

INDEPENDENT SCHOOL DISTRICT NUMBER 640

Dear Parent/Guardian,

This is your copy of the 2009-2010 Secondary Handbook. It contains information, rules and regulations for grades 7 through 12. It is the official handbook for the junior/senior high school.

The high school staff, site-based team and administration are ready to serve you in every way that we can to insure that 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.

THIS HANDBOOK IS SUBJECT TO AND MAY CHANGE AT ANY TIME DURING THE SCHOOL YEAR.

The latest version of this handbook, including any changes made during the school year, is available at our web site www.wabassoschool.com.

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 with us in anticipation for an exciting, rewarding and enjoyable 2007-08 school year!

Sincerely,

Site Council Team

Dave Blank- WEA Representative

Corinna Erickson-Elem. Representative

Penny Greenlee- Para/WCA Representative

Jenifer Goblisch-Parent

Jennifer Haven- Elementary Representative

Sue Huhnerkoch-Parent

Amy Iverson- Assistant to the Superintendent

Joe Kemp-Social Studies Teacher/ A.D.

Mary Kay Pistulka- Secondary Representative

Amy Rohlik- Parent

Shelly Sagedahl-Parent

Mavis Salfer-Parent

Gary Thomas- School Counselor

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2008-09

SECONDARY STAFF

<u>Name</u>	<u>Position</u>
Mr. Darren Anderson	P.E./Health
Mrs. Traci Bernardy	Math
Mr. David Blank	Business Ed.
Mrs. Becky Brand	Math/H.S. Vesta
Mr. Alan Dewey	Science
Mr. Joe Fanaselle	English
Mr. Christopher Gordon	JH English/Special Ed.
Mr. John Haberman	Soc. Studies
Miss Carol Hamilton	Librarian/Social Studies
Mrs. Jennifer Haven	H.S. Special Ed.
Mrs. Amanda Henningsen	Math
Mrs. Amy Iverson	Asst. to Supt/P.E./Health
Mr. Joe Kemp	Social Studies
Mr. Bill Klaers	Vocational/Ag
Mr. Michael Meyer	Instrumental music
Mrs. Tara Morin	Vesta Elementary
Mr. Chad Olson	English
Mrs. Joyce Plaetz	P.E./Health
Mrs. Mary Kay Pistulka	English/Art
Ms. Viviana Sanabria-Toro	Spanish
Mrs. Sandra Scheff-Belaen	Science
Mr. Stephen Suss	H.S. Vesta
Mr. Gary Thomas	Counselor
Mrs. Krista Wingert	Vocal Music

WHAT SHOULD I DO?

If you are tardy for school:

Report to the office.

If you have been absent:

Bring a note signed by a parent/guardian to the office when you return. If you have been to a doctor or dentist, you may be asked to bring a signed note from their office.

If you have found something:

Bring it to the office before or after school.

If you lose a library book or textbook:

After checking lost and found articles, see the appropriate teacher to pay for the lost book and/or get a new one.

If you want to change your schedule:

See the Counselor.

If you wish to be placed in limited physical education for reasons of health:

Bring a request from your doctor to the school nurse.

If you must accompany your parents/guardians on a trip when school is in session:

Make arrangements in advance in the main office. School assignments must be completed and turned in before the absence for the trip.

If you have questions about school policies or procedures:

See the Counselor, administration or student council.

If you want to try out for one of the athletic teams:

See your physical education teacher or the coach.

If you feel sick or hurt yourself during school:

Get a pass or approval from your teacher, and then go directly to the nurse's office.

If you want to know where to find a teacher at any time during the day:

Consult the schedule posted on the main hall bulletin board.

If you want to make an appointment with the Counselor:

Contact the Counselor and arrange for an appointment.

If you wish to make a phone call:

There is a student phone in the main hall. This phone can be used to make local calls and toll free calls.

If you move to a different address during the school year:

Report your new address to the office.

SCHEDULES

TIME SCHEDULE AND BELLS

A bell will ring at 8:00 a.m. Students are to then proceed to their first period class. Elementary students shall not enter the school building before 8:00 a.m., unless there is inclement weather. **Only high school students may enter the building before 8:00 a.m. if they use the east doors by the choir room.** Buses will not be allowed to unload until 8:00 a.m. and students not on the buses will be asked to stay outside or in the entryway unless they enter through the east doors. Students are not allowed in the gym before school begins. **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.**

JUNIOR AND SENIOR HIGH SCHEDULE

		<u>BEGINS</u>	<u>ENDS</u>
1st Bell		8:00 a.m.	
1 st Period		8:14 a.m.	9:02 a.m.
2 nd Period		9:05 a.m.	9:53 a.m.
3 rd Period		9:56 a.m.	10:44 a.m.
4 th Period			
(Grades 7-8-9)	Lunch	10:47 a.m.	11:20 a.m.
	Class	11:23 a.m.	12:11 p.m.
(Grades 10-11-12)	Class	10:47 a.m.	11:35 a.m.
	Lunch	11:38 a.m.	12:11 p.m.
5 th Period		12:14 p.m.	1:02 p.m.
6 th Period		1:05 p.m.	1:53 p.m.
7 th Period		1:56 p.m.	2:44 p.m.
Homeroom		2:44 p.m.	3:04 p.m.

GENERAL INFORMATION

SCHOOL CLOSINGS

In the event of inclement weather or other events, which interferes with normal school operations and transportation, the Superintendent will call off school at the earliest possible time. KLGR (1490 AM), KMHL (1400 AM), WCCO (830 AM and TV) and KARE 11 TV will announce school closings. 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.

On occasion, it may be necessary to use emergency bus routes. This announcement will be made over the radio. Please refer to your school packet for your specific emergency bus route information.

NEW! INSTANT ALERT SYSTEM

The Wabasso School has implemented a new system call Honeywell Instant Alert for Schools. Instant Alert for Schools is a tool for emergency notification and routine communication. We will use Instant Alert to notify you of a late school start, an early out, or a school closing due to inclement weather. We will also use Instant Alert for a variety of general communications to parents. Within minutes of any type of emergency, we can use Instant Alert to deliver a single, clear message to the parents or guardians or our students by telephone, cell phone, email, pager, or PDA in any combination. We strongly encourage all families to register to receive instant alerts, this will ensure that everyone will receive the earliest possible notification of any announcements or changes in the school day. You may do so by going to the following website; <http://instantalert.honeywell.com> . If you have any questions about the Instant Alert System, please contact Shannon Anderson at 342-7406.

EMERGENCY DRILLS

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, typewriters, 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

An announcement will be made indicating that staff and students should take defensive response positions until an "All Clear" announcement is made. Staff should keep all students in their presence with them until the end of the response. They should lock all doors and insure that students cannot be observed through windows in the door or classroom. Staff should take roll and list extra students present and assure that students are kept quiet and calm.

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.

INTERNET USAGE

The district will monitor all Internet usage and has installed filters to screen out inappropriate material. The district will take disciplinary action against the intentional access of inappropriate material and will continue to monitor and take steps to prevent unintentional accessing.

All students must sign an Internet Appropriate Use Agreement, which must be on file with the school prior to using school computers to access the Internet. Students may not access personal e-mail accounts using school computers. Students and parents must each fill out a form before the start of the school year. All forms should be signed and returned to the main office. Until all forms are returned, the student will not be allowed to use the Internet at school.

All Students will be assigned their own username and password. They will be responsible for any material logged in under that name. School staff can confiscate jump drives with inappropriate material on them.

LUNCH PROGRAM

A school lunch program is available to all students in the school. The full cost of a secondary lunch is \$2.00 per meal. One-half pint of milk is available with the lunch program. There is a charge for another milk at \$.45 per milk carton. Each student is assigned an identification number that is used in the lunch line. Lunch money is kept in a family account and all students in your family draw from this one account. Students will be verbally notified when the account balance is \$5 per student which still allows each student to eat three more times. When the account balance reaches \$0, students, grades 7-12 will not be allowed to eat the regular meal or use ala carte until money has been deposited in the family account.

ATTENDANCE

STUDENT ATTENDANCE POLICY:

PURPOSE

- A. Independent School District No. 640 believes that regular school attendance is directly related to success in 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 POLICY

A. 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 on 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. Site Based Team (Administration) Responsibility

a. It is the Attendance committee's responsibility to require students to attend all assigned classes and study halls. It is also the Attendance Director'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 Director'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.

NEW! 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 the beginning of the school day on the day of the event in order to participate in co-curricular events, unless the absence has been pre-arranged and is an approved absence.

When a student has been or plans to be absent, s/he will receive either an approved or an unexcused 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 unexcused.

MAXIMUM ABSENCE RULE: A student will not receive credit for any class in which the absences reach 13 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 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:
 - a. Name of Student
 - b. Date of Absence

- c. Days Absent
- d. Reason for Absence
- e. 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.

d. **Court ordered appearance.** If pre-approved.

e. **Religious holidays.**

f. **Verifiable college visits:** If pre-approved. 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.

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 will be assigned for every hour missed due to the unexcused absence.

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 9th 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.

2. If the student has reached the 13th absence in a semester, the student will be informed in person and the Administration office will send, once again, the student's attendance form to the parent/guardian. 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.

The appeals committee will meet monthly to address attendance issues.

Attendance Appeal Process:

If notified that a student has accumulated (13) 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 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 Site Based Management team who will set up a meeting for a hearing to include Site Based Management team members, parent or guardian and student. The Appeal Committee will consist of Administration, Dean of Students, faculty or staff members, and Site Council members/attendance committee members.

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 cumulated 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 two hours of detention for each class period missed. 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

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 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.
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.

NEW! **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 quarter results in one hour of detention. Each additional unexcused tardy will result 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. §120.101 and is absent from instruction in a school, as defined in Minn. Stat. §120.05, 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 middle school, junior high school, 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. §120.101, and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 127.20.
4. that this notification serves as the notification required by Minn. Stat. §127.20;
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. 260;
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. §260.191; 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, or high school.
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 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 Site Based Management team who will set up a meeting for a hearing to include Site Based Management team members, parent or guardian and student.
- B. Further appeals should be directed to the Board of Education of Independent School District No. 640.

Health Issues

HEALTH SERVICES

A Public Health nurse, a School Health aide or a designated school employee staffs the Health office. First aid, emergency care and medical administration are provided and other special health care needs of children are met.

Please alert the teacher or Public Health 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 Public Health 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 Public Health 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 Public Health nurse at Redwood County Public Health Service at (507) 637-4041 or Wabasso Health Office at (507) 342-7196.

MEDICATION

Redwood County Public Health Service 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 nurse at Redwood County Public Health. Any non-prescription medications will require written permission of the parent/guardian and authorization by a nurse at Redwood County Public Health. 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 Redwood County Public Health Service at (507) 637-4041 or 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.**

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. 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.

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. Parent/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.

LATEX AND FRAGRANCES

Our site has been designated as "**Latex Limited**" and "**Fragrance Aware**" by our District Indoor Air Quality Committee. "**Latex Limited**" 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 do 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, hairsprays, 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.

BEHAVIOR/RULES

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. Information in this section includes but does not limit inappropriate behavior that is unacceptable and is subject to disciplinary action.

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.

BACKPACKS/BOOKBAGS

Bags used to carry your books in are not allowed to be used hour to hour during the school day. You may use them at the end of the day when you are leaving the building.

BEHAVIOR IN THE CAFETERIA

1. Lunches, 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.
3. Students will form a single file line behind the dark line on the floor when entering the food serving area to pick up trays and food.

BULLYING

Bullying is a conscious, willful and deliberate hostile activity, intended to harm. This can be done by pushing, shoving, hitting, spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. The classroom teacher, School Administrator and/or parents will handle consequences of bullying. A parent meeting will be set up to discuss the situation with school personnel, and if continued this could lead to suspension.

CAMERA SURVEILLANCE

Students and visitors may be videotaped in public areas of the school building and grounds. These tapes may be viewed by authorized individuals for the purposes of school safety and security of property and buildings.

CARD PLAYING

Students are not allowed to play cards during school hours unless the instructor is specifically using cards for instructional purposes.

CELL PHONES and ALL ELECTRONIC DEVICES

Cell phones, CD players, headphones, etc. are not allowed in the classroom, hallways or locker rooms during school hours from 8:05 – 3:04. Please leave these at home or in your locker. The school is not responsible for theft of any of these items. In order to enforce the cell phone use by students in the school, this is what the consequences will be if you have your cell phone taken away. First offense: your phone will be confiscated for one week, and there will be a parent meeting to discuss your use of cell phone during the school day. Second offense: your phone will be confiscated for a two week period, and there will be a parent meeting to discuss your cell phone use during the school day. Any further incidences of using your cell phone improperly will lead to confiscating your phone for the remainder of the year and a meeting with your parents.

CHEATING/PLAGIARISM

Cheating consists of sharing your own work with another person, copying another person's answers, borrowing your assignment to another person for them to turn in as their own, or writing answers on something for you to use to help better your grade. This includes plagiarism, which is, (to steal and pass off as one's own work of another). Consequences for this behavior are as follows: first offense-detention and 0 on test/assignment, second offense-detention, 0 on test, and parent meeting. A number of further instances can result in a failure of the class and/or in-school suspension. **The use of Wikipedia will not be accepted as a valid source of information.**

CLOSED CAMPUS DURING NOON HOUR

Wabasso High School has a closed campus noon hour. **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. **This includes defacing student planners, either your own or someone else's.** 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 reasonable effort to find the owner. Theft will be reported to law enforcement for appropriate action.

DANCES

Rules for Wabasso High School dances:

1. Only students and visitors approved by the dance supervisors prior to the dance may attend.
2. 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.
3. Students who have disciplinary problems at any school activities may be suspended from dances.

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 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, Superintendent or any member of the faculty may assign students detention. The following shall be considered grounds for detention:

1. Tardiness
2. Truancy
3. Improper/inappropriate behavior

Detention will be served on Saturday morning from 8:00 a.m. to 10:00 a.m. according to the posted schedule on the school website and in the student bulletin. Students who are not in their seats in the detention room at that time will be considered late. Written notification will inform parents/guardians of a detention. Each student is to bring and keep busy with sufficient and appropriate books and materials, remain absolutely quiet and may not leave the room until s/he is dismissed. Failure to follow the detention study hall rules will result in added detention.

Detention takes precedence over work and school activities. Students with employment and extra curricular activities will NOT be exempted. 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.

A student who is late or fails to report for detention shall be assigned double the number of hours for the missed detention.

DRESS AND GROOMING

1. Clothing must not be hazardous to health or safety.
2. Tops must have straps at least 2 inches in width, not show undergarments and cover the midriff.
3. Low rider (baggy) pants are not acceptable.
4. Appearance must not be disruptive to the normal operation of a classroom.
5. Clothing or shoes must not be such as to cause damage to school property (for example: steel cleats on shoes).
6. Clothing, buttons or insignia may not be worn if the message is intended to mock or provoke others because of race, religion, national origin or is contrary to school policy.
7. Clothing, buttons or insignia which displays obscenity, advertise alcohol, drugs or smoking or promote its use may not be worn.
8. Hats or caps are not to be worn in the school building during school hours.
9. Shoes are to be worn in the school building.
10. Sunglasses are not to be worn inside the school building.

Failure to comply with these guidelines can result in appropriate disciplinary action including suspension from school.

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, advertise alcohol, drugs or smoking or promote 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 AND SOFT DRINKS

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

Water, juice and pop will be allowed in the classroom at the discretion of the classroom teacher.

HALLWAY BEHAVIOR

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

HARASSMENT

General Statement

The school district prohibits any form of religious, disability, racial or sexual harassment and violence. It will be a violation of this policy for any pupil, teacher, administrator or school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion, disability and race. School Administrators will act to investigate all complaints, formal or informal, verbal or written, and take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

SEXUAL HARASSMENT

General Statement of Policy

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42. U.S.C. 2000e, et seq., and Minn. Stat. 363.01-14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 640 to maintain learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 640 to harass a student or any employee through conduct or communication of sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 640 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

Sexual Harassment/Sexual Violence Defined

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status;
7. any sexually motivated unwelcome touching; or
8. sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.

Reporting Procedures

Any person who believes he or she has been the victim or sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report the alleged acts immediately to an appropriate School District official as designed by this policy. The School District encourages the reporting party or complainant to use the report form available from the School Administrator of each building or available from the School District office.

- A. In Each School Building: The building School Administrator is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the School Administrator must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the building School Administrator shall reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building School Administrator, the complaint shall be filed directly with the District Human Rights Officer.
- B. District-Wide: The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building School Administrator as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Board Chairperson.

The School District shall conspicuously post the name of the Human Rights Officer, include a mailing address and telephone number.

- C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.
- D. The use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board Chairperson.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interview with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees, pending completion of an investigation of alleged sexual harassment or sexual violence.

The School District Human Rights Officer shall make a report to the Superintendent upon completion of the investigation.

SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. **Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.**

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under Minn. Stat. 609.341, sub. 10 through 609.345; Minn. Stat. 609.321 through 324; or Minn. Stat. 617.246. In such situations, School District shall comply with Minn. Stat. 626.556, Reporting or Maltreatment of Minors.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

DISCIPLINE

Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

HAZING

Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. Hazing is prohibited in our school and the school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school district who is found to have violated this policy.

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.

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 the office.

Student-Teacher Aides must carry properly completed and permanent passes. Students are to fill out the student planner whenever they leave a study hall for any purpose and the teacher must sign the planner before the student leaves.

Any teacher or School Administrator has the privilege of asking the pupil to see their planner when s/he meets him/her in hall or elsewhere. Planners must indicate the time of leaving and returning.

Students assigned to an activity from a study hall must have a pre-approved signature in their planner from the teacher who is in charge of that activity. This pass is to be presented to the classroom supervisor before leaving the class to work on the activity.

No students may sign planners.

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.

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. Physical Education students and students using athletic lockers for co-curricular activities may use school lockers. 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 lockers that they have purchased at their own expense. The combination must be turned into the office prior to use.

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;

6. 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 right 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 Suspensions (ISS) or Out of School Suspensions (OSS). ISS is served in the Media Center or other location in the school and 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 re-admission 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.

TRAFFIC REGULATIONS

Students shall park in the student parking lot (not the faculty lot) or on side streets without disrupting the driveways or mailboxes of residents. **For safety sake, no student is to drive away from the premises until the buses have left. This includes down the alley that goes south toward St. Anne's from the student parking lot.**

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 right 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.

Wabasso High School
2009-2010 Summary of Behavioral Policy
Student Responsibilities:

Respect one's self

No use of tobacco
No possession/use/sale of alcohol or drugs

Respect others

No profanity, verbal assaults, obscene gestures
No physical assault
No cars leave until buses leave

Respect one's own education

Be on time
Be prepared to work in class
Bring materials to class

Respect school's and other's property

Respect school's traditions while attending activities

In keeping with MN statute 121A.61, teachers, school employees and other agents of a district, may use reasonable force in compliance with section 121A.582.

THE ACADEMIC PROGRAM

ANNOUNCEMENTS

Announcements will be hung on the bulletin boards before first hour each day. Information of importance concerning school activities will be given at this time. Each student is responsible for knowing all information presented through this medium.

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.** All information for the morning bulletin that is impossible to submit by the above deadline will be printed if possible.

Bulletin boards are available in the main hall for the more general announcements and notices.

CLUB MEETINGS

All major clubs will be allowed one meeting per month during the homeroom period. Study hall periods may be used to work on club projects, etc. All meeting announcements must be approved and included in the weekly bulletin as well as on the daily homeroom bulletin.

CO-CURRICULAR AND CLASSROOM ACTIVITIES

Occasionally, classes at the Wabasso and the Vesta School sites schedule and arrange for co-curricular and/or classroom activities. Many of these require transportation to remote sites. Sometimes one, the other or both of the schools will participate. The decision to participate will be made first of all by the classroom teacher who will decide on the appropriateness of the activity for the class, secondly, financial considerations will be taken into account and thirdly, staff and supervisory considerations must be regarded.

Parents and students must understand that they may or may not participate in the activities of the other school in which they are not enrolled. To insure participation in a particular school's activities, the student must be enrolled in that particular school, otherwise they may not be included in various activities from time to time.

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. Present a properly completed student visitation form from the Counselor to the office. Eighteen year old students can sign, under 18 must have a parent's/guardian's signature. The visit form must be turned in before leaving for the college visits or the student's absence will not be excused.
2. Make arrangements to make up all work missed as a result of the absence one (1) day in advance.
3. When leaving from 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 be determined 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. Credit for student-teacher aides can only be acquired through a Student-Teacher Aide project coordinated by the Director of the S.T.A. program.
7. All course changes after the beginning of a semester require a drop and add slip obtained from the High School Counselor and must be signed by all teachers involved and returned to the Counselor.
8. Course work is subject to the final approval of the High School Counselor.
9. Every student must plan their course program so that they will have no more than ONE study hall each semester.
10. 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.
11. 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, or age 14, 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).
- b. 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.

EXTENDED SCHOOL YEAR

The Wabasso School offers an Extended School Year (ESY) for all students who have current IEPs specifying the need for an Extended School Year. They may take ESY for one or more of the following reasons:

1. There will be significant regression of a skill or acquired knowledge from the pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup, unless the IEP team determines a shorter time for recoupment is more appropriate;
2. Services are necessary for the pupil to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the pupil's age and level of development and the timeliness for teaching the skill;
or
3. The IEP team otherwise determine, given the pupil's unique needs, that ESY services are necessary to ensure the pupil receives a free and appropriate public education.

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.

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 third quarter of the sophomore year will be the Honor Guard for graduation.

GRADUATION REQUIREMENTS

The following state requirements must be met for a high school diploma from Wabasso Public Schools:

Basic Requirements: To qualify for a high school diploma, a student shall demonstrate competency in the statewide standards for mathematics, reading and writing through a state test. Students must pass all three tests prior to graduating from Wabasso Public School.

The following local requirements must be met for a high school diploma from Wabasso Public School:

1. The successful completion of the work required in grades seven and eight. To receive credit for classes in grades seven and eight, students must average a minimum grade of D- for the completed year's academic work.
2. A student must earn a minimum of 22.5 credits in grades 9, 10, 11, and 12. Our goal should be to strive for something beyond a minimum. A year class represents one credit.

Wabasso Public School Graduation Requirements

Subject	Grades 9-12	
	2008-2009	
English	4.0 Credits	
Social Studies	4.0 Credits	
Physical Education	.5 Credits	9 th Grade Only
Health	.5 Credits	
Mathematics	4.0 Credits	
Science	4.0 Credits	
Electives	4.0 Credits	

Home Ec or Vocational 9
Computer Science
Total Credits

.5 Credits
1.0 Credits

22.5 Credits Minimum

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 or in the main office.

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.

MARKING SYSTEM

Report Cards

Four times during the school year students receive a report of their progress in school, which is to be taken to the parents/guardians. The marking periods are nine weeks in length. These report cards are for the parent's/guardian's records and need not be returned.

Mid-Quarter Progress Reports

Mid-quarter progress reports are sent to parents/guardians at the middle of each quarter. Should there be any questions concerning these reports, the student or parent/guardian should contact the teacher involved, or the Counselor.

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- = .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.

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.

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 10th, 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.

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. (STA will continue to be offered only as P/NC).

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 "P" 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 "P" is not figured into their GPA. As a result, a class taken for P/NC will not improve their GPA.

POST- SECONDARY ENROLLMENT OPTION GUIDELINE

1. Students interested in the Post-Secondary Enrollment Option should consult with the high school Counselor. He can provide application information and application blanks.
2. It is the responsibility of the student attending a PSEO program to read the WHS daily announcements and keep informed about school related events. They may access the daily bulletin on the school website (www.wabassoschool.com). It is **not** the school's responsibility to contact PSEO students concerning athletic practices, organizational meetings, etc.

3. Students enrolled in the PSEO program need to have their college registration approved by the high school Counselor. Keep in mind that PSEO students still need to fulfill all of the graduation requirements as stipulated by the local school board. The high school Counselor will determine if a college class is an equivalent for a class required in our curriculum.
4. Post-Secondary Option Education students are considered full-time Wabasso Public School students and are eligible for all activities, programs and honors.
5. Any textbooks/workbooks, etc., paid by ISD 640, shall be returned to the district in good condition.
Students will be required to pay damages as shown in our district handbook.

RECORDING OF CLASSROOM ACTIVITIES

The audio/video taping of classroom activities by students is permitted with prior approval of the classroom instructor.

RESTRICTED LIST

Any student that has one very low grade due to no effort being put forth or failing grade at mid-quarter and/or at the end of the quarter will be placed on the restricted list for ten school days. This means that any student on this list will not be able to leave their classroom or study hall for any reason. At the end of ten days all students will earn the opportunity to have their teacher sign them off saying that they have improved their grade. If the student's grade has not improved, they will stay on the restricted list until the grade has been improved.

STUDENT COUNCIL

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 and eleventh grades will have three each, while the twelfth grade will have four representatives. The Student Council will elect its secretary, treasurer and vice president. A Student Body President, elected by all students in grades eight through eleven, will serve as council president and Site Council representative. They will be required to inform Site Council of any student concerns and attend the monthly meetings. Elections will be conducted in the spring for the next year.

THE ATHLETIC PROGRAM

Wabasso High School offers students the opportunity to participate in the following sports:

- | | |
|---------|---|
| Fall: | Girls - Volleyball
Boys - Football |
| Winter: | Girls – Basketball, Dance line (Competitions)
Boys - Basketball, Wrestling |
| Spring: | Girls - Track, Softball
Boys - Track, Baseball
Girls/Boys - Golf |

Dance line will perform throughout the year during various activities. The fee for this is the same amount as a sport fee.

ACTIVITY TICKETS

Students may purchase activity tickets at the following prices:

Students K-12 **\$25** Adults **\$60** Couples **\$95** Family **\$125**

SPECTATOR'S CODE

Students are expected to exhibit good sportsmanship at school events and are subject to discipline for inappropriate behavior at school events.

STUDENT FEES FOR SPORTS AND ACTIVITIES

The following fees have been set for boys and girls participating in athletics, or extra curricular activities in grades 9-12:

All Varsity sports (Fall, Winter, and Spring)- **\$50.00**

Junior high fees are **\$25.00** for each sport or season if in more than one sport per season.

The following regulations pertain:

1. No equipment issued until fee is paid.
2. No refunds unless approved by Athletic Director and Head Coach or activity advisor.
3. Each student will be charged \$3.00 for admission to athletic contests unless they have a participant's pass.
4. No admission will be charged for those students participating as player, manager, cheerleader, band or entertainment, or concessions, **but you still are required to show your pass to the ticket takers. Failure to do so will result in your being charged full price.**
5. All adult activity tickets accepted - exclusive of tournaments.

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, officers of organizations, such as SADD, FFA, and similar leadership positions as deemed by Administration. This will be effective for one calendar year from the date of violation.

SUNDAY PRACTICE

Activities that are governed by Minnesota State High School League rules will not have Sunday practice in accordance with MSHSL regulations. All other organized student activities are banned on Sunday. In case of emergency, practice can be held with specific administration permission and with adequate notification of parents/guardians.

WABASSO HIGH SCHOOL ELIGIBILITY RULES

The reason for any academic eligibility rule is that "a student should be excluded from the important learning activities encompassed in co-curricular activities if that student's participation interferes with the major reason for the student attending school - intellectual development." Huron, NASSP Bulletin 1/88.

1. An incomplete will make a student ineligible just like a failure except a student may reinstate eligibility as soon as the incomplete is made up or an acceptable reason other than "late work" is determined at the time of the incomplete.
2. Students must maintain a passing grade in all subjects to be eligible for participation. A student will be ineligible as a result of (1) failing grade for a quarter. The student will be declared ineligible and the penalty period will begin on the Monday after grades are issued. The student will then be ineligible for ten school days. The Friday of the second week the student will turn in to the athletic director's office a weekly eligibility sheet signed by the teacher stating the student is doing passing work. This sheet needs to be turned in to be eligible for the following week's events. **There will be a carry over from the spring to fall on grades. The student will be eligible for the first two weeks of the next year, and then their grades will be checked. If they are failing in any area, they will be ineligible for two**

weeks. A student that fails a semester class will be ineligible for ten school days and after ten days will be required to turn in all grades from classes they are currently taking and must be passing them all.

3. If a student is performing failing work in any class at the mid quarter they will become ineligible to participate in school events for five school days. They must continue to practice during those five days. After five school days the student should have their teacher sign off declaring that they are now passing the class.
4. All subjects are included under these eligibility requirements.
5. Co-curricular activities include athletics, dance line, band and chorus performances, trips and allied activities, class plays, speech work, school publications, student council, class officers, activity officers, FFA, etc. Level II activities will follow MSHSL eligibility rules. Level II activities include Speech, SADD, Knowledge Bowl, Drama, etc.
6. Students must be in school by the beginning of the day to participate in co-curricular events, unless the absence has been pre-arranged with the office, and is an approved absence. Pre-arranged means that students must call prior to the absence. Participants in all co-curricular activities must be in school 1st hour of the next day following an event unless the absence is pre-arranged with the office. Students who do not comply will not be allowed to participate in the next event.
7. Eligibility for activities that are academically oriented will be decided upon by Administration on an individual basis.

MINNESOTA STATE HIGH SCHOOL LEAGUE

Mood-Altering Chemicals

Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront, and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting league activities for School Administrators, athletic directors, coaches, advisors, participants and their families.

Rule

During the school year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

Penalties and Recommendations for Athletic Activities

1. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next three (3) consecutive interscholastic events or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or four (4) weeks in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: **a.** After confirmation of the third and subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or (5) weeks in which the student is a participant, whichever is greater. **b.** If after the third or subsequent violations, the student on their own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a Counselor of a chemical dependency treatment center must issue such certification.

4. Penalties shall be accumulative beginning with 9th grade and throughout the student's participation on a varsity, junior varsity, or sophomore team.

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. Ted Suss, 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 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 Safety Director. 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. Get to your bus stop 5 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 co-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. 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

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

2. 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.

3. 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.

4. 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.

5. Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

6. Criminal Conduct.

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

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 web site. 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 so 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

ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Wabasso Public School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Wabasso Public School were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Wabasso Public School has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Wabasso Public School conducted the following with respect to its asbestos containing building materials:

**Implemented our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Wabasso Public School has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., Burnsville, Minnesota, at 800/232-5209 or by contacting the Wabasso Public School.

INDOOR AIR QUALITY NOTICE - WABASSO PUBLIC SCHOOL

Wabasso School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information,

chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

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 NOTICE

General Pesticide Notice for Parents/guardians or Guardians

A Minnesota state law went into effect in year 2000 that requires schools to inform parents/guardians 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 applications and to make the schedule available to parents/guardians 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 applications made on days other than those specified in the estimated schedule please contact Bruce Johnson, Wabasso Public School Plant Manager at 507-342-5114.

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 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)