may provide summer school learning opportunities. This might include credit recovery, grade recovery, or targeted services.

## 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.

## Power Hour

Power hour is a class that will meet daily (Tues-Thurs) around the lunch hours. It is a pass/fail course and counts toward eligibility, but not the GPA. Academic grade checks and weekly reflections are required. Teachers will also make use of provided lessons through Character Strong and other resources to support the concepts of character education. The concepts taught involve developing "thoughtful, healthy, and kind human beings. Topics include self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. More information on this curriculum can be found at [characterstrong.com](http://characterstrong.com) or you can contact the Assistant Principal.

Students in Choir/Band will have power hour concepts included in their class.

Students with 504 plans/IEPs or with varying needs may also receive additional academic support/pull out during power hour.

# Student Expectations, Rules and Conduct

## 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. 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. **The use of exclusionary practices to address attendance and truancy issues is prohibited.**

## Tardies

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.
- c. Students who are more than 15 minutes tardy to class without pass or legitimate reason will be recorded as an unexcused absence
- d. Students will be assigned detention for every 4 tardies to class.

## Student Expectations

All students are expected to attend school regularly, actively participate in the learning process, and make a conscious effort to follow all school and classroom rules. Students who do not follow school rules will be subject to consequences. The age and development of the student, personal factors, frequency, and severity of the infraction will be taken into account when determining consequences for unwanted behaviors. The following guidelines have been established in order to help students, parents, and teachers better understand the behavioral expectations for students. The consequences are aimed at assisting students in meeting expectations. They are not, however, absolute. Each disciplinary situation that arises will be handled with the best interests of the student involved and the school. Therefore, school administration reserves the right to determine and assign what consequences are enforced in disciplinary situations. School administration may impose revoking student privileges, recommend longer suspensions, assign exclusions, or any other disciplinary consequences deemed appropriate on a case-by-case basis depending on the severity and nature of the infraction. Personal factors and/or contradictory advice from other sources is not acceptable grounds for seeking exemptions from the rules and regulations of Wabasha Kellogg Public Schools. refer to the "Student Discipline" policy 506.

## 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**

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.

Personal cell phone use during class time is prohibited. Students will be required to park their phone in a phone pouch during each class. They will be given time at the end of each class period to check their phones and personal messages. This is an attempt to teach proper phone etiquette and prepare them for life after high school. If a student is on their phone during class, the teacher will collect it. They will bring it to the high 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 class time 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.

## **Non-exclusionary Discipline**

### **Pupil withdrawal agreement**

This is a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

### **Provision of Alternative Programs (Dismissals)**

Wabasha-Kellogg shall not dismiss any pupil without attempting to provide alternative educational services, use non-exclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

### **Provision of Alternative Education Services (Suspension)**

Alternative education services must be provided to a pupil who is suspended for more than five consecutive school days.

### **Minimum Education Services School**

Administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments.

### **School Supports**

A school district must support school staff in using tiered interventions that teach students skills and prioritize relationships between students and teachers.

### **Written Notice**

Wabasha-Kellogg will let the parent or guardian know that their student has been suspended and that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education and is posted on our website.

### **Admission or Readmission Plan**

A school administrator must prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan must include measures to improve the pupil's behavior. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process.

### **Prone restraint not allowed**

No one at school shall use a prone restraint or any other restraint that impairs a pupil's ability to breathe to communicate distress.

### **K-3 and early learning dismissal**

Wabasha-Kellogg prohibits dismissals in kindergarten through grade 3 unless non-exclusionary discipline has been exhausted and there is an ongoing serious safety threat to the child or others. However, students may be dismissed from school for less than one day, except for students receiving special education services.

### **Recess detention and other breaks**

Recess detention may only be used if:

- a student causes or is likely to cause serious physical harm to other students or staff
- the student's parent or guardian specifically consents to the use of recess detention; or for students receiving special education services
- the student's individualized education program team has determined that withholding recess is appropriate.

# 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 the 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 into 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](#).

## 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.

## Parking on School District Property

### Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in the designated areas only. Students are not permitted to park in staff parking areas.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by an administrator and parent.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

Violation of any of these rules can lead to a student's parking privileges to be revoked.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who

violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

### Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

## **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. They may be held responsible for the cost of the repairs or replacement.

## **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; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not 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 web\*site.

## 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.

## Active Shooter Drill

If it's conducted, an active shooter drill must be accessible, developmentally appropriate, culturally aware, trauma informed and inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations. An active shooter drill must not be conducted consecutively with another emergency preparedness drill.

### Before the Drill

Wabasha-Kellogg will provide notice of a pending active shooter drill to every student's parent or legal guardian at least 24 hours in advance and inform them of the right to opt their student out of participating. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record, nor may nonparticipation alone make a student ineligible to participate in or attend school activities. No student is required to participate. Before the drill starts, an announcement must be made that uses concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

### After the Drill

Student Mental Health - Immediately after an active shooter, there must be a time for the teachers to debrief with their students. During the debrief period, students must be allowed to access any mental health services available on campus, including the counselor and/or social worker.

## Violence Prevention Instruction

After conducting an active shooter drill, Wabasha-Kellogg will provide students grades 7-12 at least one hour, or one standard class period, of violence prevention training annually. The violence prevention training will be evidence based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:

1. how to identify observable warning signs and signals of an individual who may be at risk of harm oneself or others.
2. the importance of taking threats seriously and seeking help
3. the steps to reporting dangerous, violent, threatening, harmful, or potentially harmful activity.

## School Safety and Violence Prevention

Wabasha-Kellogg will ensure that students have opportunities to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multi-hazard planning for schools, including but not limited to:

1. student opportunities for leadership related to prevention and safety
2. support to students in establishing clubs and programs focused on safety
3. providing students the the opportunity to seek help from adults and to learn about prevention connected to topics including including bullying, sexual harassment, sexual assault, and suicide.



## 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. 252 or email [lgillespie@wkfalcons.org](mailto:lgillespie@wkfalcons.org) at the high school.**

### 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 parents. The completed permission slip must be presented in the High School 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 on 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

### **Guest Permission Form for Events**

The Wabasha-Kellogg School District requires that our guest permission form be completed prior to any event where a W-K student is planning on bringing a non W-K student as a guest. The form requests that an appropriate grade level administrator complete information on the non W-K student wishing to attend as a W-K guest. The Wabasha-Kellogg School District also requires any guests that have already graduated from high school to be under the age of 21. The guest may be asked to provide verification when arriving at the event. Finally, any W-K student that brings a guest that is not enrolled in another school district will be responsible for the behavior of their guest and may receive consequences for any inappropriate behavior by a guest. The administration has the right to review the guest permission form and deny a guest attendance at a W-K event.

# 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 that violates the Code of Student Conduct, administrators and school staff have the right to ask a student questions without parent notification. Students do have rights under the Tennessee 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.

<b>SUMMARY of VIOLATIONS and BASE CONSEQUENCES</b>		
	<b><i>First Violation</i></b>	<b><i>Second Violation</i></b>
<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
<b><i>Out-of-school suspension = OSS</i></b>		
<b><i>In-school-suspension = ISS</i></b>		
+Consequences may be <b>reduced</b> if appropriate forms of restitution and/or corrective educational components are supported by the collaborative efforts of parent(s)/guardian(s)		
+Consequences may be <b>increased</b> 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 reoccur 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.~~

## **In-School Suspension**

Students who have been assigned in-school suspension must follow the rules listed below. Students failing to follow the in-school suspension rules may be assigned further disciplinary consequences up to and including out-school suspension.

### **In-School Suspension Rules**

- Upon arriving at school, immediately report to the high school office.
- Cell phones and other personal electronic devices such as smart watches are not allowed, all cell phones and other personal electronic devices must be checked in / turned over to school personnel immediately.
- No food
- No talking



- No sleeping
- No visitors
- Students may read a book or complete assigned work
- In case of an emergency or safety drill, students serving in-school suspension will follow directives/instructions from office staff
- Restroom breaks will be scheduled
- Lunch will be brought to you

### **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.~~

Students serving out-school suspension are not allowed on school grounds or able to participate in school sponsored activities including attending school functions or activities such as games, concerts or plays. Prior to returning to school, students who have been assigned out-school suspension and at least one of their parents/guardians must attend a readmission before returning to school. A readmission meeting will be scheduled by the building principal.

## **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 the 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:

<b>Unexcused</b>	<b>Excused</b>	<b>Intervention</b>
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 meet 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. Students, parents/guardians, 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.

### **College Visits**

Seniors and juniors are allowed to attend college visits. Verification from a parent or the college must be submitted to the office in order to avoid an unexcused absence. Seniors are allowed to attend up to two college visits and juniors are allowed up to three. A college visit is defined as an arranged visit at a college for the purpose of meeting college officials to discuss programs. It is NOT intended to be an unguided tour.

### **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**

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students tardy at the start of school or after lunch hour must report to the High School office for a tardy slip. Tardiness between periods will be handled by the teacher.

**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.

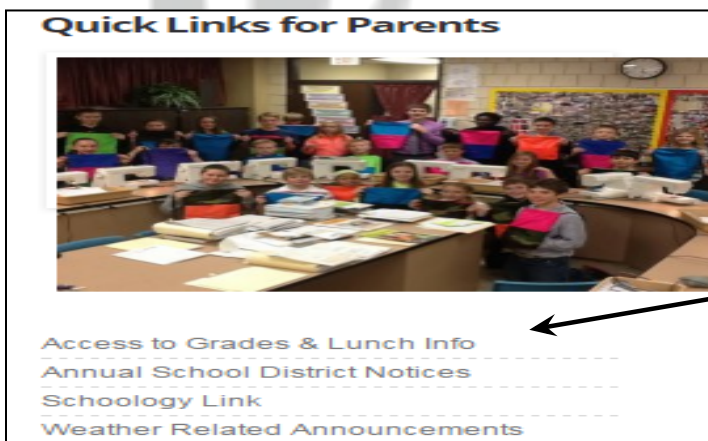
# JMC ONLINE PARENT ACCESS ACCOUNT REQUEST

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**



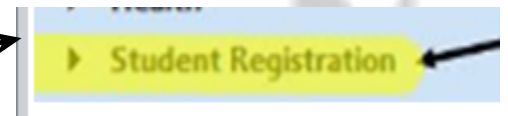
You will be taken to the JMC Student Management Portal

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

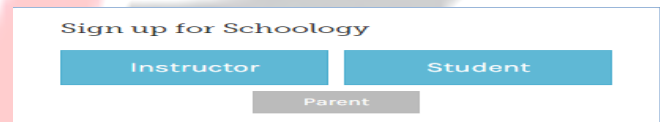


- Click the middle tab called “Custom Fields”



- Copy the Schoology Access Code (Ctrl + C or Command + C)

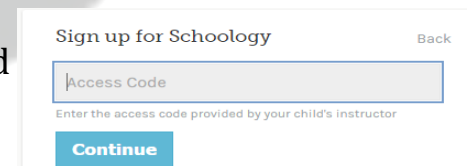
- Go to the Schoology website: [www.schoology.com](http://www.schoology.com)



- 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.

## 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 influenzae 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 chickenpox, 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.



