

WABASSO PUBLIC SCHOOL

INDEPENDENT SCHOOL DISTRICT #640

SERVING THE COMMUNITIES OF
Lucan - Seaforth - Vesta - Wabasso - Wanda



Grades 5-12

STUDENT HANDBOOK

Dear Student and Parent/Guardian,

This is your copy of the 2023-24 Secondary Handbook. It contains information, rules and regulations for grades 5 through 12. It is the official handbook for middle and high school.

The purpose of this handbook is to provide you, as students and parents, with information relative to various practices and procedures observed in the Wabasso School District. It is our hope the information contained in this handbook will be of value to you as we work together during the school year to provide the best possible learning opportunities for all students. In order to do this, we need to have certain rules and regulations to promote orderliness and good habits. We also need them to maintain a degree of safety for students while they are under our care.

The high school staff and administration are ready to serve you in every way that we can to ensure your child has successful experiences in the school/learning environment. No question or concern is insignificant to us. Do not hesitate to contact us. It is our desire to build the best positive environment for our young people. We rely on and are most appreciative of your help in this effort.

The latest version of this handbook, including any changes made during the school year, is available at our web site www.isd640.org. Due to changes that may be made, the electronic version of the handbook posted on the web site is the official version.

All of the rules in this handbook reflect three guiding principles. These are:

Each person at Wabasso High School is expected to:

1. Respect others and property of others
2. Respect your school and all property that is in it
3. Respect one's self and one's own education

Our school will be greater as these principles become the basis for all our actions.

Welcome and join us in anticipation for an exciting, rewarding and enjoyable 2023-24 school year!

Sincerely,



Cody Kittelson
5-12 Principal

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MISSION

Provide learners with a safe, supportive educational environment that empowers them to achieve their dreams by developing essential skills, personal responsibility and challenging them to accomplish more than they thought they could

VISION

The school known for empowering learners to achieve their dreams

VALUES

Students First:

The actions and decisions made at ISD 640 will be made with students' best interest in mind. The District will strive to understand and provide for today's needs while anticipating the needs for the future in order to provide the highest level of education possible for students.

Respectful Relationships:

*Respectful relationships require **integrity** and **empathy** which broaden perspectives and create a stronger appreciation of one another and their opinions. As a community of learners respectful relationships are at the very core of all that is done at ISD 640.*

Excellence:

At ISD 640 we strive to function at the highest level possible. Excellence is a habit, a way of life that promotes individual and organizational growth.

Teamwork:

To accomplish excellence in education ISD 640 acknowledges the need for teamwork. Groups of individuals focused on achieving the same result exponentially outperform groups that are unable or unwilling to work together. To achieve a high level of teamwork each individual in ISD 640 understands they are part of a larger system and that to effectively work together means sometimes sacrificing individually for the greater good of the team. Through a teamwork approach ISD 640 will be able to accomplish the excellence in education that it strives for.

School Hours:

Breakfast begins serving at 7:45am

School day 8:00am-3:05pm

**This handbook is subject to and may change at any time during the school year. If changes occur the district administration will post updates on the school website and appropriately communicate the changes. Given the possibility of updates, the current process for handling given situations may not be accurately described in this printed handbook and you are encouraged to cross reference with the electronic version on the school website. The latest version of this handbook, including any changes made during the school year is available at our website*

GENERAL INFORMATION

ANNOUNCEMENTS

School announcements will be announced at the beginning of the 2nd period by the classroom teacher each day. These announcements can also be found on the school website under Quick Links. Information of importance concerning school activities will be given at this time. Each student is responsible for knowing all information presented through this medium. Announcements can also be made by school personnel during the school day.

Students who prepare announcements to be read must secure the approval of their activity advisor or the office. Only announcements concerned with school affairs will be included. **All announcements should be turned into the office by 3:45 p.m. the day before or no later than 8:05 a.m. the day they are to go into the bulletin.**

ARRIVAL AND DISMISSAL HOURS

Breakfast begins serving at 7:45am with the school day being 8:00am-3:05pm

A bell will ring at 8:00 a.m. in which students are to proceed to their first period class. Students are asked to not enter the school before 7:45 a.m. but may do so if they are under the supervision of teachers and coaches. Students are not to be in the building after 3:10 p.m. unless they are under the direct supervision of a teacher or coach.

BREAKFAST PROGRAM

Breakfast is served every day to every student in grades 5-12. There is **no cost** for breakfast for students in grades 5-12. Breakfast will be served beginning at 7:45 a.m.. 5th and 6th grade students will report to the MPR until the 8:00 am bell at the beginning of each day..

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found [here](#) and on the school district's website at www.isd640.org.

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

The E-Learning Day Plan can be found on the district website.

EIGHTEEN-YEAR-OLD STUDENTS

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

EMPLOYEE DIRECTORY

<u>Name</u>	<u>Position</u>
Mrs. Annie Adelman	Science
Mrs. Shelby Arredondo	English
Mrs. Anna Babbitt	Vocal Music
Mrs. Traci Bernardy	Mathematics
Mr. David Blank	Business Education
Mrs. Carrie Bliss	MS Math & Social Science
Ms. Becky Brand	Mathematics
Mrs. Kimberly Bruns	Speech/Language
Ms. Karlee Eichten	School Counselor
Mr. Eric Ellanson	Physical Education/Health
Mr. Chuck Fenger	Industrial Technology
Mr. John Haberman	Social Science
Mrs. Michelle Hartwig	Special Education
Mrs. Jessie Huhnerkoch	Social Science
Mrs. Jennifer Haven	Special Education
Mrs. Barb Johnson	Physical Education/Health
Mr. Joe Kemp	Activities Director/Community Education
Mrs. Lynn Krause	English
Mrs. Lori Ludwig	MS English
Mrs. Tara Morin	MS Reading
Ms. Michelle Nichols	MS Social Science
Mr. Chad Olson	English
Ms. Lisa Roker	Vocational/Ag
Ms. Christine Ryan	Science
Ms. Madalyn Sagedahl	Instrumental Music
Mrs. Kylie Salfer	Mathematics
Mrs. Mallory Schmidt	Art
Mrs. Darci Tietz	MS Science
Mrs. Audrea Turbes	School Nurse

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

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 superintendent.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the superintendent. Participation in non approved fundraising activities is a violation of school district policy.

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.

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.

JMC MESSAGE CENTER

Wabasso School utilizes a system called JMC Message Center, which is a tool for emergency notification and routine communication. We will use the Message Center to notify you of late school starts, early dismissals, or school closings due to inclement weather. We will also use it for a variety of general communications to parents. Within minutes of any type of emergency, we can use the Message Center to deliver a single, clear message to the parents or guardians of our students by telephone, cell phone (call or text), or email. We strongly encourage all families to keep information up to date in your JMC Parent Portal to ensure that everyone will receive the earliest possible notification of any announcements or changes in the school day. You may do so by logging into your JMC Parent Portal Account, and choosing 'Parent Information' on the left hand side of the screen. If you have any questions about the JMC Message Center, please contact Shannon Anderson at 507-342-5114.

LIBRARY AND MEDIA CENTER

Students may use the library/media center during the school day and before and after school only when a supervisor is present.

LUNCH PROGRAM

School lunch program is available to all students in the school. The full cost of a secondary lunch is **FREE** per meal. One-half pint of milk is available with the lunch program. The charge for an additional milk is **\$0.50** per milk carton. Each student is assigned an identification number that is used in the lunch line. Lunch money is kept in individual family accounts. Students will be verbally notified and **an email notification will be sent** when the account balance is \$6 per student. When the account balance reaches \$0, the student will not be able to get ala-cart or extra milk until money is in their account

Students whose parents have given permission to purchase items from the a la carte menu will continue to have money deducted from their lunch account for a la carte purchases. If a student has a negative lunch account balance, they will not be able to purchase ala carte items. A la carte is a privilege which can be revoked at any time.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

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 Superintendent Jon Fulton, 1333 May Street, Wabasso, MN 56293 at 507-342-5114 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-TEACHER CONFERENCES

Parent and teacher conferences will be held once each semester. For more information, contact the building principal.

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the superintendent. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher. Parents/guardians who visit the school should sign in at the main office before entering a classroom. For more information, contact the administration.

PLEDGE OF ALLEGIANCE

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

SCHEDULE

REGULAR BELL SCHEDULE:

Warning Bell	8:00 a.m.	
Period 1	8:05-8:58 a.m.	53 minutes
Period 2	9:01-9:54 a.m.	53 minutes
Period 3	9:57-10:51 a.m.	53 minutes
Period 4	10:54-11:47a.m.	53 minutes
Grade 5-8 Lunch	11:47-12:17	
(Period 5) Class	12:20-1:13 p.m.	53 minutes
Grade 9-12 Lunch	12:43-1:13	
(Period 5)	Class 11:50-12:43	53 minutes
Period 6	1:16-2:09 p.m.	53 minutes
Period 7	2:12-3:05 p.m.	53 minutes

1-HOUR LATE SCHEDULE

Elementary Breakfast	8:50-9:15 a.m.	
Warning Bell	9:00 a.m.	
Period 1	9:05-9:49 a.m.	44 minutes
Period 2	9:52-10:35 a.m.	43 minutes
Period 3	10:38-11:21 a.m.	43 minutes
Period 4	11:24-12:08 a.m.	44 minutes
Grade 5-8 Lunch	12:08-12:41 p.m.	
(Period 5) Class	12:41-1:26 p.m.	53 minutes
Grade 9-12 Class	12:11-12:56 p.m.	
(Period 5) Lunch	12:56-1:26 p.m.	53 minutes
Period 6	1:29-2:16 p.m.	47 minutes
Period 7	2:19-3:06 p.m.	47 minutes

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 Wabasso 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.

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.

ACTIVITY PERIOD BELL SCHEDULE:

Warning Bell	8:00 a.m.	
Period 1	8:05-8:51 a.m.	46 Minutes
Period 2	8:54-9:40a.m.	46 Minutes
Activity Period	9:40-10:08a.m.	28 Minutes
Period 3	10:11-10:57 a.m.	46 Minutes
Period 4	11:00-11:46 a.m.	46 Minutes
Grade 5-8 Lunch	11:46-12:17	
(Period 5) Class	12:20-1:13 p.m.	53 minutes
Grade 9-12 Lunch	12:43-1:13 p.m.	
(Period 5) Class	11:50-12:43 p.m.	53 minutes
Period 6	1:16-2:09 p.m.	53 Minutes
Period 7	2:12-3:05 p.m.	53 Minutes

2-HOUR LATE BELL SCHEDULE:

Warning Bell	10:00 a.m.	
Period 1	10:05-10:38 a.m.	33 Minutes
Period 2	10:41-11:14 a.m.	33 Minutes
Period 3	11:17-11:50 a.m.	33 Minutes
Elementary Lunches		
K-4	11:00-11:30 a.m.	
Grade 5-8	Lunch	
11:53-12:23		
(Period 4) Class	12:23-1:18p.m.	55 minutes
Grade 9-12	Lunch	
12:48-1:18 p.m.		
(Period 4) Class	11:50-12:45 p.m.	55 minutes
Period 5	1:21-1:54 a.m.	33 Minutes
Period 6	1:57-2:30 p.m.	33 Minutes
Period 7	2:33-3:06 p.m.	33 Minutes

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. The JMC System will be used to notify parents of a change in the regularly scheduled school day. **This schedule change will ONLY be announced over WCCO, KARE11, KLGR, & KMHL.** Please call the school only when absolutely necessary during these times. It ties up the lines, inhibits calling out and interferes with the school from receiving weather and road information.

SCHOOL 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”. **A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at *[insert school district location where policy is available here]*.**

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.

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 Premise

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy ([Appendix 2](#)).

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 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" ([Appendix 4](#)). A complete copy of the school district's "Student Surveys" policy may be obtained at [\[insert school district location where policy is available here\]](#).

TRANSPORTATION OF STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students who [live outside of town, stops on County road 6 and West of the elevator](#). 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' parents or guardian.

Open enrollment transportation will be determined on an individual basis

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.

[Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

VIDEO AND AUDIO RECORDING

School Buses

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

Places Other Than Buses

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

VISITORS IN DISTRICT BUILDING

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 main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

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 special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available on the district's website at *[insert location here]*. Students and parents/guardians with questions about these programs should contact the *[insert position title and contact information]*.

CLASS ASSIGNMENTS

All class assignments are developed through the registration process and by the administration.

CLASS RANK / ACADEMIC STANDING

Class Rank is determined by the following:

1. Cumulative GPA from grades 9-12.
2. Must be a full time Wabasso student, PSEO, or combination of Wabasso/PSEO to be ranked in the class.
3. Class tie in ranked students, ACT will be the next indicator, which is a national normed test. If one of the students did not take the ACT, then the student who took the ACT will be ranked ahead of them.
4. Students who take more than one P/F course per semester will not be eligible for class rank.
5. All class ranking is up to the discretion of the administration.

COLLEGE /VOCATIONAL SCHOOL VISITS

Senior students may be given two days and juniors may be given one day spring semester for the purpose of visiting a college or vocational school, applying for a job or appointment with the armed services. Students wishing to take advantage of this visitation must:

1. Make arrangements to make up all work missed as a result of the absence of one (1) day in advance.
2. When leaving the school grounds make certain you always "sign out".

COURSE OFFERINGS

1. Course offerings will be prepared in the early spring for the following school year in a course registration booklet.
2. Students will be allowed to register for courses and administration will determine (based upon student interest) which classes will be offered. Students **should** provide alternate selections at the time of initial registration in case a selection will not be offered due to lack of enrollment.
3. Students should carefully plan their registration with the input of their parents and the Counselor. Remember to consider required courses, credits and content standards.
4. A student will be allowed three days from the beginning of the semester to add a course or change a schedule. Students must secure permission from the Guidance Counselor to drop, add or change courses.
5. Any person dropping a course after the end of the 6th week of the semester will receive a no credit for that course.
6. Course work is subject to the final approval of the High School Counselor.
7. Every student must plan their course program so that they will have no more than ONE study hall each semester.
8. Independent Study projects for one semester are at the discretion of the teacher and must meet the final approval of the High School Counselor. Seniors have priority and other student's requests will be at the discretion of the teacher. I.S. contracts are available in the Counselor's office. Students will be allowed two weeks at the beginning of each semester to complete this form and return to the Counselor.
9. I.E.P. (Individualized Education Program) state laws prevail over local graduation requirements. It is the policy of District 640 Schools, Wabasso, to develop and implement procedures which ensure that, upon graduation or upon termination of special education services at age 21, a learner receiving special education services who satisfactorily attains the objectives in his or her IEP plan shall be granted a high school diploma that is identical to the diploma granted to all regular education learners.

Beginning at grade nine and annually thereafter, the IEP team shall address the graduation requirements for a high school diploma for a learner with a handicapping condition(s).

- a. The IEP team must determine those courses, programs, or classes that must be successfully completed by regular education learners in the regular education program which are needed to attain a high school diploma and are appropriate and attainable by the learner with a handicapping condition(s).
- a. The IEP team must determine those courses, programs, or classes, which are needed to attain a high school diploma that cannot be successfully attained by the learner without special education or not appropriate for the learner with a handicapping condition(s). These requirements must be modified on the IEP plan or waived by the team.
- c. The standard for attainment of a high school diploma by a learner with a handicapping condition(s) shall be: (a) those courses, programs or classes identified in item A; (b) those modified and waived courses, programs, or classes determined in item B; and (c) the learner's goals and objectives on the IEP plan.

The IEP team shall determine the criteria for satisfactory achievement of the IEP goals and objectives including modified courses, programs, or classes.

EARLY GRADUATION

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

EXTENDED SCHOOL YEAR

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

FAILURE POLICY

At the Junior High level (7th and 8th grades), students who fail two or more of their core classes (Social, English, Math or Science) may be recommended to repeat the entire grade.

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. 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 at Mid-Quarter, Quarter, and Semester during the year. Report cards will be available on JMC.

Grading Scale

A	100-96	B+	92-90	C+	83-80	D+	71-69
A-	95-93	B	89-87	C	79-76	D	68-64
		B-	86-84	C-	75-72	D-	63-60

GRADUATION HONOR STUDENTS

Graduation honor students will be named after the third quarter. The two students with the highest cumulative GPA will be named Valedictorian and Salutatorian of the graduating class. Post-Secondary Option Education students are considered full-time Wabasso Public School students. Any student who has a cumulative GPA of 3.85 or above will be named a **high honor student** for graduation, and any student who has a cumulative GPA of 3.5 or higher will be named an **honor student**. Cumulative grade point average will be figured on grades for 9th through 12th grade. Grades will not be considered after the end of the third grading period date.

The two sophomores with the highest GPA after the third quarter of the sophomore year will be the Honor Guard for graduation.

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 Wabasso Public Schools.

Course Credits Required

To receive a diploma, students must successfully complete at least 24 credits and comply with the following high school level course requirements:

Wabasso High School Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	4	Algebra I is required by the end of eighth grade. Geometry and Algebra II or its equivalent is also required.
Science	4	Must include at least one credit of earth & space science, biology, chemistry or physics, and one elective credit of science.
Social Studies	4	Must include world history, american history, geography, government and citizenship, and economics.

Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts.
Health & Physical Education	1	Offered in 9th grade
Careers and Finance	0.5	
Elective Courses	5.5	

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the principal.

GUIDANCE

Counseling service is available to all students. The School Counselor will help with personal concerns and concerns about career choices, college information and class advising. Appointments may be made with the Counselor directly.

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

The honor roll is determined at the end of each quarter. Each grade is assigned a numerical value:

A = 4.0	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0
A- = 3.667	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.667	C- = 1.667	D- = 0.667	

The numerical values are totaled and divided by the number of credits received. This result is the quarter Grade Point Average (GPA). If the GPA is 3.667 or above, the student is qualified for the "A" honor roll. If the GPA is 3.0 or above, but less than 3.667, the student is qualified for the "B" honor roll. Any grade below a C disqualifies one from the B honor roll and less than B disqualifies you from the A honor roll. Less than full time courses will carry less than full time credit for the honor roll. Online and PSEO courses will only be calculated into the GPA at the end of the semester.

The Honor Roll for the newspaper will not be updated after the grade reporting date for the end of the quarter. To be on the Honor Roll in the newspaper, you must have all grades submitted on or before the grade reporting date. Students will be on the Honor Roll if their GPA qualifies once all incompletes are finished, but the Newspaper Honor Roll will not rerun for incompletes. To qualify for Honor Role, the student must be in attendance at Wabasso High School for at least 3 instructional periods during the grading period or attending classes through PSEO.

INCOMPLETE GRADES

Students will be allowed up to two weeks after the last day of each quarter to make up an incomplete. Students who desire an extension must request such from the teacher who issued the incomplete. Extension could be granted for extenuating circumstances such as extensive illness, family problems or emergencies.

A teacher MAY issue an incomplete at the end of each grading period. An incomplete will be issued when a student has failed to complete assigned work or tests and has arranged for the incomplete prior to the end of the grading period. Arrangements for an incomplete must include a written statement, created by the student, that exactly describes the work the student must complete to fulfill the class requirements. If this written statement is not submitted with the request for an incomplete, the student will receive the grade earned to date. Each teacher will announce the final date by which arrangements must be made for approval of receiving an incomplete in place of a grade.

A student who has earned a failing grade for low quality work or poor performance on tests will **not** be granted an incomplete by a teacher.

JUNIOR-SENIOR CLASSIFICATION

A student will remain classified as a sophomore if he/she has not earned 11 credits by the beginning of his third (junior) year of high school. A student will remain classified as a junior if he/she has not earned 16 credits by the beginning of his/her fourth (senior) year of high school.

JH HOMEWORK RECOVERY PROCEDURE

Every Thursday first or second period, the administration will run a missing assignment report for all 7-8 graders. Any student who is missing an assignment must get that assignment into their teacher and have their slip signed by the end of the day Friday. If the student fails to do so, they must serve the missing assignment study hall on Friday from 3:10-4:00. This is in place to show JH students the importance of completing homework and other assignments. Failure to comply will result in an ISS the following school day to make up assignments. It is the family and students responsibility to line up transportation after this Homework Recovery time.

NATIONAL HONOR SOCIETY

The National Honor Society is a selective organization, sponsored by the National Association of Secondary School Principals that honors students who exemplify the highest standards in Scholarship, Leadership, Citizenship, Service and Character. A Faculty Advisory Committee that determines which candidates meet or exceed the National Organization's minimum standard screens the candidates.

Initial candidates are 11th or 12th grade students determined to be eligible for candidacy by a cumulative grade point average at the end of 3rd quarter grading period. The Wabasso High School standard is 3.5. It is the same for all grade levels. The eligible candidates are given an Application Form to be filled out so that the Faculty Advisory Committee can evaluate their candidacies based on the five criteria areas. The five areas are: 1) scholarship, 2) service, 3) character, 4) citizenship and 5) leadership. The Faculty Advisor will notify both successful and unsuccessful candidates after being notified by the Faculty Advisory Committee and prior to the Induction Ceremony, which will be announced at a later date. Students are required to maintain their grades and service agreements or lose their membership. The requirements are addressed in the local NHS by-laws.

To qualify for National Honor Society, the student must be in attendance at Wabasso High School for at least 3 instructional periods during the grading period or attending classes through PSEO.

PASS/NO CREDIT POLICY

A junior or senior student can register for a class on a P/NC basis if the following conditions are met:

ELIGIBILITY: Only juniors and seniors who are taking a full class load (7 classes in 7 periods) may take a class for P/NC. The junior or senior student must have a current GPA of at least 2.0. Only those classes, which are not required for graduation, are eligible for this option. The grading method of a yearlong class can be changed at the semester break.

FREQUENCY: Students may elect to utilize the P/NC option no more than twice per year and no more than once per semester. No more than two graduation credits may be earned as P/NC.

AUTHORIZATION: The Counselor, the student's parents and the teacher of the class involved must approve of the P/NC before this option can be used.

EVALUATION: To receive a "S" for a course, the student must perform at the level set for all other students to pass the class.

GPA IMPACT: Students should be aware that "S" is not figured into their GPA. As a result, a class taken for P/NC will not improve their GPA.

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 superintendent.

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..

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.

RECORDING OF CLASSROOM ACTIVITIES

The audio/video taping and photographs of classroom activities are not permitted unless prior approval of the classroom instructor. This includes social media.

STUDENT COUNCIL

The Student Council is a representative body of students that sponsors social events. Each class will be represented on the council. Seventh, eighth and ninth grades will have two representatives each. The tenth, eleventh, and twelfth grades will have three each. The Student Council will elect its president, secretary, treasurer and vice president. The student council president will serve as the Student Body President. They will be required to inform the principal of any student concerns. Representatives will apply and be chosen at the beginning of the school year for each grade.

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 (*Appendix 6*).

STUDENT ATTENDANCE POLICY

PURPOSE

- A. Independent School District No. 640 believes that regular school attendance is directly related to success and benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, Attendance committee and School Administrator. This policy will assist students in attending class.

GENERAL STATEMENT OF ATTENDANCE

RESPONSIBILITIES

1. **Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. **Finally, it is the student's responsibility to request any assignments missed due to an absence.**

2. **Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. **Parents are responsible to notify the school at 342-5114 by 9:00 a.m. on the day of the absence. If you know in advance of a planned absence, a written note or phone call prior to this absence will be appreciated. There is an answering machine at school 24 hours a day!**

3. **Teacher's Responsibility**

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parents or guardian and the student to solve any attendance problems that may arise.

4. **Administration's Responsibility**

- a. It is the Administration's responsibility to require students to attend all assigned classes and study halls. It is also the Attendance Supervisor's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student's attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the Attendance Supervisor's responsibility to inform the student, parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. **In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. 120.101, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.**
- c. If a student is marked absent during the day and the school has no prior notification of absence, the TSIS Student System and Instant Alert System will be used to notify parents of students' absence from school.

ABSENCE

Minnesota requires mandatory education and allows schools to determine whether a parental excuse is acceptable or not. Please limit your excuses to illness, medical and dental appointments, religious/legal requirements and family emergencies. If you are uncertain if an absence will be approved, call the school at 342-5114 prior to the absence.

Students must be in school by 10:00 a.m. on the day of the event in order to participate in co-curricular events, unless the absence has been pre-arranged by the Activities Director or Administration and is an approved absence.

When a student has been or plans to be absent, s/he will receive either an approved or an unapproved absence. **A written excuse from parents/guardians does not necessarily mean an approved absence.** School Administrators will make the final decision as to whether the absence is approved or unapproved.

Missing more than 15 minutes of any class period is considered an absence.

MAXIMUM ABSENCE RULE

A student will not receive credit for any class in which the absences reach 10 per semester. All absences will be counted except for those that result from participation in school-authorized activities, or death in the immediate family.

Classification of Absences:

1. **School authorized absences:** These are to be verified at the time of absence and not counted in the Maximum Absence Rule. Make-up work is required.
 - a. School Authorized Activities: Curricular and co-curricular pre-authorized school events and programs.
 - b. Death of an immediate family member. (parent, step-parent, guardian, sibling, grandparent, child).
2. **Excused Absences:** All are counted in the Maximum Absence Rule. Make-up work is required. Students must report to the main office prior to class with a note from parent/guardian verifying the absence: The note must include the following:
 - Name of Student
 - Date of Absence
 - Days Absent
 - Reason for Absence
 - Signature of parent/guardian
 - a. **Illness:** A day of absence will be counted for each day a student is absent due to illness. In the event of chronic illness, verified by a medical doctor, the student may appeal to the Attendance Committee.
 - b. **Family Emergency.**
 - c. **Medical/Dental or Driver License Appointments** that cannot be made outside of school time. BRING IN DOCUMENTATION TO VERIFY THE APPOINTMENT PRIOR TO OR AFTER THE APPOINTMENT. Families have 5 days to bring in documentation before the absence will be changed to unexcused.
 - d. **Court Ordered Appearance.** If pre-approved.
 - e. **Religious Holiday.** If pre-approved.
 - f. **Verifiable College Visits:** Senior students are allowed 2 days, and 2nd semester juniors one day for the purpose of visiting college or vocational school, applying for a job or appointment with armed forces.
 - g. **Work on Family Farm.** With prior notice.
 - h. **Family Trips** are excused with (1) PRIOR NOTICE; (2) Notification to the High School Office; and (3) all tests, homework, and supplemental work is completed no later than the 2nd day of return to class.
3. **Unexcused Absences (Truancy/Skipping):** All absences NOT authorized and NOT verified as excused are considered Unexcused. These absences are included in the Maximum Absence Rule. Make-up work is required but no credit will be given. Assignments that are not completed will be an Incomplete for the course. In addition, 2 hours of detention time may be assigned for every hour missed due to the unexcused absence and will be up to the discretion of the administration.

ISD #640 School Board policy gives the following examples of absences which will be excused, but will count towards the 10 days:

- (1) **Truancy.** An absence by a student which was not approved by the parent and/or school district.
 - (2) **Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.**
 - (3) **Work at Family Farm.**
 - (4) **Vacations with family.**
 - (5) **Personal trips to schools or colleges.**
 - (6) **Absences resulting from accumulated unexcused tardies.**
 - (7) **Any other absence not included under the attendance procedures set out in this policy.**
4. **In-School Suspension (ISS):** These absences are not included in the Maximum Absence Rule and are excused. Make-up work is required and credit is given.
 5. **Out of school Suspension (OSS):** These absences are counted in the Maximum Absence Rule. Make-up work is required and credit is given.

Consequences for Exceeding the Maximum Absence Rule:

1. On the 5th and 8th absence in a semester, the administration office will inform the student in person and a copy of the student's attendance form and the attendance policy will be sent to the student's parent/guardian through JMC.
2. If the student has reached the 10th absence in a semester, the student will be informed in person and the Administration office will send the student's attendance form to the parent/guardian through JMC. An administrator may conduct a conference with the parent/guardian. A no credit (NC) or fail (F) will be received for the class grade. Upon notification, the student will see a school Administrator to determine suitable options.
 - a. If the student has received passing marks but has reached the maximum number of absences, the student's record will show no credit (NC) for the final grade.
 - b. If the student is failing the course when the maximum number of absences has been received, the student's record will show (F) for the final grade.
 - c. In the rare event a student has suffered a long-term (chronic) illness, which can be verified by a doctor's signed statement, the student's record will show an incomplete. If the work has been made up according to the Make-up work policy guidelines, the incomplete (I) will be changed to a grade. If work is not completed according to the make-up work policy then the incomplete (I) will be changed to (NC) or (F).
3. If a student is suffering from a long term (chronic) illness, please contact the school, the teacher will be notified, and homework assignment requests will be honored.

An administrative appeals committee will meet as needed to address attendance issues.

Attendance Appeal Process:

If notified that a student has accumulated (10) absences in a semester and credit will be denied, the parent/guardian and/or student may appeal the loss of credit.

The procedure is as follows:

1. Within (5) school days of parent notification of possible denial of credit, the student and parent will be given the date and time of the Appeals Committee meeting. In the event a student(s), parent(s), guardian(s) wish to appeal a decision which is based on the attendance policy, they must supply a written statement of the reasons the decision should be appealed within five school days. The written appeal must be submitted to the Administration who will set up a meeting for a hearing to include the administration, parent or guardian, and student.
2. The student will remain in the class in question pending the decision of the appeal.
3. All long term (chronic) illnesses must be verified by a doctor's signed statement.
4. Further appeals should be directed to the Board of Education of Independent School District No. 640.

Consequences of Unexcused Absences.

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may request the county attorney file a petition with the juvenile court, pursuant to Minnesota Statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) **From the first through the third cumulated unexcused absence in a quarter, the student will receive no credit for any classes. In addition, two hours of detention for each class period missed can be assigned to the student. Parents/guardians will be notified.**
 - (b) **After the third unexcused absence in a quarter, a student will be put on in-school suspension. Parents/guardians will be notified and required to attend a conference. The student will be reported to the County Truancy Officer.**
 - (c) **Upon reaching seven incidences of unexcused absences at any time during the school year, a truancy petition will be filed with the county authorities.**

MAKE-UP WORK FOR ILLNESS OR EMERGENCY

Students who are absent for any reason other than unexcused absences will have twice the number of days they were absent to make up missed work. For example, a student who is absent for three days will have six days to turn in missed work. A teacher may choose to refuse work turned in after this deadline in which case the student will receive no credit for it.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES AND SCHOOL-SPONSORED ON-THE JOB TRAINING PROGRAMS.

1. This policy applies to all students involved in any co-curricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day, and the student must be in school by 10:00 a.m. unless approved by the administration.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, the parent must contact the school **prior** to the start of the school day and he or she may be required to present a physician's statement clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

TARDINESS

All students are expected to be in their classroom or study halls on time during the school day. A student is either late with an approved excuse or will receive a tardy.

If students are late to 1st hour, they need to report to the receptionist's office for a pass.

If students are tardy 2nd through 7th hours, they need to bring a pass from their previous teacher, administration or the receptionist to get into class. The teacher needs to record the attendance slip for that hour with "P" for Present or "T" for arriving late with an unexcused reason.

Three unexcused tardies during any hour of the day in a semester results in one hour of detention. This includes homeroom attendance when applicable.

TRUANCY

REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. §120A.22 and is absent from instruction in a school, as defined in Minn. Stat. §120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in junior high or high school.

A student is not a continuing truant if the child is withdrawn from school by the child's parents or guardians because of a dispute with the school concerning the provision of Special Education services under the Individual with Disabilities Education Act or accommodations and modifications under the Americans with Disabilities Act, if the parent or guardian makes good faith efforts to provide the child educational services from any other source.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34.

4. that this notification serves as the notification required by Minn. Stat. §120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent or guardian and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260C;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is:
 - ◆ a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school, junior high school, high school,
 - ◆ or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven schooldays and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

V. Appeals Procedure

- A. In the event a student(s), parent(s), guardian(s) wish to appeal a decision which is based on the attendance policy, they must supply a written statement of the reasons the decision should be appealed within five school days. The written appeal must be submitted to the Administration who will set up a meeting for a hearing to include Administration, parent or guardian, and student.
- B. Further appeals should be directed to the Board of Education of Independent School District No. 640.

RULES AND DISCIPLINE

Detention may be assigned for any behavior that is disruptive, disrespectful, disturbs the order of the school, or violates the rights of others even if the student behavior is not expressly prohibited in this handbook. Discipline will be based off of the Behavioral Guidelines and Consequences located at the end of this Handbook. The school administration can increase the amount of detention given by a teacher or change a detention to an in-school suspension or out of school suspension.

Participation at school functions such as prom, dances, athletic events, concerts, graduation, or any other school activity is a privilege that can be revoked for violation of school rules or for general behavior that is disruptive, disrespectful, disturbs the order of the school, or violates the rights of others. This action can be taken only by the school administration. The student and his parents/guardians will be informed if action to revoke his/her participation rights is taken.

ASSAULT

Verbal Assault

Verbal assaults are abusive, threatening, profane, or contain obscene language which is either oral or written, by a student toward a staff member or another student, including conduct which degrades people because of their race, religion, ethnic background or physical or mental handicaps.

Physical Assault

Physical assaults are characterized by a violent aggressive behavior between two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”. Attacks with a weapon against another will be dealt with in the Dangerous Weapons section of the handbook.

BEHAVIOR IN THE CAFETERIA

1. Lunch, snacks, food of all kinds, including fruit, juices, milk and ice cream may not be taken out of the cafeteria.
2. Popping of milk cartons or sacks, loudness, or rudeness of any type will be considered unacceptable conduct.

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.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Grades 9-12 can use devices throughout the school day but are not considered to be used as classroom devices. Classroom use will be up to the discretion of the teacher. There will be times when teachers inform the students to put the devices away and if students are insubordinate, the following consequences will be enforced.

Consequences will be as follows:

- 1st Offense:** High School Principal will collect the device and given back at the end of the school day.
- 2nd Offense:** High School Principal will collect the device and given back at the end of the school day and a detention will be assigned..
- 3rd Offense:** High School Principal will collect and parents will pick it up and a detention will be assigned
- 4th Offense and beyond:** Cell phone privilege is revoked.

Grades 5-8 will not be allowed to use cell phones in the classroom. Cell phones will either be checked in at the beginning of the class period or not brought into the classroom. 5-8 students are allowed to use their phone between classes and at lunch (5-6 students must wait until they are done eating before going on their phone at lunch). Failure to comply would result in the above consequences.

NO DEVICES IN THE LOCKERROOMS OR BATHROOMS AT ANY TIME!

(Refusal to give up the device will result in 3 days ISS-in school suspension.)

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

CLOSED CAMPUS DURING LUNCH HOUR

Wabasso High School has a closed campus. **All students will be expected to remain at school during the noon hour lunch period.** Parents may request their student be allowed to leave school for unusual or emergency situations.

DAMAGE TO SCHOOL OR PERSONAL PROPERTY

Vandalism: Damage to or destruction of school property, or property of others, by students, is vandalism. Vandalism will be reported to law enforcement for appropriate action. The cost of repairing vandalism damage will be charged to the perpetrator.

Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without their consent and with intent to deprive the owner permanently of the property; or the finding of lost property and not making a reasonable effort to find the owner. Theft will be reported to law enforcement for appropriate action.

DANCES

Rules for Wabasso High School dances:

1. Students who have an Unexcused Absence the day of a dance may not attend.
2. Only students and visitors approved by the dance supervisors prior to the dance may attend.
3. After entering the dance, students or visitors may not leave the assigned area. Students or visitors who leave must let the chaperones know their intent and will not be readmitted to the dance.
4. Students who have disciplinary problems at any school activities may be suspended from dances.
5. Students must follow the school dress code and act in a reasonable manner. Any student who does not follow this policy will be asked to leave and parents will be called.

DANGEROUS, HARMFUL AND NUISANCE SUBSTANCES AND ARTICLES

Alcohol: Students are prohibited from using, possessing or being under the influence of alcoholic beverages at school, school-sponsored activities or on school grounds. This includes the times while students are in school vehicles, bus loading and/or unloading zones or during school hours. For those who ride the bus, the times are extended from the time the student boards the bus in the morning until he/she gets off the bus at night. Violation of this rule may lead to immediate suspension. Those individuals violating the above rule will not be permitted to remain on the premises. Local law enforcement officials will be contacted.

Tobacco: Students are prohibited from using, possessing or distributing tobacco (including chewing tobacco) at school, school-sponsored activities, or on school grounds. This includes the times while students are in school vehicles, bus loading and/or unloading zones or during school hours. For those who ride the bus, the times are extended from the time the student boards the bus in the morning until he/she gets off the bus at night. Violation of this rule may lead to suspension.

Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs, gummies, or narcotics at school, school-sponsored activities or on school grounds. This includes the times while students are in school vehicles, bus loading and/or unloading zones or during school hours. For those who ride the bus, the times are extended from the time the student boards the bus in the morning until he/she gets off the bus at night. Violation of this rule may lead to immediate suspension. Those individuals violating the above rule will not be permitted to remain on the premises. Local law enforcement officials will be contacted.

Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property, is prohibited at school and school-sponsored activities.

DETENTION

The School Administrator may assign students detention. The following shall be considered grounds for detention or more serious disciplinary action:

1. Tardiness
2. Truancy
3. Improper/inappropriate behavior: **This may include, but is not limited to the following -**
 - **Disruptive talking or acting out**
 - **Insubordination**
 - **Cheating/plagiarism/forgery**
 - **Inappropriate name calling or making fun of a peer**
 - **Profanity**
 - **Shoving, pushing, wrestling**
 - **Graffiti**
 - **Vandalism**
 - **Trespassing in another student's locker**
 - **Computer offenses – social media, game sites, etc.**

DETENTION GUIDELINES:

1. Detention will be held daily from 7:10-8:00 a.m. or 3:10-4:00 p.m.
2. After (3) detentions, for three different incidents assigned to a student, the next detention referral can be converted into a day of in-school suspension by school administration.

3. A set of Detention Behavior Rules will be created. Failure of a student to observe these rules will result in no credit for the detention being served and an additional two hours of detention added. Examples are: being on time, not sleeping, must bring school related work and attend to that work for the entire time, no talking among detention attendees, and will also follow the school dress code policy.
4. Detention takes precedence over work and school activities. Students with employment and extra curricular activities will NOT be exempt. Students who have a conflict should see the administrator who assigned them the detention. It is the student's responsibility to inform their coach, advisor, etc., that they will be serving a detention.
5. A student who is late or fails to report for detention will be assigned In School Suspension.

DISCIPLINE

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 (Appendix 5)**.

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

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

- Clothing not keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- 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.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

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.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

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

EARLY DETECTION AND REFERRAL OF POTENTIAL BEHAVIORAL PROBLEMS

In an attempt to encourage early involvement of parents and guardians for purposes of improving student behavior, the school may include, but not limit itself, to the following procedures:

1. Administration contact
2. Staff conferences
3. Parental conferences
4. Referral to School Counselor
5. Referral to school psychologist
6. Referral to school social worker

Any student with an Individual Education Plan (IEP) who is removed from class will have his/her IEP informally reviewed.

FREEDOM OF EXPRESSION

1. Buttons and other insignia may be worn to express a point of view unless doing so results in a direct interference with the school program.
2. Buttons or other insignia may not be worn if the message is intended to mock or provoke others because of race, religion, national origin, or contrary to school policy. Therefore, no buttons or insignia may be worn which displays obscenity, advertises alcohol, drugs or smoking or promotes its use.
3. No student may pass out buttons or literature during the regular school hours, either in class or in the halls between classes except when such material has received prior approval for such distribution from the administration.
4. Failure to observe these rules can result in confiscation of the material, curtailment of the privilege, or when necessary, disciplinary action, including suspension.

GUM, FOOD AND SOFT DRINKS

Gum chewing is a privilege. It is allowed subject to the discretion of each classroom teacher. Students should dispose of gum/food wrappers and cans in an appropriate manner.

Water and sport drinks will be allowed in the classroom at the discretion of the classroom teacher. Caffeinated beverages and pop are not permitted in the school unless approved by administration.

HALLWAY BEHAVIOR

Hallway behavior must be appropriate for a school. Misbehavior in the hallway is subject to discipline.

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. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

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 (*Appendix 9*).

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 is available at *[insert location where the policy may be obtained]*.

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

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

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the *Internet Use Agreement form [insert frequency here]*.

LEADERSHIP ELIGIBILITY

Any student with any MSHSL violation will be ineligible for any leadership position. This would include Homecoming or Snow Week royalty, team captains, class officers, and similar leadership positions as deemed by Administration. This will be effective for one calendar year from the date of violation.

LIBRARY FINES

Library books are checked out for a two week period. Fines will begin to accrue one week after the book is overdue at a rate of \$0.25 per day up to the cost of the book.

PASSES

Building Passes

During the regular school hours, except when classes are passing or when accompanied by a teacher, students are not to be in the hallways without a pass properly completed by a teacher or office staff.

Any teacher or School Administrator has the privilege of asking the pupil to see their pass when s/he meets him/her in hall or elsewhere.

Students who are not where they have been granted permission to go are subject to detention.

Out of Building Passes:

Students who need to leave the school building during any time of the day must contact their parents/guardians and obtain a permit from the office to leave the building. The student must sign the building sign-out sheet that is located in the office.

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;
- 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 the administration;
- 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.

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.

PROMISCUOUS BEHAVIOR

This is unacceptable behavior in our school which includes touching others, holding hands, grabbing others, and kissing others while in the hallways or any other area of the school building. For example, the cafeteria, classroom, library, etc.

SEXUAL MISCONDUCT

Sexual misconduct occurs when a person is manipulated, forced or tricked into touch or sexual conduct. Sexual misconduct can also occur without touch by indecent exposure or by obscene language. (See Sexual Harassment for more information)

STUDENT LOCKERS

Each student will be assigned a hall locker. These lockers are the property of the school district and no locker fee will be charged for their use. **At any time, school officials may inspect lockers. Lockers are not to be written in or used as bulletin boards by students.** The cost of repairing any damage to lockers will be charged to the student. Students are not to leave money or other valuables in the locker. Locker thefts and damage to lockers are to be reported immediately. Students will be allowed to put combination padlocks on their hall lockers that they have purchased at their own expense. The combination must be turned into the office prior to use.

Physical Education students and students using athletic lockers for co-curricular activities will use school lockers where the locker rooms will be open before school for student access. Locker rooms will be locked during class periods to limit student access. Students using athletic lockers will be issued a locker as well as purchase a \$5.00 lock from the school where they are to lock their locker every time before leaving the locker room. Students are responsible for any lost items in locker rooms that are not locked up. Do not leave any money or valuables in the locker room.

PE staff are not responsible for allowing students access to locker rooms outside of the open time period before school.

STUDENT RESPONSIBILITIES

1. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions;
2. The responsibility to pursue and attempt to complete the course of study prescribed by the state and local school authorities; and to complete state and school required tests to the best of the students ability.
3. The responsibility to make necessary arrangements for making up work when absent from school;
4. The responsibility to assist the school staff in running a safe school for all students enrolled therein;
5. The responsibility to be aware of all school rules and regulations and conduct themselves in accordance with them;
6. The responsibility to assume that until a rule is waived, altered, or repealed, it is in full effect;
7. The responsibility to be aware of and comply with state and local laws;
8. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
9. The responsibility to protect and take care of the school's property;
10. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency;
11. The responsibility to avoid inaccuracies in student newspapers and publications and indecent or obscene language;
12. The responsibility to express ideas in a manner that will not offend or slander others.

STUDENT RIGHTS

1. The right to a free and full education and the right to learn;
2. The right to equal educational opportunity and to freedom from discrimination;
3. The right to due process of law;
4. The right to freedom of inquiry and expression;
5. The right to privacy;
6. The right to participate in student activities;
7. The right to personal property;
8. The right to be informed of school rules.

SUSPENSIONS

Suspensions may occur for but not limited to the following reasons:

1. Willful conduct, which materially and substantially disrupts the rights of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.

Suspensions may either be In-School Suspension (ISS) or Out of School Suspension (OSS). ISS takes place from the beginning of the school day until the end of the school day.

The following shall be considered grounds for Detention or Suspension:

1. Insolence (being rude or disrespectful) toward school and district employees off school property at any time will result in the same disciplinary action as if it had occurred at school during school time.
2. Insubordination is considered resistance or disobedience to authority. This includes failure to report for detention.
3. Violation of the Alcohol, Tobacco, Drugs, and Marijuana Rules: (Refer to policies in this handbook regarding the same.)
4. Tampering with safety equipment such as fire extinguishers and fire alarms.
5. Arson and Fireworks: Arson or attempting arson or the use of fireworks in the building, on the school premises, or on school vehicles.
6. Stealing: Theft against school district employees, students, or school property.
7. Vandalism: Destruction of school property or the property of others. Such persons involved may be liable for payment of destroyed property and referred to juvenile authorities.
8. Unintentional destruction of school property.
9. Physical Violence towards school district employees or students.
10. Serious Misconduct of such nature that interferes with the legal and personal rights of others, specifically a right to an education and which presents a danger to the health, safety, and welfare and morals of any persons, including the offender, in the school or at school-related activities.
11. Weapons or Look-a-Like Weapons. A weapon is considered an object used or intended to be used to cause bodily harm or to threaten another individual or oneself. Some examples are (but not limited to): guns, knives, throwing stars, darts and weapons used in the martial arts. In the use of guns, the suspension will be for 5 days and in accordance with federal law, an expulsion hearing will be held. By law the expulsion (if upheld by the board) does occur, it shall be for one calendar year. The superintendent may recommend less than 1 calendar year, but must state his/her reasons why. Each case must be handled on a case-by-case basis.

The Minnesota Fair Pupils Dismissal Act will govern all suspension procedures. An informal administrative conference shall be held with the pupils except where it appears that the pupil will create an immediate and substantial danger to persons or property around them. This conference may be taped. In the event a pupil is suspended without an informal administrative conference, a written notice shall be served either personally or by certified mail upon the pupil and their parents/guardians within 48 hours of the suspension. During the informal conference, or before the suspension takes effect, the student shall be presented with a written notice containing the grounds for suspension, a brief statement of facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Fair Pupils Dismissal Act.

Suspension will be either in school or out-of-school. Classroom work will be made up and credit received. Students will not be eligible to participate in the WHS co-curricular program during the dates of a given suspension period. Loss of eligibility will be in effect from the moment of notification of suspension and will include all co-curricular and

co-curricular activities such as plays, concerts, athletics, contests, FFA activities, etc., and may also include the attendance to any such activity.

Students who are suspended out of school shall not be allowed on school property or at school sponsored activities during the length of their suspension. Violators will be reported to the local authorities for trespassing. Students who may have a need to be at school during their suspension should seek approval from the administration.

Failure to follow the suspension rules will result in increasing the length of the suspension.

1. Days of Suspension (1-9days)

A certified letter is sent to the parents/guardians explaining the case. A conference will be held with the student, administration, and teacher or Counselor. A parent/guardian conference will be held to readmit the student upon the completion of the suspension.

2. Days of Suspension (10+ days)

The student's behavior history will be submitted to the School Board for review. Students and parents will be required to meet with the Board.

TEXTBOOKS

The cost to replace a lost or damaged book will be the replacement price to order a new book.

THREATS AND DISRUPTIONS

Dangerous Threats: Threats to normal school operations or school activities, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior.

School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities, will be subject to disciplinary action.

TOBACCO-FREE SCHOOLS: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICE; BAPING 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, [see Appendix 10](#). Contact the administration 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.

VIOLATION OF FEDERAL, STATE OR LOCAL LAW

The violation of any federal, state or local law is unacceptable behavior.

The following situations constitute unacceptable behavior:

Willful conduct which materially and substantially disrupts the rights of others to an education;

Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school, or;

Willful violation of any rule of conduct specified in this discipline policy.

Consequences

Disciplinary action may include, but is not limited to:

Meeting with the teacher, Counselor or administration

Detention

Loss of school privileges

Parental conference with school staff

Modified school programs

Removal from class

In-school suspension
Out of school suspension
Exclusion
Appearance before School Board
Expulsion
Referral to Law Enforcement Agency

This list does NOT represent the order in which consequences may occur.

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the School Administrator or a lawful designee. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher and the School Administrator after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the School Administrator. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to themselves or to persons or property around them. The length of time of the removal from class shall be at the discretion of the School Administrator after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference, including but not limited to, the completion of any make-up work.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child.

In-school suspension is the short-term removal of the student from classes during which time the school retains custody of the student. In-school suspension may also include the assignment of detention hall during and after school hours and may include prohibiting the attendance to any after school activities for any specific period of time.

Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 1974, as amended.

Parents/Guardians shall be notified in writing of violation of the district's behavior expectations resulting in disciplinary actions by first class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally, except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

While corporal punishment is not used by ISD 640, in accordance with MN statute 121A.61 and MS 121A.582 teachers, school employees and other agents of a district, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; 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 recommendation to the superintendent of 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. For a copy of the "School Weapons" policy, contact *[insert position title or name here]*.

HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the superintendent. 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).

CRISIS MANAGEMENT

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

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

EMERGENCY CONTACT INFORMATION

All emergency contact information is gathered from JMC during the registration process. Please make sure this information is up-to-date at all times so that the school may be able to contact you when necessary.

HEAD LICE

Head lice are encountered in the school setting each year. Please teach your children not to share items that could spread head lice. If your child has head lice he/she must be treated with a medicated product before coming back to school. (Nits are considered live lice). However, removal of nits is a component of complete treatment of head lice. Household cleaning must be done also. The Health office appreciates being notified if your child has been treated for head lice. This helps determine where to focus our prevention information.

HEALTH INFORMATION

First Aid

The nurse’s office 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 the entrance to the Auditorium and back entrance of the Activity Center. Tampering with any AED is prohibited and may result in discipline.

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 health office is staffed daily. First aid, emergency care, and medical administration are provided and other special health care needs of children are met.

Please alert the teacher or HSA nurse if your child has particular health concerns that could affect his/her learning at school. This would include significant health concerns such as but not limited to asthma, seizure disorder, allergic reactions or medications that are given at home that could affect your child's behavior/attention in school (i.e. allergy medication, antibiotics, and so on). Alerting the child's teacher or HSA nurse should be done at the beginning of each year, with each change of teacher and as often as the medical situation changes. If your child needs to be excused from Physical Education, please send a note. If the excuse is to be long term (more than one day) a note from a physician is required.

Immunization review, hearing and vision screening, the Health Services Department nurse provides scoliosis screenings, health and developmental assessments, health counseling and referrals. The school immunization law is enforced. **If immunization records are not up to date, the student may be excluded from school until proper immunization records are received.** Any questions regarding your child's health status should be forwarded to the Wabasso Health Office at (507) 342-5114 ext 142.

Illness at School

Any student who becomes ill or injured during the school day must report to the Health office with a pass from their classroom teacher. Students are not to report to the Health office between classes. Generally, the school policy is that if the student is ill enough to be in the Health office, they should be at home. Parents/guardians or an emergency contact person will be notified by the Health Office staff if a significant injury or illness occurs to provide transportation home. Note: Be sure to complete and return your Emergency Contact form, which is in your packet each year.

A student should not be sent to school if the following conditions exist:

1. If the student has had a fever of 100.5 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
2. If the student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If the student has any rash that may be disease-related or you do not know the cause, check with your physician before sending your child to 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.

Medications at School During the School Day

Wabasso School District 640 has implemented a standard medication administration policy. All prescription medications to be given in the school setting will require written permission of the student's parent/guardian and physician and authorization by a school nurse. Any non-prescription medications (this includes cough drops) will require written permission of the parent/guardian and authorization by a school nurse. This is needed before any medication is given. Prescription medicines must be provided in a pharmacy or physician-prepared bottle. Over the counter drugs must be in the original container. Please note: Controlled substance medication will not be sent home with students during or at the end of the school year. Parents/guardians or a designated adult needs to pick up the medication at the school. Medication is to be administered in the school setting only if it is needed to maintain the student's health. Parents are encouraged to give three times per day medications at home (before and after school and at bedtime). A Med Authorization Form is included with your packet at the beginning of the school year. You may also call the school if you need a form prior to the start of the school year or have questions. Parent/guardian cooperation with this is much appreciated to help with safe medication administration. **Only FDA approved drugs will be administered. This policy will also apply to sunscreen, bug sprays, lotions, chapstick, etc.**

The Health office will not automatically send medications with a student on field trips or activity days. If a student requires medication (for example, seizure medications, asthma medications or epinephrine for allergic reactions),

please contact the Health office a week in advance of the event to make arrangements for safe medication administration. **It is the parent's responsibility to notify the health office.** Note: Medication is given to students in the supervised school setting to maintain the student's health and meet the child's educational needs. Medication sent for off-site school activities needs to follow school policy whereby the school nurse is aware of medication a student is taking.

NUT, LATEX, AND FRAGRANCE

Our site has been designated as **“Latex Aware”** and **“Fragrance Aware”**. **“Latex Aware” means that we will not allow any Latex gloves or latex balloons in our building.** Gloves and balloons are sources of latex that can easily get into the air and cause allergic reactions, some life threatening. We do have students, parents, and community members in District 640 that have allergies to latex or potential for a latex allergy due to other medical history. This has been determined for the safety of our students, staff and families.

“Fragrance Aware” means that we will try to have a fragrance and scent free environment.

Exposure to fragrances and scents can cause some of our students and staff to experience upper respiratory irritation, asthma, headaches, and other symptoms. Sources of fragrance and scents include perfume, cologne, after shave, hair sprays, and body lotions. All students and staff are *encouraged* to limit the amount of fragranced personal products used. (Use fragrance free). The district selects maintenance, cleaning and classroom products that are low in odor to reduce symptoms for staff and students related to these types of products.

Nut Allergies are a serious and potentially life threatening condition. ISD 640 has students who have this condition, therefore the school has been declared a peanut aware school. Students and staff will not be allowed to bring food or products that contain nuts. For student safety reasons, students bringing their lunch from home must be respectful of other student situations

PESTICIDE APPLICATION NOTICE

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

SAFETY

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

BOMB EVACUATION

The school district is required by law to have a plan to evacuate the buildings in the event of a bomb threat. Listed below is the procedure, which shall be followed. The interoffice staff will knock on the door and say, "There is a safety matter that requires us to evacuate the building immediately." Do not touch anything in the room including light switches or electrical equipment such as to turn off computers, etc. Also do not use the telephone or pick up or touch any strange looking devices. You are to go to your normal outdoor location as if it were a fire drill. Do, however, make certain you are at least 100 yards away from the building. Remain there until you are told differently what to do.

FIRE DRILLS

A continuous chirping noise and bright flashing lights sound the fire alarm. Students, teachers, and all members of the staff must leave the building when the alarm is sounded, using exits designated for the room in which they are

located at the time. In order to simulate possible conditions of a real fire, one or more exits may be blocked in which case alternate exits will be used.

INTRUDER RESPONSE

ISD 640 has adopted ALICE, a nationally recognized program for responding to school intruders. ALICE is a proactive set of responses to an active school intruder event which empowers individuals to utilize human action. ALICE stands for:

Alert: Get the word out! Use clear, concise language to convey the type and location of the event. **Lockdown:**

Good starting point. We will continue to lockdown students in a secure area, however, we will include barricading the area for additional security.

Inform: Communication keeps the intruder off balance and allows for good decision-making.

Counter: Apply skills to distract, confuse and gain control.

Evacuate: As soon as it is safe to do so, evacuate.

TORNADO DRILL

The drill runs in conjunction with the statewide Tornado Awareness Week and Drill. Upon notification of a tornado, staff should escort their students to the designated area and assume the proper protective position. An “All Clear” announcement will be made when it is safe to return to the classroom.

DISCRIMINATION POLICY

INDEPENDENT SCHOOL DISTRICT NO. 640

Policy Statement on Compliance with State and Federal Law Prohibiting Discrimination

(Chapter 173, Minnesota Laws of 1975 requires that districts comply with both state and federal law prohibiting discrimination; therefore, the policy statement should include protected classes in state law.)

It is the policy of the Board of Education of District No. 640 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

To effectuate the provisions of this policy the Board of Education directs the Superintendent of Schools to immediately take the following action steps:

1. Develop and implement a management system to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Chapter 363.03, Minnesota Human Rights Act.
2. Evaluate on a continuous basis the district's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices, and procedures currently in effect.
3. Modify those aspects of the district's operation which do not conform to federal and state law prohibiting discrimination.
4. Take remedial steps to eliminate the present effect of past discrimination.
5. Maintain data for three (3) years following completion of the evaluation as recommended under paragraph (2) of this section and upon request, provide to HEW a description of any modification made pursuant to paragraph (3) above.
6. Assign responsibility for the implementation of provision of civil rights laws to the Title IX coordinator for the district, whose name is Mr. Jon Fulton, Superintendent, telephone (507) 342-5114.

7. Design and implement a training program to acquaint the district's staff and its civil rights responsibilities.
8. Establish and publish a grievance procedure (found on the following page) for students and staff as required under provisions of Title IX.
9. Disseminate the district's non-discriminatory policy to clients, the general public, and vendors. (See section 86.9 of Title IX regulations.)

TRANSPORTATION

PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities For Transportation Safety.

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administration.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

SCHOOL BUS RULES

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

All school bus/bus stop misconduct will be reported to the District's Transportation Director Brent Johnson, 507-430-6463. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules at the Bus Stop.

1. Arrive at your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.

7. 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.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

C. Rules on the Bus.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

D. Consequences.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents/Guardians will be notified of any suspension of bus privileges.

1. Elementary (K-6).

- 1st offense - warning
- 2nd offense - referral to school administration for up to 3 school day suspension from riding the bus
- 3rd offense – Up to 5 school day suspension from riding the bus
- 4th offense – Up to 10 school day suspension from riding the bus / meeting with parent

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Secondary (7-12).

- 1st offense - warning
- 2nd offense - referral to school administration for a 5 day suspension from riding the bus
- 3rd offense - 10 day suspension from riding the bus
- 4th offense - 20 day suspension from riding the bus / meeting with parent
- 5th offense -- suspended from riding the bus for the remainder of the school year

3. Other Discipline.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

4. Records.

Records of school bus/bus stop misconduct will be forwarded to the school and will be retained in the same manner as other student discipline records. Reports of

serious misconduct will be provided to the Department of Public Safety.

5. Vandalism/Bus Damage.

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice.

Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7. Criminal Conduct.

In cases involving criminal conduct (for example, assault, weapons, possession of controlled substances or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

A. Parent/Guardian Responsibilities For Transportation Safety.

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules are posted on the school website. Parents/Guardians are asked to review the rules with their students.

APPENDICES

DATA PRIVACY

District 640 has adopted a Data Privacy Policy in conformity with state and federal guidelines. The district will not release information about the student without the parent's/guardian's permission.

Directory information which includes a student's name, date and place of birth, sex, participation in school activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received and other similar information may be released to the public without prior consent unless the parent/guardian or student has objected in writing of any of the above information. Parents/Guardians are to notify the school of their objection by September 20.

The Minnesota State High School League often uses information and pictures of students for programs and their website. Therefore, they are requesting that we list in our handbook their directory information definition: "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events and High School League activities or events."

A complete copy of the policy is available from the district office.

GRIEVANCE PROCEDURE

- A. Any person(s) who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the persons designated to handle complaints.
- B. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated officials and such decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.
- C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the designated official finds that the complaint is not justified, he/she shall notify the complainant in written communication.
- E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.
- F. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

- G. If the complainant is not satisfied with the decision of the board, appeal may be made to one or more of the following offices:

Directors of the Office of Civil Rights
300 South Wacker Drive
Chicago, IL 60606

Commissioner of Human Rights
200 Capitol Square Building
St. Paul, MN 55101
(612) 296-5663

Equal Employment Opportunity Commission (EEOC)
Regional Office
342 N. Water Street
Milwaukee, WI 5320

Indoor Air Quality Notification

Wabasso Public School District would like to take this opportunity to inform parents and employees of the District's commitment to achieving and maintaining a healthy Indoor Air Quality environment for all students, staff and other building occupants.

The District is in the process of implementing its Indoor Air Quality management plan. This involves performing annual building walkthroughs, IAQ investigations for problem areas, ventilation checklists for mechanical equipment, staff IAQ checklists, and the development of policies related to Indoor Air Quality. The District utilizes the EPA's "Indoor Air Quality – Tools For Schools" guide to help accomplish these tasks.

The Wabasso School District Indoor Air Quality contact person is Bruce Johnson, Plant Manager. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 507-342-5114 or Bruce Johnson (507)342-7007 or Health Office (507)342-7196.

PESTICIDE NOTIFICATION - General Notice for Parents or Guardians

Dear Parent or Guardian:

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide application and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide application made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form below and mail it to:

Bruce Johnson
Plant Manager
PO Box 69
Wabasso, MN 56293

Sincerely,
Wabasso I.S.D. #640

Request for Pesticide Notification

Wabasso

(Please circle the building(s) you would like information for)

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule I would like to be notified. I understand that the school may ask me for reimbursement for the costs of notification.

I would prefer to be notified by (circle): US Mail E-Mail

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail _____

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

STUDENT PREGNANCY & PARENTAL STATUS

1. Pregnancy and Parental Status

It is the policy of the School Board of Independent School District 640 not to discriminate against any student, or exclude any student from its education program or activity, including any class or co-curricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

2. Medical Certification

The School Board of Independent School District No. 640 may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

INDEPENDENT SCHOOL DISTRICT NO. 640
SEXUAL HARASSMENT AND SEXUAL VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

Independent School District No. 640 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Telephone _____ Work Telephone _____

Date of Alleged Incident(s) _____

Name of person you believe sexually harassed or was sexually violent toward you _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, (etc.); what, if any, physical contact was involved. what did you do to avoid the situation, etc. (Attach additional pages if necessary) _____

This complaint is filed based on my honest belief that _____
has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

SCHOOL: _____

Please check type of material:

() Book () Film () Record () Filmstrip () Periodical
() Pamphlet () Cassette () Kit () Other

Title _____

Author _____

Publisher/Producer _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

The following questions are to be answered after the complainant has been read, viewed or listened to the school library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. To what material do you object? (Please be specific, site pages, frames in a filmstrip, film sequence, etc.) _____

2. A. What do you believe is the theme or purpose of this material?
B. What is your understanding of the teacher's purpose in using this material?

3. What do you feel might be the result of a student using this material?

4. For what age group would you recommend this material? _____

5. A. Is there anything good in this material? Please comment.
B. Are you aware of the judgment of this material by literary/educational critics?

6. Would you care to recommend other school library material of the same subject and format as an alternative to this questioned material?

7. What would you like your school to do about this material?

_____ Do not assign it to my child

_____ Withdraw it from all students as well as from my child

_____ Reevaluate this material

_____ Use only under a teacher's guidance

_____ Signature of Complainant

_____ Date

PLEASE RETURN COMPLETED FORM TO THE OFFICE.

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

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

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Behavioral Guidelines and Consequences

Students who make any of the poor behavior choices included in this section are clearly not showing respect or responsibility to self or others. The consequences apply regardless of whether the behavior took place in school, on district property, in a district vehicle, or at a school or district activity. Law enforcement may be contacted for serious/severe misbehavior. Law enforcement will conduct their own investigation and will bring charges forward appropriately. **Administrative discretion will be applied.

Misbehavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<u>General Misbehavior</u> Including, but not limited to: Cheating, Horseplay, Running in Hallway, Dress Code Violations, Swearing, Vulgar/Crude/Sexual Language or Print, Inappropriate Displays of Affection, Interfering or Disrupting a staff member or student in an assigned duty	Detention	Detention	1 Day ISS	1-3 Day ISS
<u>Abuse - Verbal</u> The use of course language that is directed at a staff or student with the intent to cause harm: Abusive, Obscene, Vulgar Toward a student..... Toward a Staff Member.....	Detention 1 Day ISS	1 Day ISS 2-3 Day OSS	1-3 Day OSS 3-5 Day OSS	3-5 Day OSS Expulsion
<u>Tobacco</u> USAGE or SELLING or DISTRIBUTING MSHSL rules will also apply Police will be notified	3-5 Day OSS	5-10 Day OSS	5-10 Day OSS or Expulsion	Expulsion
<u>Ammunition - Possession</u> Possession of bullets, shotgun shells, or other projectiles. (Intent is given major consideration) Students should bring any discovered bullets/shells to the office	Detention	1 Day ISS	1 Day OSS	Expulsion
<u>Arson</u> Intentionally creating a fire in a district building or on school property with the intention of causing destruction, damage or mischief. (Restitution is expected) Police will be notified	10 Day OSS or Expulsion	Expulsion		
<u>Assault, Physical</u> Acting with intent to inflict serious bodily harm upon another person. Upon a student..... Upon a staff member..... Police will be notified	3-5 Day OSS Expulsion	5-10 Day OSS Expulsion	Expulsion	
<u>Assault, Aggravated</u> Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. Police will be notified	Expulsion			

<u>Bodily Harm, Inflicted</u> Committing an accidental act or using poor judgment through recklessness or carelessness inflicting bodily harm upon another person. Intentionally inflicting bodily harm (done with intent to harm)	1-3 Day ISS 1-3 Day	3-5 Days ISS 3-5 Day OSS	1-3 Day OSS 5-10 Days OSS	Expulsion Expulsion
<u>Bomb Threat or Terroristic Plot/Plan/Threat</u> Devising a plot/plan with the intent of causing significant damage or harm to a person(s), property, or sense of safety Police will be notified	Expulsion			
<u>Bullying</u> Repeatedly targeting another student with deliberate actions or communications that are intended to distress, intimidate, humiliate, or harm another student (included cyber-bullying)	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS	Expulsion
<u>Damage to Property</u> Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage to property (Restitution is expected)	1-3 Days ISS	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS
<u>Disorderly Conduct</u> Engaging in offensive, obscene, or abusive communication or boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.	1-3 Days ISS	1-3 Days OSS	2-4 Days OSS	3-5 Days OSS
<u>Driving, Careless or Reckless</u> driving on or adjacent to school property in such a manner	Detention	1-3 Days ISS	1-3 Days OSS	3-5 Day OSS
<u>Explosives Possession and /or Use</u> Possessing or using any compound, mixture or device that by design, function or usage creates an explosion or fire..... Fireworks – Possessing..... Fireworks – Detonating or igniting..... Police will be notified	Expulsion 5 Days OSS 5-10 Day OSS	Expulsion Expulsion		
<u>Fighting</u> Mutual Combat (striking, kicking, pinching, biting, scratching, pulling hair, etc.)	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	Expulsion
<u>Fire Alarm, False Intentionally /Unintentionally</u> giving a false alarm or fire or tampering or interfering with any fire alarm. Police will be notified	10 Day OSS	Expulsion		
<u>Fire Extinguisher, Unauthorized Use</u> Unauthorized handling or discharge fire extinguisher. Police will be notified.	3-10 Day OSS	Expulsion		

<u>Fire Starting Devices</u> Possessing or using any device, tool or system that is designed to create fire (matches, lighter, etc.)	Confiscation & Detention	Confiscation & 1 Day ISS	Confiscation & 1-3 Days ISS	Confiscation & 1-3 Days OSS
<u>Gang Activity</u>	Detention	1 Day ISS	3 Day OSS	5 Day OSS
<u>Harassment, Including Sexual</u> Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals. It may include indecent exposure, and words or action that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disability they may have	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS	Expulsion
<u>Insubordination</u> Willful refusal to follow an appropriate direction or order given by a staff member Refusing directions given by Administration	Detention 1 Day ISS	1-3 Days ISS 1-3 Day OSS	1-3 Day OSS 3-5 Day OSS	3-5 Day OSS 5-7 Day OSS
<u>Leaving Campus During School Day</u> Unauthorized leaving campus	Detention	1 Day ISS	1-3 Day OSS	3-5 Day OSS
<u>Mood-Altering Drugs, Narcotics, Illegal Drugs, Prescription Drugs, Chemicals</u> USAGE, SELLING or DISTRIBUTING any controlled or illegal substance that is prohibited by Minnesota or federal law. MSHSL rules will also apply Police will be notified.	Expulsion			
<u>Sexual Conduct, Criminal</u> Engaging in non-consensual, unwanted sexual contact with another person, including, the clothing covering a person's intimate parts or attempted removal of such clothing. Police will be notified	5-10 Day OSS	Expulsion		
<u>Terroristic Act</u> Engaging in an act that is intended to cause significant damage to a person(s), property, or sense of safety and security. Police will be notified	Expulsion			
<u>Theft or Knowingly Receiving or Possessing Stolen Property</u> Unauthorized taking of the property of another person and/or the school, or receiving such property. The condition and completeness of all returned stolen property will be considered in the determination of consequences. Police will be notified	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	Expulsion

Trespassing Being present in any district facility when it is closed to the public or individual or unauthorized presence in a district vehicle.	Detention	1-3 Days ISS	2-3 day OSS	5 Day OSS
Vandalism (Willful Damage of Property) Littering, defacing, cutting, or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff. (Restitution is expected)	1-5 Days OSS	3-5 Days OSS	5-10 Days OSS	Expulsion
Weapon or Look-alike Weapon (Construction or Possession) – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm; or any other device, instrument, or substance, which, it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Police will be notified	Expulsion			

Habitual or continued violations of school rules/policies will result in the following consequences:

- After 3 earned detentions for the year 1 day ISS***
- After 5 earned days of ISS for the year 1 day OSS***