
Wadena-Deer Creek Middle/High School Parent-Student Handbook 2024-2025



“Building a legacy of excellence...one student at a time.”

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Principal's Message

Welcome to Wadena-Deer Creek Schools, 5-12 Campus, home of the Wolverines. We are looking forward to another exciting year at WDC. It is my hope the year ahead will be a rewarding and enjoyable experience for all of us. Your success and happiness this year will be determined in large part by your effort and attendance. I strongly recommend everyone to participate in the many extra-curricular opportunities we have at WDC. Take advantage of what your school has to offer!

We continue to have high expectations for everyone. At WDC we expect everyone to treat others with dignity, equity, fairness, and respect. Get to know those people around you, and together we will have a fantastic school year.

The information in the 2024-24 student handbook is provided to students and their parents/guardians as a reference to school practices, policies, and procedures. This handbook and its content were approved by the School Board at their July 22, 2024, board meeting. This handbook may be changed or amended during the school year. Changes will be posted in the principal's office.

Welcome and have a great year at Wadena-Deer Creek Schools.

Mr. Tyler Church
WDC 5-12 Principal

BOARD OF EDUCATION

Dan Lawson, School Board Chair
Kent Schmidt
Barb Tumberg
Melissa Seelhammer
Brandon Kern
Julie Bushinger

ADMINISTRATION

Lee Westrum	Superintendent
Tyler Church	Principal
Norm Gallant	Activities Director/Dean of Students

STAFF

Amy Anderson	Food Service
Jackie Becker	Administrative Assistant – Student Services
Isaac Breitling	Food Service
Robert Brostrom	Transportation
Dominique Browne	Paraprofessional
Kendra Burger	Food Service
Kayla Carpenter	Food Service
Val Christensen	Custodian
Natasha Clayson	Paraprofessional
Roxy Doehling	Paraprofessional
Mary Fix	Administrative Assistant to Athletic Director
Gannon George	Technology Assistant
Carrie Goeden	Food Service
Kyle Gylsen	Communications/Community Ed
Alicia Haman	Paraprofessional
Joan Hanson	Paraprofessional
Kim Hedlund	Food Service
Kim Heisler	Paraprofessional
Mary Hendershot	Concessions/Office
Tina Hendershot	Paraprofessional
Vince Hinojos	Technology Coordinator
Kyle Hoemberg	Grounds
Jordan Irish	Paraprofessional
Aaron Jackson	Grounds

Brian Jacobson	Business Manager
Laura Kiser	Social Worker
Toni Kraska	Counselor
Gerard Lehmkuhl	Custodian
Cindy Lemke	Paraprofessional
Megan Martin	Bookkeeper
Kathleen Mohn	Paraprofessional
Sherye Morgan	Paraprofessional
Sue Motzko	Food Service
Ashley Mumm	Health Services
Michelle Peterson	Media Center
Katie Polman	Administrative Assistant to High School Principal and Superintendent
Wendy Porter	Paraprofessional
Wanda Roers	Food Service
Rick Sanders	Custodian
Elsie Schmidt	Paraprofessional
Arianna Schmitz	Paraprofessional
Krista Schmitz	Paraprofessional
Randi Schmitz	Paraprofessional
Abbie Schultz	Nurse
Bob Skarka	Custodian
Amanda Snyder	Paraprofessional
Erica Snyder	Paraprofessional
Jennifer Steinke	Paraprofessional
Ben Thurston	Custodian
Beckie Vorderbruggen	Food Service
Derek Vergin	Custodian
Chris Wegscheid	Custodian
Heidi Wolff	Paraprofessional
Glen Wood	Head Custodian
Tracy Zaske	Payroll/HR

WADENA-DEER CREEK 5-12 FACULTY

Holly Becker	Mathematics
Michael Brunsberg	English
Alex Brockpahler	Physical Education/Health
Krista Coyle	English
Nolan Coyle	Special Education
Jordan Cresap	5 th Grade
Missy Dosedall	Speech Language Path. Assistant
Scott Endres	Special Education

Jil Fiemeyer	Business/REACH
Chelsa Golberg	Mathematics
Lori Grendahl	6 th Grade
Robby Grendahl	Social Studies
Todd Hale	Social Studies
Dawn Hamelau	Special Education
Elizabeth Hawkins	English
Sheri Holst	Science
Laura Kiser	Social Worker
Toni Kraska	Counselor
Laurie Kopischke-Pulju	Art
Deanna Lipinski	Special Education
Zachary Martin	6 th Grade
James Mathiowetz	Ag/Industrial Technology Education
Cami Oakes	Special Education
Michael Ortmann	Vocal Music
Lecia Parker	Speech Language
Kyle Petermeier	5 th Grade
Scott Peterson	Mathematics
Tabitha Petrowski	Speech Language
Stephanie Pulver	6 th Grade
Marc Reynolds	Special Education
Dirk Schulz	Physical Education
Lois Schulz	Social Studies
Kendra Schultz	5 th Grade
Kelly Shrode	Science/Technology
Michael Shrode	Industrial Technology Education
Hannah Caron	Health/Physical Education
Brenda Thelen	Spanish
Kevin Tumberg	5 th Grade
Monica Watson	Social Worker
Lisa Weniger	Band
Karli Savaloja	Ag
Brad Wollum	Science
Scott Woods	5/6 Interventionist

Wadena-Deer Creek School District 2024-2025 Calendar

Amended 5/20/2024

August 2024				
MON	TUE	WED	THU	FRI
26	27	28	29	30

September 2024				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Aug. 26-28 Staff Development
 Aug. 28: PK-12 Open House, 4-7 pm

Sept. 2 Labor Day Holiday
 Sept. 3: First day of school for 1-12
 Sept. 5: First day of school for KG
 Sept. 9: First day of school for Preschool
 Sept. 27: 12:30 Early out for staff dev.

Oct. 16: 12:30 Early out for staff dev.
 Oct. 17-18: No school, MEA

November 2024				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Nov. 1: End of 1st quarter
 Nov. 6: PT conferences, 1:30-7:30 pm, students dismissed at 12:30 pm

Nov. 7-8: No school
 Nov. 26: End of Trimester 1 (Elem)
 Nov. 27: No School, Staff dev.
 Nov. 28-29: Thanksgiving break

Dec. 13: 12:30 Early out for staff dev.
 Dec. 20: 12:30 Early out for Winter break
 Dec. 23-Jan. 1: No School, Winter break

Jan. 17: End of 2nd quarter
 Jan. 20: MLK Day - No School/Staff dev.

February 2025				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Feb. 14-17: No School, Pres. Day break
 Feb. 20: PT conferences, 1:30-7:30 pm, students dismissed at 12:30pm
 Feb. 21: No School, Staff Dev.

March 7: End of Trimester 2 (Elem)
 March 19: 12:30 Early out for staff dev.
 March 21: End of 3rd quarter

April 17: 12:30 Early out for Spring break
 April 18-21: No school, Spring break

May 2025				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025				
MON	TUE	WED	THU	FRI
3	4	5	6	7

May 7: 12:30 Early out for staff dev.
 May 23: High School Graduation
 May 26: No school, Memorial Day

May 29: Last day of classes, 1/2 day for students
 May 29: End of 4th quarter, End of Trimester 3 (elem)
 May 30: Staff Development

Student/Teacher Days
 Quarter 1: 42/45.67 Quarter 2: 42/43.67
 Quarter 3: 41/ 43.66
 Quarter 4: 46/ 47
 Total: 171 /180 Days
 Student Contact Days: 171 days + 9 PT Conference/Staff Development Days = 180
 Snow Make-up Days: Feb. 14, April 21, June 3, 4, etc.

- No School / Staff Development
- No School for Students/Teachers
- Early release/ Staff Development
- Early release
- End of the Quarter/Trimester
- Parent-Teacher Conferences
- Special days or events

*The WDC School Board reserves the right to amend the calendar.

2024 – 2025
Wadena-Deer Creek Middle/High School
Class Time Schedule

GRADE 5	GRADE 6	GRADES 7 & 8	GRADES 9 - 12
		Period 1 8:11 – 9:03	Period 1 8:11 – 9:03
	Period 1-2 8:11 - 10:53	Period 2 9:06 – 9:58	Period 2 9:06 – 9:58
Period 1-3 8:11 - 10:53	LUNCH 10:53 – 11:23	Period 3 10:01 – 10:53	Period 3 10:01 – 10:53
LUNCH 10:53 – 11:23	Period 3 11:23 - 11:57	Period 4 10:56 – 11:48	Period 4 10:56 – 11:48
Period 4 11:23 – 12:15	Period 4 12:00 - 12:34	Period 5 11:51 - 12:43	LUNCH 11:48 - 12:18
Period 5 12:18 – 1:10	Period 5 12:37 - 1:10	LUNCH 12:43 - 1:13	Period 5 12:18 - 1:10
Period 6 1:13 – 2:05	Period 6 1:13 – 2:05	Period 6 1:13 - 2:05	Period 6 1:13 - 2:05
Period 7 2:08 – 3:00	Period 7 2:08 – 3:00	Period 7 2:08 - 3:00	Period 7 2:08 - 3:00

7th - 12th GRADE PROGRAM OF STUDIES

Junior High Credit Requirements (Expectations in order to advance to the next grade level)

7th Grade – *(One credit can be earned per quarter for each class)*

Math – 4

Social – 4

English – 4

Science – 4

Need to earn at least 13 of 16 credits in order to advance grade level
(need at least 2 credits in each core area)

If credit requirements are not met, a partial 7th/partial 8th grade schedule may be necessary for 8th grade year. For those students who achieve 10 – 12 credits, summer school attendance to recover missing credits will be the first recommendation. Total repeat of 7th grade is an option if 9 or fewer credits are earned. Administration has discretion in decisions of recovery or repeat of credits.

8th Grade – *(One credit can be earned per quarter for each class)*

Math – 4

Social – 4

English – 4

Science – 4

Need to earn at least 13 of 16 credits to advance grade level
(need at least 2 credits in each core area)

If credit requirements are not met, a partial 8th/partial 9th grade schedule may be necessary for 9th grade year. For those students who achieve 10 – 12 credits, summer school attendance to recover missing credits will be the first recommendation. Total repeat of 8th grade is an option if 9 or fewer credits are earned. Administration has discretion over recovery or repeat of credits.

Recovery/Remediation

Summer School – Requirement for those students who do not meet credit requirements. Students will need to demonstrate understanding of specific standards during a 2-week summer session in order to earn missing credits. The summer session will involve learning of mathematics, reading, physical fitness, and social skills.

Minimum Requirements for Graduation (9th – 12th Grade):

You must have satisfactorily completed all work in grades seven and eight or have the approval of the principal to enroll in the 9th grade. Graduation credit-requirements are met through courses taken in grades 9-12.

Graduation Requirements on the 7 – Period Schedule

14 credits x 4 years = 56 credits

Students can earn a total of 56 credits over 4 years

4 credit buffer = 52 credits required to graduate, 34 required/18 elective

CLASS OF 2025 MINIMUM CORE REQUIREMENTS FOR GRADUATION

GRADE 9

English 9	2 credits
Civics	2 credits
Physical Science	2 credits
P.E./Health	2 credits
Mathematics	2 credits
Personal Finance*	1 credit

GRADE 11

World History	1 credit
World Geography	1 credit
English 11	2 credits
Art/Music (9 -12)	2 credits
Mathematics	2 credits

GRADE 10

U.S. History	2 credits
Biology	2 credits
Mathematics	2 credits
P.E./Health	2 credits

GRADE 12

Social Studies Elective	1 credit
English Elective	1 credit
English Elective	1 credit
Science (11 or 12)**	<u>2 credits</u>

TOTAL CORE CREDITS = 34 credits

**Personal finance may be completed any time prior to graduation.*

***11-12 science elective will have to be chemistry or physics.*

(Note of caution: Colleges and universities request at least three years of science classes which are lab-activity based.)

In addition to the 34 required credits listed above, a graduating student must also complete a minimum of 18 other elective credits in grades 9-12. Elective credits may include post-secondary enrollment option credit.

Repeat of Course and Schedule Changes

If a student repeats a course after receiving an 'F', the best possible grade that student may receive is a 'C.' If a student repeats a course after receiving a passing grade, an average of the two grades will be taken.

Schedule changes need to be requested by the end of the second day of the new term. Requests made later will not be accepted.

GENERAL INFORMATION

Announcements

Morning announcements are to be given to the administrative assistant in the principal's office by 7:45 a.m. These announcements will be available on the school website (www.wdc2155.k12.mn.us). All afternoon announcements need to be to the office by 1:30 p.m. and will be shared at the end of 6th period. Remember to include: What, Where, When, Why, Who, and How.

Appropriateness

Appropriate language will be expected by everyone at all times. The use of profanity, cursing, etc., will result in disciplinary action, which may include assigned detention or suspension, or loss of privileges.

To assist students in making decisions as to which type of clothing is not appropriate for school wear, always remember that clothing should completely cover all undergarments. This includes students covering undergarments when wearing ripped jeans.

Clothing that includes sexual connotations or has words, pictures, or symbols that display tobacco products, alcohol, or drugs are not allowed. Long chains, spikes, dog collar straps, etc. will also not be allowed.

Refer to [Policy 504 - Student Dress and Appearance](#) for further information.

Appropriate Names

Students will use appropriate surnames when addressing staff i.e., Mr., Mrs., Ms.

After Hours

Students not involved in an activity or working in a school lab should not be on school grounds after school. Only those students with a reason to be in the building will be allowed to stay in the building after school hours. Students need to be supervised in order to be here. Students are encouraged to take advantage of the many extra-curricular activities and open computer labs we have available after school.

Cafeteria

Students are expected to show mature conduct and manners. Please be advised that the supervisor has full authority to see that such conduct and manners are carried out. If students do not conduct themselves in a mature manner, they may be restricted from eating in the cafeteria. The principal will determine the length of the suspension. **Note: All pop and candy, etc. is to be consumed in the commons area only.**

Cell Phones/Electronic Devices

WDC is committed to providing an educational environment with minimal distractions and promotes the responsible use of technologies such as cell phones while in school. WDC strongly encourages 5th - 8th grade students to leave personal cell phones and other electronic devices at home. Personal devices that are brought to school by 5th - 8th grade students must be turned off and kept in the student's locker during the school day. 9th - 12th grade students may keep cell phones with them throughout the day; however, students should restrict cell phone use to their lunch periods or between classes. **Cell phones should not be visible during class.**

Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the rights and privacy of all individuals within the school community. Students who violate the cell phone policy or refuse to turn in their cell phone to staff members when directed to do so may face disciplinary consequences. Administration maintains the right to look at cell phones after being confiscated if there is reason to believe a cell phone has been used inappropriately (e.g.: cheating, harassment, etc.) When disciplinary action is taken, cell phones will not be returned until the disciplinary consequence is completed. Students who need to make emergency calls during the day must report to the office and ask for permission to use their phones. WDC prohibits the use of cell phones, cameras, and other electronic devices in restrooms and locker rooms. WDC is not responsible for lost, stolen or damaged personal electronic devices.

Class Advisors

Senior Class:	Toni Kraska, Mike Ortmann
Junior Class:	Beth Hawkins, Scott Endres
Sophomore Class:	Hannah Caron
Freshmen Class:	Kelly Shrode
Grade 8:	Todd Hale
Grade 7:	Brad Wollum

College Visitation

Only seniors and juniors qualify for an excused absence to visit a prospective college campus. *All visits must be approved, in advance, by the counselor.* Three days advance planning is recommended. Failure to obtain advanced approval may be treated as an unexcused absence. College visits during the last week of a high school quarter/semester are not allowed.

Community Night

Every Wednesday evening is community night in our school district. This evening is reserved for community activities such as choir practices, youth group meetings, etc. Sunday evening likewise, shall be reserved for community activities. If real and serious emergency needs arise, you may request an exception to the above rule.

Directory Data

Certain student information has been classified as directory, or public information. If you do not want this information disclosed you must notify the school. Also, student activities are often documented on the school's website through pictures. If you **Do Not** want your child's picture to appear on the school website or other public locations, please notify the office or indicate as such in JMC's start of year registration information.

Emergency/Evacuation Drills

There are three types of emergency drills that we will be practicing this year. They are as follows:

Fire Drills - There will be approximately 5 practice fire drills during the school year. Students are expected to conduct themselves as if they were in a real situation. Evacuation routes for fires are posted in each room on the wall closest to the door. Students and staff are to exit the building according to the instructions provided and assemble at a safe distance outside of the building.

Tornado Drills - There will be at least 1 practice tornado drill during the school year. Students are expected to conduct themselves as if they were in a real situation. Tornado drill instructions are posted in each room on a wall close to the door. Students and staff are to exit their rooms and proceed to the safe room according to the instructions provided.

Crisis Situation - There are two types of crisis situation drills and there will be at least 5 practice crisis drills during the school year.

Type 1 - Evacuation - This situation would take place when it was essential for us to completely evacuate the building; examples could be a bomb threat, hazardous spills, etc. During this type of evacuation, students would follow posted evacuation routes posted in each classroom and reassemble in various spots in the community that are considered safe. After students have been reassembled at the safe spots, attendance would be taken to make sure everyone was present and accounted for.

Type 2 - Lock Down - This situation would take place when it was essential for us to get students out of the halls and into safe, locked rooms. Instructions for this type of alert are posted in each classroom and staff members have very specific instructions to follow. There will be 5 lockdown practices during the school year. We will be incorporating our ALiCE Procedures for all hard lockdowns.

Safety of students is our primary objective. It is essential for student safety that drills are treated as real situations and all instructions are followed. At no time during a practice drill or an emergency situation are students to go to their personal vehicles and leave the area.

Guidance Office (Counselor)

The guidance department assists students in determining the best possible use of their talents and capabilities in and out of school. This is done by studying the individual, their interests, permanent records, testing programs, etc. To fully accomplish the above, the counselor will work closely with each student. The counselor will be on duty before school and during the noon period, and immediately after school for student consultation. ***Counselor: Toni Kraska.***

Backpacks/Bookbags

Backpacks and bookbags must be stored in lockers during the school day and are not allowed in classrooms.

Lockers

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

Physical Education Lockers

Students are responsible for having locks for their physical education lockers. Money and valuables should not be left unlocked at any time. The students are solely responsible for their valuables in the locker room. Students must not have cell phones, cameras, iPads, or other electronic devices in the locker rooms. This is a violation of school and Minnesota State High School League policies.

Locker Rules

- All locks must be approved by school officials for student safety.
- **Students are not to SHARE lockers – 1 student per locker.**
- **Students should not SET lockers in order to maintain security.**
- Students are responsible for all contents in their assigned locker.

Violations of Locker Use:

Penalty at the discretion of principal depending on circumstances. This may include suspension, expulsion, and loss of privileges. Local law enforcement authority shall be notified if student has possession of material prohibited by federal, state or local law.

The administration of this school will conduct periodic locker checks and locker clean-outs. Please make every attempt to maintain your locker in the best possible order. In addition to periodic locker checks, administration reserves the right to enlist the aid of the local police or drug detection services to assist in searches for such things as illegal drugs, alcohol, or stolen contraband.

Lunch

WDC has an open campus policy for 10th - 12th grade students. Students in grades 5th – 9th may not leave the building during the lunch period. All food and beverages (other than water) are to be consumed in the Commons. There is to be no food or drink in the lounge areas or hallways.

Health Services Office

Please inform the Health Office staff at any time during the year of any health concern or changes so it may be updated in your child's records.

Illness: A child showing any indications of being ill before leaving for school should be kept at home. Parents/guardians will be asked to take their child home whenever their child displays any of the following symptoms: temp over 100 degrees, vomiting, diarrhea, pink eye, suspicious skin rash/lesions, live head lice, any other signs of illness per the nurses discretion. The parent will be notified and will need to make arrangements for their child to go home. No child will be sent home without their parents first being contacted. If a student becomes ill during the school day they should go to the health office and see the nurse first before calling or texting a parent for the absence to be excused. Before returning to school, students need to be fever free for 24 hours, without a fever reducing medication, free of vomiting and diarrhea for 24 hours. If on a medication for a contagious condition, such as strep throat, they must be on antibiotics for 24 hours before returning to school or per doctors recommendations. If a student is absent for 5 consecutive days due to illness a Physician note may be requested.

Immunizations: WDC will follow the MN school immunization law regarding immunizations. All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Exemption forms are available in the Elementary and MS/HS Offices to be signed by the parent/guardian and Notary Public. There are notaries available in both offices.

Over the Counter Medications: No medications will be administered without a Medication Authorization Form signed. Medications must be brought to school by a parent or guardian in the original packaging and will be kept in the Health Office. These will be administered according to manufacturers recommendations. Please do not send medications with your child. Students should not keep any prescription or over-the-counter medication in their possession during the school day. Inhalers and Epi-Pens, with the permission of the physician and parent may be carried with them during the school day.

Prescription Medication: Prescription medications must be in the original pharmacy labeled container that corresponds with the physician order. An authorization form is available from the Health Office and must be signed by the physician and parent, with a new one filled out if changes occur. If the prescription is short term such as an antibiotic, please, if at all possible, medicate at home.

Screenings: Vision and Hearing Screenings are done in the fall. Screenings are done based on MDE Vision and Hearing recommendations. A student may be screened by special request from teacher or parent. Students who do not pass their first screening will be rescreened and a referral will be sent home if needed.

Parking

Parking for all student vehicles will be in the South parking lot. There will be designated areas for District Office Staff and Visitors in the South lot. A student who parks in a designated area during school hours will be asked to move their vehicle which may result in an unexcused tardy or absence. Careless driving, speeding, or other use of a car that is considered unsafe will result in the revocation of parking privileges for a time period so designated by the principal. A student may be suspended from school if he/she continues to violate appropriate rules for operating a motorized vehicle on school property.

Students have the right to drive a licensed motor vehicle to school. However, students also have the responsibility of following rules established concerning vehicles on school premises. **School officials reserve the right to search any vehicle parked on school property.**

Participation Fee

Each Wadena-Deer Creek Middle/High School student must pay a participation fee before being allowed to participate in any extra-curricular activity. If a waiver of a fee is needed due to inability to pay, the student should contact the Activities Director. (See Activities Handbook)

Permanent Record

A permanent record of grades is maintained for each student. This record includes grades, grade points, class rank, credits earned, and attendance figures. When a student needs a copy of his/her permanent record for college applications, for transfer to another school, or for job references, a Release of Information form is required to be submitted to the office. When that form is returned signed by the student and his/her parents, the records are prepared for mailing. Such copies, called TRANSCRIPTS, are available to the student and his/her parents upon request, after the release of information form has been signed.

Pledge of Allegiance

All public schools shall recite the Pledge of Allegiance to the United States of America one or more times per week. Students and staff who do not wish to participate in the reciting of the Pledge may do so and will be respected for their right to make that choice. WDC students and staff will recite the Pledge of Allegiance Monday mornings at the beginning of first period exercising proper etiquette towards the flag.

Post Secondary Enrollment Option

The Post Secondary Enrollment Option allows high school students in grades 10, 11, and 12 to take classes at post-secondary institutions. For further details, please check with the counselor. Students interested in the PSEO program need to understand that if they are a full-time PSEO student and wish to participate in extracurricular activities at WDC they must be an active member of that activity. WDC follows the state guidelines as set by the Minnesota Department of Education. Full-time PSEO students who visit WDC during the school day must report to the high school office to receive a visitor's pass.

Prom

Prom is for students enrolled at WDC in grades 11 and 12. Eligible guests include students in 10th grade through the age of 20. All guests must be approved by administration and/or the Prom advisor prior to purchasing tickets.

Public Affection

Students shall refrain from kissing, embracing, and similar gestures on school property and at school functions. Disciplinary action and parent contact may result for continued violations.

Recording Policy

Students are not allowed to video/audio record daily classroom/hallway situations. Students will also not record meetings with administration, teachers, or fellow students without prior approval from all parties involved.

Search and Seizure

The student has the responsibility to cooperate with searches and to report incidents or violations of school rules.

If school officials have reason to believe that an illegal act or violation of school rules has been committed, is being committed, or is about to be committed, they are authorized to search the student and his/her personal property, or any school district property used by the student (such as lockers, etc.), and seize any item deemed injurious or detrimental to the safety and welfare of the students and staff.

General search of school Properties and Items on School Property including, but not limited to, lockers, vehicles and backpacks/bookbags, may occur at any time, and items that are in question may be seized. All items seized shall be given to the proper authorities or returned to the owner.

The school may elect to use trained search dogs to assist in any search of the property. Search dogs may be used in classrooms, lockers, and in the parking lots to ensure a safe and drug free environment.

School Party Policy/Dances

Each organization sponsoring a party will comply with the expected school rules. No party or dance may be held until approval is gained from the principal and the date has been approved and reserved on the school calendar.

1. There must be at least one faculty chaperone and additional adults present as advisors of each dance/party.
2. Each student is responsible for conducting himself/herself in a proper manner in the school building and on the school grounds at all times.
3. Any student or guest smoking on the property or participating in conduct inappropriate for a school activity, may be denied the privilege of attending school sponsored parties for a time period determined by the administration.
4. Students and guests that leave a school party before the end may reenter only with the permission of advisor or faculty chaperone.
5. As a rule, school parties will be held only on Friday or Saturday evenings. Exceptions to this rule will need administrative approval.
6. Only WDC students are allowed. All guests require pre-approval from the office.
7. Sponsoring organizations must see that all equipment is returned to its proper storage place and is in good working order. They should make sure the facilities are left in a clean manner and all facilities are secured.
8. Any student choosing to attend any school sponsored activity (dances, plays, athletic events, etc.) in possession of or under the influence of any illegal substance, will be prohibited from attending any school-related activities, outside of the school day. The period of suspension is listed below. Students will also be cited accordingly by the Wadena Police Department.

1st violation - The student will not be allowed to attend any school- sponsored activity for six (6) weeks.

2nd violation - The student will not be allowed to attend any school- sponsored activity for twelve (12) weeks.

3rd violation - The student will not be allowed to attend any school- sponsored activity for the remainder of the school year. (Weeks are counted as calendar days.)

Student Records

The student and the student's parent(s)/legal guardian(s) have the right to inspect, upon request, the student's records and to request a hearing with school officials to challenge the accuracy or appropriateness of the information contained in those records. Immediately following a hearing, information may be added to, deleted, or altered.

The student has the responsibility to review his/her records prior to graduation from high school and note any changes the student believes should be made. Written consent from the student or student's parents must be obtained before any information other than directory information (name, grade, etc.) is released.

WDC recognizes and adheres to the rights of parents and students over 18 years of age as outlined in The Family Educational Right and Privacy Act (FERPA). More information on FERPA can be found on the [US Department of Education website](#).

Home school credits will be transferred in as pass/fail.

Student Visitors

All visitors to WDC during the school day must report to the school office to receive a visitor's pass. Non-WDC students who are interested in enrolling at WDC may attend school with a current WDC student with prior approval from the principal's office. Students are not allowed to have student guests come to school to socialize, eat lunch, or "hangout" during the school day.

STUDENT EVALUATION/PROGRESS

Honor Roll/Academic Recognition

WDC will recognize the academic achievement of its students. Upon the conclusion of each quarter, a list of students attaining a "B" average or better will be published in the local newspaper. All academic honors and class rank are based on grades earned beginning in 9th grade through first semester of their senior year.

Incomplete Work

Instructors grant an incomplete only under unusual circumstances. Students may be given up to ten days to make up incomplete work. If at the end of the ten days, a student has not successfully completed the required work for the course, the instructor will grant a grade, which is based on the student's performance and the work that was successfully completed. Time for make-up work may be extended due to unusual circumstances.

Independent Study

Students may not be scheduled for more than one Independent Study class for any semester without the approval of the principal and the supervising teacher. Seniors are allowed to take Independent Study courses only if an appropriate existing class is not available. All IS courses must be approved by the Principal, supervising teacher, counselor, and parent/guardian. Independent Study classes are for Seniors only. Administration has the authority to give Juniors permission to take an independent study course under special circumstances.

Progress Report

The school year is divided into four, nine week quarters and/or two semesters. Students' report cards will be issued by the office and posted in JMC at the end of each of these quarters or semesters. The parents or guardian of a student whose grades indicate he/she is not working to his/her full capabilities or who is failing in a particular course will be notified by mail midway through each nine week quarter or semester.

		G.P.A.	
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F/I	0

When GPA is calculated, all grade points are added together and divided by the number of credits earned for the quarter or semester.

Student Progress

The maximum number of credits a student can earn in any one semester is seven (7). Exceptions to the seven credit rule will be considered on a case by case basis at the discretion of the administration. The maximum number of credits a student can earn during a school year at WDC is fourteen (14). Class standing and grade classification are determined by the number of credits a student has passed, not by the length of time in school. For senior classification, a student must have earned 42 credits; juniors 28 credits, and sophomores 14 credits. Classifications are determined at the beginning of the school year.

Graduation Walking Requirements

In order for a Senior to participate in the commencement ceremony they must have completed 50 credits by the end of the school year. They must also be able to complete the remaining 2 required credits by the end of summer school. In addition, seniors who miss more than 20 percent of any individual class due to unexcused absences may also lose the privilege of participating in the commencement ceremony.

All credit recovery (ALC and Odysseyware) must be completed by May 1st of a student's Senior Year.

ACTIVITY INFORMATION

Academic Eligibility Policy

The Board of Education believes that academic coursework is the primary purpose for the school's existence and therefore, academic classes are considered to be of more importance than the extra-curricular opportunities provided. Grades will be formally monitored every 4 ½ weeks (mid-quarter and quarter)

beginning when school starts. Students and their parents/guardians have the ability to and should monitor their grades electronically to ensure success.

Any student involved in activities receiving an “F” on their Mid-quarter report will be notified and encouraged to attend study sessions which will be offered twice before school, and twice after school the final two weeks of the quarter. Study sessions will be overseen by a certified teacher and be open to not only students who earned F’s at the Mid-Quarter, but any student in activities who would like to attend.

Any Student in activities who receives at least one “F” at the end of the quarter will be ineligible for activities for a two week period, starting on the day that grades are submitted.

School Spirit

School spirit may be divided into two categories:

- COURTESY toward fellow students, teachers, and the officials of school athletic activities.
- PRIDE in everything our school endeavors to accomplish and has already accomplished.

Sportsmanship

Each student should follow these suggestions that will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship:

- Consider the visiting team and fans as well as the officials, as guests and treat them as such.
- Respect the rights of all spectators.
- Accept the official's decision as final.
- Support your cheerleaders with enthusiasm.
- Be modest in victory and gracious in defeat.
- Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship. Students are to refrain from the following unsportsmanlike conduct:
 - Booing or jeering officials or players at any time.
 - Yelling for or demanding a substitution or withdrawal of a player.
 - Using profane or inappropriate language at any time during the game.
 - Throwing objects on the field or playing court.
 - Criticizing players or coaches for losing a game.

Student Activities

Students are encouraged to belong to and be active in clubs and organizations in which they have interest. Colleges, jobs, and scholarships all inquire about extra-curricular activities which you were involved with during your high school years. They play an important role in their selection of students. Being involved can make your high school years more meaningful.

ORGANIZATIONS AND CLUBS

Business Professionals of America

The mission of Business Professionals of America (BPA) is to contribute to the preparation of a world-class workforce through the development and advancement of leadership, citizenship, academic, technological, and career skills.

Advisor: Jil Fiemeyer

Cheerleading

Cheerleaders lead the student body in school spirit and sportsmanship. They are the official representatives of the student body at all athletic events, and their chief purpose is to promote enthusiasm for all athletic activities.

Advisor: Grace Christianson

Drama

The fall play and one act play are for any students who enjoy acting, singing, dancing, or for students interested in the technical aspects of theater-- stage design, lighting and sound, costume, makeup, and/or stage crew.

Fall play begins with auditions in late September/early October. Performances are the Thursday, Friday and Saturday before Thanksgiving. All students 7-12 can audition/join the fall play and can be involved in fall and winter sports while being part of the cast/crew. Play practice is after school at Memorial Auditorium.

One act begins with auditions the week of winter break. Performances align with the MSHSL subsection and section dates for OAP. Students who join OAP must complete a MSHSL form and pay a participation fee. In addition, because it is an MSHSL activity, students must be passing all classes in order to audition, perform or work on the play. Play practice is after school at Memorial Auditorium.

Advisor: Beth Hawkins

FCCLA

Students interested in Personal and Family Life Science courses may be members of FCCLA. Each student will be required to complete an individual or group FCCLA project pertaining to the course content. The level of student involvement beyond this project is left to each individual student.

Advisor: Krista Coyle

FFA

The FFA is a national organization of, by, and for students of agricultural education. It is an inter/co-curricular activity of the agriculture/industrial technology program. FFA members participate in activities that promote

practical application of technical skills, lessons in leadership, cooperation, and leadership at the local, regional, state, and national levels.

Advisor: James Mathiowetz/Karli Savaloja

Speech

This extra-curricular activity through the Minnesota State High School League allows students to compete against other students in speaking competitions. This is an excellent way for students to become more comfortable with public speaking.

Advisor: Renae Roth (Co-op with Verndale)

Knowledge Bowl

Interested in academic competition between schools? Try out for the Knowledge Bowl.

Advisor: TBD/Todd Hale

Letter Winners

Letter Winners Club is an organization for boys and girls who have earned major letters. These students are expected to be the role models and leaders in our activity programs.

Advisor: Norm Gallant

Music (Jazz Band)

Advisor: Lisa Weniger

Yearbook

Members of the yearbook staff focus on the construction of the three WDC yearbooks (elementary, middle and high school). Students can/will take pictures, design layouts for pages, edit and crop photos, writing and typing copy, etc. The yearbook staff meets every Wednesday at 7:30am for the weekly yearbook meeting. The yearbook is open to any student in grades 9-12.

Advisor: Beth Hawkins

National Honor Society

Membership in NHS is a possibility for juniors and seniors. Students must have a 3.5 Cumulative GPA to be considered for the scholarship criteria. Students interested in becoming a member are encouraged to contact the NHS advisors.

Advisors: Lori and Robby Grendahl

Special Olympics

Competition continues on a yearlong basis and includes bowling, track events, etc.

Advisor: Scott Endres

Student Council

There is one council for grades 9-12. The Student Councils consist of representatives from all grades who help promote and direct the activities of the school.

Advisors: Holly Becker

BOYS' INTERSCHOLASTIC PROGRAM

To afford an opportunity for all boys interested in team competition against boys from other schools in the following sports:

Baseball Team - Tryouts and competition in the spring. **Coach, Kyle Dykhoff**

Basketball Team - Tryouts and competition in the winter. **Coach, Kevin Tumberg**

Cross Country Team - Tryouts and competition in the fall. **Coach, Mike Brunsberg**

Football Team - Tryouts and competition in the fall. **Coach, Kyle Petermeier**

Golf Team - Tryouts and competition in the spring. **Coach, Scott Woods**

Hockey Team - Tryouts and competition in the winter. **Coach, Robby Grendahl**

Track Team - Tryouts and competition in the spring. **Coach, TBD**

Wrestling Team - Tryouts and competition in the winter. **Coach, Brad Wollum**

GIRLS' INTERSCHOLASTIC PROGRAM

To afford an opportunity for all girls interested in team competition against girls from other schools in the following sports:

Cross Country Team - Tryouts and competition in the fall. **Coach, Mike Brunsberg**

Danceline – **Coach, Maddie Horn**

Girls' Basketball Team - Tryouts and competition in the winter. **Coach, Jordan Cresap**

Girls' Golf Team - Tryout and competition in the spring. **Coach, Kevin Ross.**

Girls' Tennis Team- Tryouts and competition in the fall. **Coach, Jil Fiemeyer**

Softball - Tryouts and competition in the spring. **Coach, Brooke Umland**

Track Team - Tryouts and competition in the spring. **Coach, TBD**

Volleyball Team - Tryouts and competition in the fall. **Coach, Sue Volkmann**

Suspension from Extra-Curricular Activities

(Category I and Category II)

It is important to note that participation in extracurricular activities, which includes interscholastic sports and speech (Category I) and Band, Choir, School Plays, One-Act-Play, FCCLA, BPA, NHS, Student Council, Class Officer, Knowledge Bowl, and any other activity not covered under Category I, is considered a privilege and carries a high degree of responsibility to the club, office, or team. With this privilege of participating, one must also assume the responsibility for their actions and for the effect of these actions upon the entire student body.

Any student who commits an act, or violates any rules or school board policy, which will bring dishonor to the office, team, or organization will be punished by suspension from such office, team or organization.

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. Consequently, the following attendance policy is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

Administrator's Responsibility

It is the administrator's responsibility to encourage students to attend all assigned classes. It is also the administrator's responsibility to familiarize himself/herself with all procedures governing attendance and to apply these procedures uniformly to all students. It is also the administrator's responsibility to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

THEREFORE, in accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120.10, the students of District 2155 are REQUIRED to attend all assigned classes every day school is in session.

Parent or Guardian's Responsibility

It is the responsibility of the student's parents or guardian to encourage the student to attend school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Student's Responsibility

It is a student's responsibility to attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class. Therefore, it is also the student's responsibility to familiarize himself/herself with all the procedures governing attendance. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to familiarize himself/herself with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students. It is also the teacher's responsibility to provide any student who has been absent (excused) with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively and *communicate* with the student's parent or guardian and the student to solve any attendance problems that may arise.

ATTENDANCE PROCEDURES

I. Absences

A. Definition: A student will be considered absent when he or she is missing from school for any day or partial day.

1. When a student must leave school during the day:

- a) The student's parent or guardian shall notify the Office either in writing or by telephone of the reasons for any absence, excused or unexcused. If written notification is sent, the student should present this to the office prior to 8:10 AM on the day of the absence. If written notification is not presented or if the parent or guardian has not called by the time the student is to leave, the student's parent or guardian will have to be contacted before the student will be permitted to leave school. If the parent or guardian should fail to report in advance, the absence of the student shall be considered truancy.
- b) If a student becomes ill during the school day, he or she must have the approval or the written permission from the school nurse or Office before leaving.

2. When a student is absent for the entire school day:

- a) The student's parent or guardian shall, if possible, notify the Office either in writing or by telephone of the reasons and duration of any absence, whether excused or unexcused by 9:00 AM on the day of the absence. If a parent or guardian is unable to notify the Office by 9:00 AM on the day of the absence, they shall do so either in writing or by telephone within twenty-four (24) hours of such absence

3. Further requirements in the case of preplanned extended absences (family vacations):
 - a) The student's parent or guardian must notify the Office in advance of any planned absence or extended absence either in writing or by telephone. The student shall do any work prior to leaving if requested by the teacher to do so. The student is responsible for making up work that is missed. This work should be completed upon the student's return to school unless prior arrangements have been made with the teacher.
 - b) If a student plans to be absent for more than five (5) consecutive days on a family trip, a parent conference with an administrator is required for approval.
4. If a student misses more than 10 minutes of any class period due to tardiness, the situation will be treated as an absence for the entire period and subject to the rules concerning absences.

B. Excused Absences

1. The following reasons shall be sufficient to constitute excused absences:

- a) illness, and illness in the student's immediate family
- b) a death in the student's immediate family or of a close friend or relative
- c) medical or dental treatment
- d) court appearances occasioned by family or personal action
- e) religious instruction
- f) physical emergency conditions such as fire, flood, storm, etc.
- g) official school field trip or other school-sponsored outing
- h) removal of a student pursuant to a suspension -- suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

2. Excessive Excused Absences may result in administration requiring additional documentation, such as doctor's notes. Failure to provide requested documentation will result in further absences to be considered unexcused. Administration will contact home when excused absences reach 7 days.

3. Consequences of Excused Absences (NOTE: It is expected that school work missed resulting from any absence [excused or unexcused] will be made up, preferably in advance to the extent possible. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

- a) Work missed because of excused absences must be made up when the student returns to school. The student will have make-up time equal to the number of days absent plus one to complete assigned make-up work. Any work not completed within this period shall result in 'no credit' for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. For pre-planned extended absences students should be getting their work ahead of time and have it completed upon returning to school unless prior arrangements have been made with teachers.

C. Unexcused Absences

Truancy – A student is considered truant when the student misses school without permission or approval from the parent. If a student leaves school without checking out of the office the student is also considered truant.

1. Consequences of Unexcused Absences

- a) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes Section 127.26, et seq.

- b) Days during which a student is suspended from school shall not be counted in a student's total accumulated absences.
 - c) In cases of recurring unexcused absences, the administration may also request the County Attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.
2. Consequences of Truancy
- a) In cases of unexcused absence due to truancy, the student is not entitled to make up work missed. Teachers may assign appropriate work missed during this absence if they so choose. Teachers will grade this make-up work in a very critical manner. Students must make up this work on the day they return to school.
 - b) After 3 unexcused absences, according to Minnesota Statute 120 A.22, a student is classified as a continuing truant. A written notice will be sent to parent/guardian. According to the same statute, after 7 unexcused absences the student is considered a habitual truant. At this point the child will be referred to the county attorney for truancy.

II. Tardiness

- A. Definition: Students are expected to be in their assigned area when the class is scheduled to begin. Failure to do so constitutes tardiness.
- B. Reporting Tardiness
 - 1. Students tardy at the beginning of the school day and after the lunch period must report to *the office* for an admission slip. **Determination of whether the tardy is excused or unexcused will be made by the principal.**
 - 2. Tardiness between periods may be handled by the individual teacher.
 - 3. If a student misses more than 10 minutes of any class period due to tardiness, the situation will be treated as an absence for the entire period and subject to the rules concerning absences.
- C. Excused Tardiness
 - a) illness
 - b) serious illness in the student's immediate family
 - c) a death in the student's immediate family or of a close friend or relative
 - d) medical or dental
 - e) court appearances occasioned by family or personal action
 - f) religious instruction
 - g) physical emergency conditions such as fire, flood, storm, etc.
 - h) any tardiness for which the student has been excused in writing by an administrator or faculty member
- D. Unexcused Tardiness
 - 1. An unexcused tardiness is failing to be in an assigned class area at a scheduled time without a valid excuse
 - 2. Consequences of tardiness:
 - a) After 6 tardies the parent will be notified and the student will be assigned one lunch detention. Each additional 6 tardies will result in parent notification and further disciplinary consequences.
- E. Excessive unexcused tardies may be handled as truancy issues

III. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs.

- A. This policy applies to all students involved in any extra-curricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training program.
1. If a student is unable to remain in school because of fatigue, illness or injury, he or she will not be allowed to participate in the activity or program that day, except under the conditions stated below in item number 5.
 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 for 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, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participation in the activity or program.

Student Participation in After School Activities on Day of Absence

Students who are not in school by 10:00 a.m. will not be allowed to participate in school-sponsored activities after school on the date of the absence. Students must also remain in school for the duration of the school day. If a student leaves the school before 3:00 p.m. due to illness he/she will not be eligible to participate in after-school activities that day. This includes athletic events, music concerts, plays, etc. Should unusual circumstances arise, exceptions to this rule may be made by administration only.

IV. Review Procedure

- A. Students shall have the opportunity to obtain review by a Review Board of any or all decisions by members of the administration or faculty that affect them as individuals.
1. The Review Board shall be composed of the building administrator or another administrator designated by him or her, the student's counselor, one grade level Student Council Representative, two teachers and a school nurse.
 2. All requests for review must be submitted, in writing, by either the student or the student's parent or guardian within five (5) days of the decision which is sought to be reviewed.
 3. After receipt of a request for review the school will notify the student and the student's parent or guardian of the time and place of the review. The student and/or the student's parent or guardian may appear at such time.

This review procedure shall not be available to student's review of decision regarding grade reduction or loss of academic credit

Refer to [Policy 503 - Student Attendance](#) for more information.

CODE OF BEHAVIOR

Introduction

The School Board of WDC adheres to the philosophy that the fundamental purpose of the school is to provide educational opportunities for youth. If this purpose is to be achieved effectively, a satisfactory learning environment must be established and maintained.

It is the position of the school district that a fair and equitable K-12 school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur.

It is the responsibility of the school board, administrators, parents/guardians, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, State Board of Education regulations, and this policy.

Definitions

Physical Assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another.

Sexual Assault: Sexual assault is any sexually motivated, unwanted act such as touching, fondling, verbal assault, etc.

Verbal Assault: Verbal assaults are abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student including but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background or physical or mental handicaps.

Behavior Management in the Regular Classroom

For any student who demonstrates inappropriate classroom behavior to the degree that the teacher needs assistance, the teacher may meet with the principal to consider possible referral to the school psychologist for observation or to the Child Study Team for possible special education services.

Damage and/or Theft to School or Personal Property

- Damage to or destruction of school property or property of others by students is vandalism.
- Theft is the act of intentionally and without claim of right, taking, using, transferring, concealing or retaining possession of moveable property of another without his consent and with intent to deprive the owner permanently of the property, or finding of lost property and not making reasonable effort to find the owner.

Dangerous, Harmful, and Nuisance Substances and Articles

- Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, or on school grounds, in school authorized vehicles, or at school-sponsored activities.
- Students are prohibited from using, possessing, distributing, or being under the influence of a controlled substance at school, in school authorized vehicles, at school sponsored activities, or on school grounds. Possession of drug paraphernalia is also prohibited.
- Tobacco or tobacco substitute possession and use by students are prohibited at school, at school-sponsored activities, on school grounds and in school authorized vehicles.
- The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school, at school-sponsored activities, and in school authorized vehicles.

Failure to Identify Oneself

Failure to provide proper identification upon request of a staff member is unacceptable behavior and is considered insubordination. Insubordinate students may face disciplinary consequences according to the disciplinary guidelines outlined in the Student Handbook.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes #121A.582 and other laws.

Notification of Students

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.

Disciplinary Actions

Inappropriate behavior infringes on the rights of others and diminishes the quality of the learning environment. In all cases outside of the most serious offenses or blatant challenges to what is considered acceptable behavior, the following would be the progressive disciplinary corrective actions taken:

1. A meeting between the student and the teacher
2. Teacher initiated conversation with the parent(s) or a letter to the parent(s)
3. Student serving detention with the teacher
4. Student serving detention with the principal
5. Removal from class for three days
6. Referral to the CORE Team
7. Loss of school privileges
8. Parental conference with school staff
9. Modified school program
10. In-school suspension
11. Out-of-school suspension
12. Exclusion

13. Expulsion

Any or all of the above may be utilized at the teacher's or administrator's discretion. The desired end result is improving the student's behavior and a better learning environment for his/her classmates.

Disciplinary Guidelines

The guidelines listed below outline clearly the framework by which WDC administrators and teachers are to deal with student discipline problems. These expectations are stated in our efforts to be fair but firm. Appropriate school behavior is a high priority for students who attend WDC. Student behavior, on or off campus, that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees is subject to disciplinary action.

MISCONDUCT	FIRST INCIDENT	SECOND INCIDENT	THIRD INCIDENT
Tardiness	Detention on 6 th tardy	Continued detention; Meeting with the principal and phone call to parent. Additional detention for every 6 tardies.	Detention and/or suspension, meeting with student and parents
Disruptive Class Conduct	Removal to office for the remainder of the period	1 -3 Day suspension from class and/or detention may be assigned	Three day suspension from class. Detention may be assigned
Cafeteria Conduct	Detention and/or short term suspension from cafeteria	Exclusion from cafeteria and or suspension	
Cheating	Teacher Discretion; parent notification	"0" grade recorded	Detention/Suspension Possible "no credit" for course
General Abusive Language	Warning-possible detention and/or suspension	Detention, suspension	Five Day Suspension
Parking	Warning, loss of parking lot privileges	Loss of lot privileges for an extended period of time	
Fake call/fake note/altered pass	Telephone call to parent; detention	1-3 day suspension	Five day suspension
Fighting/Physical Assault	One – three day suspension	Three – Five day suspension	Further suspension or possible expulsion
Cell Phone/Electronic Devices	Confiscated Parent Contact	Confiscated/detention Item returned to parent.	Confiscated/detention Parent conference

	Returned to student at end of day.		Item returned after consequence fulfilled.
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Assault – Verbal	One-day suspension	Five-day suspension	Recommended expulsion
Hazing/Bullying	One – Three day suspension	Five-day suspension/ Possible expulsion	5-day/ possible expulsion
Reprisal	1-3 day suspension	3-5 day suspension	5-day/ possible expulsion
Theft	Police and Parent Notification Restitution Detention or Suspension	Five-day suspension; police & parent notification Restitution	Police/Parent notification Restitution Recommended Expulsion
Smoking/Tobacco Substitute/Vaping/Usage /Possession	One day in-school-suspension.	One – three day suspension; report to CCY	Five days out-of-school suspension, report to CCY
Vandalism-Negligent	Pay for damages, detention	Three-day suspension; pay for damages	Five day suspension; pay for damages
Vandalism-Intentional	One – Five day suspension, police notification Pay for damages	Ten-day suspension Police notification Pay for damages	Recommended Expulsion
Insubordination	Removal to office for rest of period	One – Three Day suspension	Three – Five Day Suspension
Alcohol/Drug Usage	Five – Ten day suspension; report to police, Possible Expulsion	Recommended Expulsion	
Drug Possession	Five – Ten day suspension Notify Police Possible Expulsion	Recommended Expulsion	
Drugs (Selling)	Ten Day Suspension Possible Expulsion Notify Police	Recommended Expulsion	
Bomb/Terroristic Threat	Ten day suspension Police notified Possible expulsion	Recommended Expulsion	
Fire Arms	Ten day suspension Police notification Possible expulsion	Recommended Expulsion	

Explosive Devices/Ammunition	One – Five Day Suspension, possible expulsion	Recommended expulsion	
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Other Dangerous Weapons	One - Five day suspension, Police notified, Possible expulsion	Recommended Expulsion	
Sexual Assault	Ten day suspension, Police notification Possible Expulsion	Recommended Expulsion	
Physical Assault/Staff	Five-day suspension; possible expulsion; notify police	Recommended Expulsion	
Harassment	Parent/Guardian Notification One – Five Day Suspension	Parent/Guardian Notification Five Day Suspension, possible expulsion	Parent/Guardian Notification Expulsion

Note: Detention may be served during lunch, before school or after school, at the Principal's discretion.

IT IS IMPORTANT TO NOTE, THAT WHILE THE ABOVE-LISTED GUIDELINES ARE APPROPRIATE IN MOST CASES/EVENTS, THE PRINCIPAL MAY IMPOSE OR RECOMMEND LOSS OF PRIVILEGES OR PARTICIPATION, LONGER SUSPENSIONS, EXPULSION, OR ANY OTHER DISCIPLINE AS APPROPRIATE ON A CASE BY CASE BASIS.

Removal from Bus

1. Continued infractions of any of the bus regulations may be cause for removal from the bus. The law clearly establishes that riding a school bus is a privilege and not a right. Such removal may occur if the bus driver decides that a disruptive student is interfering with his/her ability to safely manage his/her bus. Districts are not required to follow laws governing suspension and expulsion and are not required to provide transportation for a student whose riding privileges have been revoked. If a student is removed from the bus, parents will be notified by a building administrator.

Suspension from riding the bus may be for as long as 20 days following a due process hearing between parents, bus driver, and building administrator. Continued violation of bus regulations by the student may result in suspension from school. The following bus transportation rules have been adopted:

- A. Students should wait for the bus off the roadway.
- B. Students are expected to be at the appropriate bus stop on time.
- C. Students shall cross the road in front of the bus.
- D. Students shall obey the bus driver at all times.

- E. Students entering the bus will select a seat and remain in that seat while the bus is in motion.
- F. Students are expected to conduct themselves in a manner which will ensure the safety of other students on the bus. Fighting, wrestling, or placing arms and other parts (or any other object) out of the window is prohibited.
- G. Conduct on the bus, which distracts the driver's attention from the road, is also prohibited. The student is to listen to the driver at all times
- H. Refrain from loud talking, singing, and unnecessary conversation with the driver while the bus is in motion.
- I. Keep the bus aisle clear. Objects in the aisle may trip or injure others.
- J. Students are asked to assist in keeping the bus clear and free from unnecessary mess.
- K. Students or parents may be required to pay for any damages to the school bus for which the student is responsible.
- L. Students not regularly assigned to the bus route should have written permission from their parents or principal before entering the bus for riding on a regular route.
- M. The bus driver has the same disciplinary authority on the bus as a teacher in the classroom.
- N. The student shall not have in possession or use tobacco, alcohol, drugs or narcotics.
- O. All other "common sense", in-school conduct expectations shall be observed on the bus as well.

Removal from Class

1. Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. The removal of a student from the classroom may occur if the teacher decides that the student is being disruptive and/or otherwise interfering with the instructor's ability to teach class. Students removed from class shall be the responsibility of the principal or his lawful designee. The length of time of the student's removal from class, not to exceed three days, shall be at the discretion of the principal after consultation with the teacher and student. If, following the principal-teacher conference, the student is to be excluded from the class for more than one class period, the parents will be notified. 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.
2. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974 as amended.

Responsibilities

(Administration, Faculty/Staff, Parent/Guardian, School Board, and Student Responsibilities)

Administration Responsibilities

The administrator has the responsibility of providing leadership to staff and students in an effort to create the best possible teaching/learning situation. The administrator has a mandate to carry out school district policies and regulations and to make these known to staff, students, and parents.

Like teachers and parents, the administrator has the responsibility to be an example for students by showing respect for law and order, and by demonstrating self-discipline and concern for all persons under his/her authority.

The administrator should be fair, firm and consistent, maintain open lines of communication, and demonstrate respect in decisions affecting students.

In regard to disciplinary action, the administrator should confer with teachers, counselors, and students. The administrator must follow due process as outlined in Minnesota Statutes 127.26-127.39.

Faculty/Staff Responsibilities

Teachers and other staff of the school have the responsibility to guide a student's educational and behavioral experience while he/she is in school. Teachers and staff will work with the parents in a cooperative manner.

The teacher or staff member will demonstrate, by work and personal example, respect for law, order, and self-discipline. A teacher's conduct and guidance should instill within the student a desire to learn, a respect for honest work, and an interest in various fields of knowledge.

The teacher has a responsibility to be enthusiastic about teaching and learning and, of equal importance, to demonstrate concern for the individual student. This will be reflected by methods of teaching and positive reinforcement to students for good achievement and behavior. District employees should be fair, firm, and consistent in active enforcement of school regulations within the educational areas (i.e. classrooms, hallways, restrooms, cafeteria, media centers, school buses, etc.) not only during the school day, but at all sponsored activities. He/she should demonstrate respect for parents, students, and other staff.

The teacher has an obligation to explain and follow the regulations and policies governing the school operation to the students and to take appropriate action with those students whose behavior violates those regulations.

It is the teacher's responsibility to monitor computer labs when they send their class to lab. No lab is to be unsupervised.

Parent/Guardian Responsibilities

The parent has the ultimate responsibility for the student's welfare and, therefore, has an obligation to help the student's achievement in school. A parent needs to help the student to learn and exercise self-control and develop socially acceptable standards of behavior.

The parent has the responsibility to set an example for the student, especially as it affects respect for the law, for the authority of the school, and for the rights and property of others. By example, a parent can attempt to

instill within the student a desire to learn, a respect for honest work, and an interest in exploring various fields of knowledge.

The parent should know and understand the regulations, which govern the students' activities and the consequences of not obeying those regulations. The parent should become acquainted with the school in which the student is enrolled through parent/teacher conferences, school functions, and classroom visitations.

Finally, the parent has the responsibility to have the student attend school regularly, be clean, dressed in an acceptable fashion, in good health, and free of communicable disease.

School Board Responsibilities

In regard to student's responsibilities and rights, the School Board, through the superintendent and staff, has the responsibility to maintain well qualified staff and give them full support in enforcing discipline that is in keeping with district policies and regulations. The Board must follow due process as outlined in Minnesota Statutes 127.26-127.39.

Student Responsibilities

Students, likewise, have responsibilities. Among these responsibilities are the expectancy of good daily school attendance and punctuality. When absent from school, students are expected to make up all schoolwork missed.

Students, as well as teachers and administrators, must help in making sure that school is a safe place in which to learn. Students are expected to know the school rules and conduct themselves accordingly, to assist school officials by volunteering information in disciplinary cases, and to protect and take care of school property.

In matters of conduct and grooming, students are expected to be ladies and gentlemen. Student dress must meet established standards of safety and health as well as common decency. Student language, orally or written, may not be indecent, offensive or obscene. Students must learn to express ideas in a way that will not offend or slander others.

Special Considerations

Any student with a current individual education plan (IEP) who is removed from class for disciplinary reasons must be referred to the Child Study Team within five (5) school days of the incident. The purpose of the referral is to determine whether there is a need for further assessment and whether there is a need for a review of the adequacy of the current IEP of the student.

Student Rights

All students have rights as well as responsibilities. They have a right to an education that is free from disruption and discrimination. This education shall encourage inquiry and freedom of expression in a proper manner.

Students must be informed of the school rules and the consequences when in violation of those rules. When the established rules have been broken, students have the right to due process of law in penalty-re-admittance determination.

Threats and Disruptions

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. Any student who disturbs or interrupts the peace and good order of school-sponsored activities is guilty of unacceptable behavior.

Video Surveillance

Video cameras have been installed in the 5-12 Building for safety purposes and to assist in protecting the rights of all students and employees to be in a safe school environment. All cameras are used for monitoring and recording. The school reserves the right to use these recordings for parent conferences and/or for evidence with law enforcement agencies, subject to data privacy regulations.

Vandalism of surveillance equipment will result in a five day suspension, police notification and the student will pay for damages to the equipment.

Violations of Laws

The violation of any state or local law or the violation of any federal law is unacceptable behavior subject to discipline, if on school grounds, during school time, at school sponsored activities, or in school authorized vehicles. Disciplinary action will result.

Weapons in School

Weapon (M.S. Section 609.12, Subd 6: M.S. Section 609.66): any instrument or object designed or intended to produce death, or used in a commission of a violent act, or in a manner which threatens, raises fear, or inflicts bodily injury.

Firearms - A student who brings a firearm (loaded or unloaded) on school property may be expelled for a period of one year. The principal, under appropriate circumstances, may recommend, and the school board may impose, a lesser penalty.

Other Dangerous Weapons - A student that is in possession of a dangerous weapon may be suspended from school or expelled on a case by case basis.

The following is a list of other dangerous weapons but are not limited to:

- Guns of all types including air guns, BB, pellet and stun guns
- Ammunition - including blank cartridges
- Knives of all types
- Clubs, blackjacks, lead pipe, throwing stars
- Metal knuckles
- Darts, chains or unauthorized tools
- Explosives, including fireworks, firecrackers, smoke bombs or other chemicals
- Flammable or combustible liquids
- Any other device or instrument used to intimidate, threaten or inflict harm

A weapon can also include common everyday items such as belts, combs, nail file, scissors, combustible liquids, etc., which are used or have been modified to threaten or inflict bodily harm. (M.S. 609.02, Subd.6) A copy of the complete policy on Weapons may be viewed on the website or obtained from the office.

FREEDOM OF EXPRESSION

Assembly

All student meetings in school buildings or on school property may function only as part of the formal educational process or as authorized by the principal.

Distribution of Literature

Any person desiring to distribute literature in the school or on the school grounds must observe the following procedures:

1. A copy of this material to be distributed must be submitted to the administration for approval prior to the planned distribution.
2. If the administration permits the distribution of the material, it must be distributed in such a manner that it will not disrupt the educational process or violate any state, city or federal laws.
3. Any violations of these procedures will result in the termination of the distributions.

Due Process

The student has the right to due process. The student has the responsibility to abide by the rules and regulations of the community and to cooperate with law enforcement agencies acting under due process.

Permission must be granted by school administrators before a student is interviewed by law enforcement. The student shall be interviewed in private and may refuse to answer any or all questions. Parents shall be notified as soon as possible and accurate records shall be kept which shall include the names of the officers involved, the nature of the alleged incident or crime, the issuing authority for arrest warrants, the place of

detention, etc. When a student is taken into custody or arrested by the police, a warrant must be issued by the police department.

Speech

The student is entitled to verbally express his/her personal opinions. However, the use of verbal assaults, profanities, obscenities, or ridicule could result in disciplinary action.

Tennessee Warning to Students and Parents

1. Students attending school in the district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions and questions during the course of classroom activities.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school and to determine the students' needs and preferences relating to his or her education program.
3. Students are not required by any law or regulation to supply data. However, the school district expects and requires that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district employee investigating the alleged rule violation may result in action being taken without benefit of information the student could have provided.
4. Data collected will be provided to school personnel having legitimate educational interest in obtaining access to the data, and to local, state and federal authorities having statutory rights of access to the data.

Questions about school records may be directed to the Office.

PUPIL FAIR DISMISSAL ACT

Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding, which may result in suspension, exclusion, or expulsion.

Grounds for Dismissal

No school shall dismiss any student without attempting to provide alternative programs or education prior to dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Such programs may include special tutoring, modification of the curriculum for the student, placement in a special class or assistance from other agencies.

A student may be dismissed on the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the pupil or other pupils, or the property of the school.

Suspension Procedures

No suspension from school shall be imposed without an informal administrative conference with the student, except where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him/her.

A written notice containing the grounds for suspension, a brief statement of facts, a description of the testimony, a readmission plan, and a copy of Sections 127.26 to 127.39 shall be personally served upon the student at or before the time the suspension is to take effect, and upon his parent or guardian by mail within 48 hours of the conference. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written notice shall be served either personally or by mail upon the student and his parent or guardian within 48 hours of the suspension.

Notwithstanding the provisions of Section 5, Subdivision 1 and 2, the student may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds ten days.

Exclusion and Expulsion Procedures - Students

No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian. The action shall be initiated by the school board or its agent.

Written notice of intent to take action shall:

1. Be served upon the student and his/her parent or guardian by certified mail;
2. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
3. State the date, time and place of the hearing;
4. Be accompanied by a copy of Sections 127.26 to 127.40.
5. Describe alternative educational programs accorded the student prior to commencement of the expulsion or exclusion proceedings; and
6. Inform the student and parent or guardian of the right to;
 - a) Have legal counsel at the hearing;
 - b) Examine the pupil's records before the hearing;
 - c) Present evidence; and
 - d) Confront and cross-examine witnesses.

The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, student, parent or guardian.

The hearing shall be at a time and place reasonably convenient to the student, parent, or guardian.

The hearing shall be closed unless the student, parent or guardian requests an open hearing.

The student shall have a right to a representative of his own choosing, including legal counsel. If a student is financially unable to retain counsel, the school board shall advise the student's parent or guardian of available legal assistance.

The hearing shall take place before:

- a) An independent hearing officer;
- b) A member of the school board;
- c) A committee of the school board, or;
- d) The full school board; as determined by the school board.

The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

At a reasonable time prior to the hearing, the student, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the student, including any tests or reports upon which the proposed action may be based.

The student, parent or guardian, or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

The student, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

The student cannot be compelled to testify in the dismissal proceedings.

The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Appeal

An exclusion or expulsion decision made pursuant to Section 127.26 to 127.39 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be binding upon the parties, subject to judicial review as provided in Section 127.33.

Reports to Service Agency

An exclusion or expulsion decision made pursuant to Section 127.26 to 127.39 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be binding upon the parties, subject to judicial review as provided in Section 127.33.

The school board shall report any action taken pursuant to Sections 127.26 to 127.39 to the appropriate public service agency, when the pupil is under the supervision of such agency.

Non Application of Certain Law

The provisions of Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any student during a dismissal pursuant to Sections 127.26 to 127.39.

Report to Commissioner of Education

The school board shall report exclusion within 30 days of the effective date of the action to the commissioner of education. This report shall include a statement of alternative programs of education accorded the student prior to the commencement of exclusion or expulsion proceedings.

Notice of Right to be Reinstated

Whenever a student fails to return to school within ten school days of the termination of dismissal, the student and his/her parents shall be informed by certified mail of the student's right to attend and to be reinstated in the public school.

Policies to be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of Sections 127.26 to 127.39. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the student during the dismissal period and help prepare him for readmission.

POLICY OF NON-DISCRIMINATION

It is the policy of the WDC School Board 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 ground 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 otherwise subjected to discrimination under any education program or activity operated by the district for which it receives financial assistance

DISCRIMINATION/HARASSMENT

Religious, Racial and Sexual Harassment and Violence

It is the policy of the School District to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

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

It shall be a violation of this policy for any student, teachers, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religion, racial or sexual violence upon any student, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

Our District has a policy and grievance procedure to appropriately handle these problem situations. The Superintendent, Mr. Lee Westrum, is the person who should be contacted in lodging a complaint.

POLICY AGAINST HAZING

“Hazing” means committing an act against a student or individual, or coercing a student or individual 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. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student or individual.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student or individual with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or individual or discourages the student or individual from remaining in school.
5. Any activity that causes or requires the student or individual to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

WDC will investigate any reports of hazing, protect complainants and take necessary action against violators of this policy regarding MN Stat. 127.465. The complete policy is available on the website or in the office.

Bullying Prohibition Policy

Purpose - A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Definitions

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a. There is an actual or perceived imbalance of power between the student engaging in the prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or

- b. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.
- B. Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to:
- a. Conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in (the Minnesota Human Rights Act). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or (the Human Rights Act).

Not only is bullying prohibited conduct under the Act, but also retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying. A nonpublic school student who voluntarily participates in a public school activity such as a co-curricular or extra-curricular activity is subject to the same student bullying policy provisions applicable to the public school students participating in the activity.

Reporting Procedure

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

The full district Bullying Policy is available on the website or through the District Office

Notice

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Statement About our 504 Program

What is Section 504?

Section 504 is the section of the Rehabilitation Act of 1973 which applies to persons with disabilities. Basically it is a civil rights act which protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations which receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the US Department of Education, Office of Civil Rights.

How does the process work?

The Wadena-Deer Creek school district shall attempt to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified person. Some examples of the accommodations that can be made are, but not limited to: modified homework requirements, provision of readers, provision of taped textbooks, changes in the way tests are given, provision of study skill training, or preferential seating in a classroom.

Accommodations will be individualized, according to the needs of each student. The purpose of these accommodations are to attempt to place the individual at an equal starting level with non-handicapped individuals.

Who may refer a student for a 504?

Parents, guardians, teachers, doctors etc. may refer a student to be considered for a 504.

Upon referral, an evaluation process will be started. This may involve Special Education testing, classroom observations, or a meeting with the parents/guardians and student being referred. Once the evaluation process is completed a meeting is set up with the parents/guardians, student, and teachers involved. The purpose of this meeting is to define the needs of the student and, if appropriate, develop a 504 plan.

How does Section 504 Define Disabled?

An eligible student under § 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

After the plan has been developed, all parties involved sign that they agree with the document and it is then put in place. Teachers, students, and parents/guardians make accommodations according to the plan. Parents/guardians will be notified of the progress, or lack of progress, that is being made. The plan may be revisited at any time that it is deemed necessary. There will be an annual review of each 504 plan. It should be noted that usually 504 plans are written for temporary conditions and once the conditions have changed the need for the 504 accommodations may no longer be needed.

NOTICE OF PARENT & STUDENT RIGHTS UNDER SECTION 504

The Rehabilitation Act of 1973, commonly referred to as "§ 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under § 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Individuals with Disabilities Education Act (IDEA); It is the purpose of this Notice form to set out the rights assured by § 504 to those disabled students who do *not* qualify under the IDEA.

The enabling regulations for § 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under § 504. (The purpose of this Notice form is to advise you of those rights.) 34 CFR 104.32.
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.

3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
6. Your child has a right to an evaluation prior to an initial § 504 placement and any subsequent significant change in placement. 34 CFR 104.35.
7. Testing and other evaluation procedures must conform to the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and assessment scores. 34 CFR 104.35.
8. Placement decisions must be made by a group of persons (*i.e.*, the § 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
9. If eligible under § 504, your child has a right to periodic re-evaluations, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36.
11. You have the right to examine relevant records. 34 CFR 104.36.
12. You have the right to an impartial hearing and with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the sharing and representation by an attorney. 34 CFR 104.36.
13. If you wish to challenge the actions of the district's § 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's § 504 Coordinator (Mr. Lee Westrum, 600 Colfax Ave. SW, Wadena, MN (218) 632-2155) within 30 calendar days from the time you received written notice of the § 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
15. On § 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's § 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You also have a right to file a complaint with the office of Civil Rights. The address of the Regional Office, which covers Minnesota, is: Office of Civil Rights, 300 South Walker Drive, Chicago, IL 60606.

Acceptable Use

Limited Education Purpose

The WDC School District is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

In order to ensure smooth system operations, the WDC School District has the authority to monitor all communications. Staff and students should have a limited expectation of privacy when using the system. A complete version of the School District's Policy on Internet Use may be accessed here: [Policy 524 - Internet Acceptable Use and Safety](#).