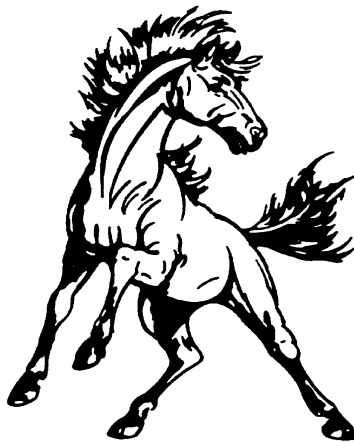


**STUDENT HANDBOOK  
WARREN/ALVARADO/OSLO  
HIGH SCHOOL  
2024-2025**



**224 East Bridge Avenue  
Warren, MN 56762  
[www.wao.k12.mn.us](http://www.wao.k12.mn.us)**

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# *Warren-Alvarado-Oslo*

## *6-12 Grade Handbook*

### **WELCOME**

Welcome to Warren-Alvarado-Oslo High School! It is our sincere desire that the education and experiences you receive here will provide a means for the fullest development of the individual and that the time and effort you expend here will help to prepare you for a happy, productive life.

We feel that your school board and community have provided a varied and well-balanced program of instruction for you and have also committed themselves to your development and continued progress as an individual. We trust that you will take full advantage of this opportunity.

- Warren-Alvarado-Oslo High School Staff and Administration

### **MISSION STATEMENT**

Creating a foundation for success by cultivating a passion for learning

### **VISION STATEMENT**

A premiere district supported by invested communities committed to preparing all learners for the future

### **BELIEF STATEMENTS**

We believe in:

- **Hard Work**-Pride in your work impacts the outcome
- **Positive Relationships**-Connections built on mutual respect is the foundation of all learning
- **Participation**-Providing opportunities promotes involvement
- **Teamwork**-A collaboration of staff, student body, and community help to create the best learning environment for all

### **SCHOOL CALENDAR**

Click on this link ([24/25 School Calendar](#)) to see the 24/25 school calendar. Calendar is subject to change with School Board approval.

**Warren/Alvarado/Oslo Numbers**

Superintendent Office	218-745-5393 888-566-5393
Elementary School Office	218-745-5886 (fax) 218-745-4441
Middle/High School Office	218-745-7659 (fax) 218-745-4646
Bus Garage	218-745-7658 (fax) 218-745-4451 888-458-4451

**Toll Free HOTLINE Numbers**

Riverview Recovery Center	218-281-9511
National Council on Alcoholism	800-NCA-CALL

**Domestic Violence/Child Abuse**

Domestic Violence Hotline	800-779-SAFE
Child Abuse & Mental Health Emergency Hotline	800-422-0863
National Child Abuse Hotline	800-422-4453
Prevent Child Abuse Minnesota	800-621-6322

**Family Planning/STD**

Minnesota Family Planning & STD Hotline	800-78-FACTS
Minnesota Family Planning Hotline	800-752-4281
National AIDS Hotline	800-842-AIDS
National AIDS Hotline (Spanish)	800-344-SIDA

**Missing Children**

Missing Children Hotline	800-843-5678
National Runaway Switchboard	800-621-4000

**Poison Control**

Minnesota Poison Control Center	800-222-1222
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**Youth Crisis**

Minnesota Suicide Prevention	800-282-5005
National Youth "I Care" Hotline (feeling troubled)	800-729-4227
National Youth Crisis	800-448-8663
Youth Crisis Hotline	800-448-4663
Marshall & Kittson Co. Child Abuse & Mental Health	800-422-0863
Northwestern Mental Health Clinic (ALLUMA)	800-282-5005
MN Association for Children's Mental Health	800-528-4511

## **Warren/Alvarado/Oslo School District Personnel**

### **Board of Education**

Nikki Peterson, Chairman  
Mark Jones, Clerk  
Ashley Reinier, Director  
Jeff Steer, Director  
Jordan Johnson, Director  
Darby Boe, Secretary/Treasurer  
Sally Roller, Vice Chair

### **District Administration**

Bryan Hackbarth, Superintendent  
Natasha Kotowicz, Business Manager  
Allie Carl, Human Resources

### **Physical Plant/Bus Garage**

Jason Morken  
Jessica Mock  
Jim Ranstrom  
Brian Jadeke  
Mark Nelson

# Warren/Alvarado/Oslo High School Personnel

## **High School Office**

Ben Miska, Principal  
Tony Gullikson, Activities Director  
Kelsey Deschene, HS Secretary  
Denelle Narlock, AD Secretary  
Heidi Thorstenson, Technology Coordinator  
Amber Schoepp, Technology Coordinator

## **Faculty**

Tim Desrosier, 6th Grade  
Aaron Wall, 6th Grade  
Zach Relling, Spanish  
Beth Murray, Business  
Tamara Diaz, English  
Abbey Johnson, English  
Jerrica Pribula, FACS  
Brittney Palm, High School Counselor  
Jana Maruska, Library  
Tony Gullikson, Health/Physical Education  
Dennis Carpenter, Physical Education  
Tom Crummy, Physical Education/DAPE  
Adrianna Stanton, Math  
Zach Stene, Math  
Brianna Becks, Music-Vocal  
Molly Fridstrom, Music-Band  
Kevin Johnson, Science  
Naomi Budziszewski, Science  
Mason Wang, Social Studies  
Todd Mortimer, Social Studies  
Nick Engfer, Art  
Jane Wagner, Agriculture  
Kari Miska, Speech Pathology  
Nora Laymon, Speech Pathology  
Annie Olson, Social Worker  
Brittney Deitz, Special Education  
Jaime Woinarowicz, Special Education  
Heather Moreno, Special Education  
Jennifer Pageler, Special Education  
Sara Steer, Paraprofessional  
Dusty Engkuist, Paraprofessional  
Bethany Wright, Paraprofessional  
Jody Pulkrabek, Paraprofessional  
Melanie Kalt, Paraprofessional  
Kathy Kleinvachter, Paraprofessional  
Stephanie Jadeke, Paraprofessional  
Melissa Martinez, Paraprofessional  
Kassie Solberg, Paraprofessional

## ADVISORS

### 6th Grade:

Mr. Desrosier  
Mr. Wall

### 7th Grade:

Mr. Carpenter  
Mr. Mortimer  
Mrs. Stanton

### 8th Grade:

Ms. Budziszewski  
Mrs. Johnson

### 9th Grade:

Mr. Stene  
Ms. Diaz

### 10th Grade:

Mr. Wang  
Mrs. Murray

### 11th Grade:

Mr. Relling  
Mr. Engfer

### 12th Grade:

Ms. Becks  
Mrs. Wagner

### Riverwatch:

Mr. Johnson

### Student Council:

Ms. Fridstrom

## WARREN/ALVARADO/OSLO HIGH SCHOOL 2024-2025 EXTRA CURRICULAR ACTIVITIES (ACADEMIC)

Tamara Diaz, One-Act Play  
Brianna Becks, Musical  
Cindy Franks, National Honor Society  
Molly Fridstrom, Student Council  
Beth Murray, WAO Wearhouse  
Beth Murray, Knowledge Bowl  
Abbey Johnson, Prom  
Jerrica Pribula, FCCLA  
Jane Wagner, FFA  
Zach Relling, E-Sports

## WARREN/ALVARADO/OSLO HIGH SCHOOL 2024-2025 EXTRA-CURRICULAR ACTIVITIES (ATHLETIC)

### FALL

Anthony Gullikson, Football  
Ashley Stroble, Volleyball  
Zach Relling, Cross Country  
Tamara Diaz, Cheerleading

### WINTER

Christian Erickson, Boys Basketball  
Casey Pierce, Girls Basketball

### SPRING

Kevin Johnson, Boys Track  
Ben Miska, Girls Track  
Mark Nelson/Dave Erickson, Boys/Girls Golf  
Zach Stene, Softball  
Dustin Grabowska, Baseball  
Patty Erdahl, Trap

## High School Bell Schedule

Period	Begins	Ends
Lockers	8:20	8:25
1-Block 1	8:25	9:08
2-Block 1	9:11	9:54
Brain Break	9:54	10:05
3-Block 2	10:05	10:48
4-Block 2	10:51	11:34
SH lunch	11:34	12:04
SH 5-Block 3	12:07	12:51
SH 6-Block 3	12:54	1:38
JH 5-Block 3	11:37	12:21
JH lunch	12:21	12:51
JH 6-Block 3	12:54	1:38
7-Block 4	1:41	2:24
8-Block 4	2:27	3:10

## High School Bell Schedule-2 Hour Late Start

Period	Begins	Ends
Lockers	10:20	10:25
1-Block 1	10:25	10:55
2-Block 1	10:57	11:27
3-Block 2	11:29	11:59
4-Block 2	12:01	12:31
SH lunch	12:31	1:01
SH 5-Block 3	1:04	1:34
SH 6-Block 3	1:36	2:06
JH 5-Block 3	12:33	1:03
JH lunch	1:03	1:33
JH 6-Block 3	1:36	2:06
7-Block 4	2:08	2:38
8-Block 4	2:40	3:10



## **A. Attendance (Policy 503)**

Regular and prompt attendance is a habit and should be practiced as such. Regular attendance is very important to be successful in school and the workplace. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

### **Attendance Regulations**

Arrangements for dental and medical appointments, passes to leave the building, admit slips and other attendance related items are to be completed before school from 8:00 a.m. to 8:25 a.m. in the principal's office. If a student is going to be absent, please call and inform the high school office at 745-4646. Students are required to have a parent/guardian call, email or a written note **within 3 days** of the absences or the absence will be unexcused. Arriving to class 15 minutes after the bell, student will be marked tardy with absence (TWA), resulting in accumulation toward detention and absences. For all absences that were not pre-arranged, students are to bring a written notice (or contact the high school office) from the parent/guardian explaining the date and reason for the absence or have them contact the office by telephone. Students will not be allowed to leave the building during the school day unless a request from parents/guardians is provided and the principal's office is notified. Students becoming ill during the school day are to check out in the office before leaving the building. Students who leave school without notifying the office or do not come back after lunch without notifying the office, will be considered unexcused.

**Excused absences**, for which students may do makeup work, are given for the following and may include:

- o illness
- o sickness, death, or emergency in the family
- o emergency (i.e. fire, flood, storm, etc.)
- o prearranged family trips of short duration
- o prearranged, pre-approved seasonal work or training
- o prearranged, medical, dental, orthodontic or counseling appointments
- o court appearances
- o Religious instruction not to exceed 3 hours in any week
- o Official school trip or other school sponsored outing
- o 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
- o Active duty in any military branch of the United States
- o A student's condition that requires ongoing treatment for a mental health diagnosis

**Unexcused Absences**, include but are not limited to:

- o Truancy, absence by a student which was not approved by the parent or school district
- o Any absences in which the student failed to comply with any reporting requirements of the school district's attendance procedures
- o 7 unexcused tardies in 1 quarter will result in 1 unexcused absence
- o Any other absences not included in the attendance procedures set out in this policy

**College Visits and Job Shadowing:** Juniors and seniors may have up to three (3) post-secondary school/job shadowing visits in their junior/senior years. Students are encouraged to visit post-secondary schools and job-related activities with a parent or guardian; schools and job/careers provide you with better information when a parent or guardian is accompanying you. Make an advance appointment with the school admissions/counselor's office. The school counselor will assist. The visit will not be excused without a prior appointment and principal approval.

**Dental and Doctor Appointments:** Parents are urged to make dental and doctor appointments and other prearranged absences for their children outside of the school day if possible. If it is necessary to schedule

appointments during the school day, it is recommended that arrangements be made at least two days in advance of the appointment. Students who miss school for appointments may be required to bring a signed excuse from the attending doctor or health care professional. (Recommended: Vary medical/dental/other appointments to different hours of the day so students are not missing the same class every time.)

**School Sponsored Activities:** Students who miss class due to participation in school-sponsored activities are responsible for requesting assignments and making arrangements for missed quizzes/tests prior to leaving for the event. The work is due on time unless other arrangements have been made with the teacher. Students are required to be in attendance for the full school day to participate, practice, or be in a public performance of a school activity on that day. This requirement will be waived for students who have received an excused, prearranged absence from school. Students may not attend extra-curricular events at WAO if the student does not attend school on the day of the event.

**Missing Work:** All work missed because of any absence, excused or unexcused, must be made up. **Student will receive the number of days they were absent plus 1 day to make up work (ex. absent 1 day=2, absent 2 days=3)**. A student is expected to request missed work and the teacher will provide it upon request. If the work is not completed, no grade or credit can be given. **Students may earn up to 100% credit for make-up work from an excused absence. At their discretion, teachers may or may not give credit for work assigned during the unexcused absence.**

### **B. Truancy/Absence limitations**

**The 7 and 10 absence limit per semester** applies to all absences, excused and unexcused (illness, prearranged work, family vacation, college visits, etc.). If a student misses more than 7 days in a semester for a college class or 10 days in a semester for a regular class, excused or unexcused, students and parents/guardians will be contacted by letter to discuss:

- effects
- how to remedy
- possible grade reduction
- possible loss of credit

If a student misses more than 10 days in a semester for a class, excused or unexcused, students and parents may meet with the Principal, Counselor, and/or teacher. Students may be denied credit **unless it is a result of a family or health emergency. At the teacher's discretion, a reduction of up to 1 full letter grade may occur for a student after a parent/student/teacher/administration meeting to discuss.**

- effects
- how to remedy
- possible grade reduction
- possible loss of credit

**Students who have 3 unexcused absences will be considered "Continuing Truant". Parents and the student will receive a letter from the school in regards to attendance. Students who have 7 or more unexcused absences will be considered "Habitually Truant" and will be referred to Marshall County Attorney for Truancy. Parents and the student will receive a letter from the school in regards to Truancy. See the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22. Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.**

### C. Tardiness

Students are expected to be in their assigned area at designated times, failure to do so constitutes tardiness. Tardiness is an extremely negative habit because it interrupts the progress of the entire class each time it occurs and results in a loss of instructional time. Four or more tardies in a semester will result in 1 hour of detention for each additional tardy. Ten or more tardies in a semester will result in 1 day of In School Suspension for each additional tardy. A student who has 3 tardies directly after lunch will have a closed lunch for a quarter's time. If student does not follow the closed lunch, it will result in an additional quarter closed lunch **See Behavior Management Policy for additional information**

### D. Passes

During the class hour, students are to be in their assigned area unless they have an authorized pass and have signed out. A sign-out sheet and student passes will be used in all classrooms for students wishing to go to the library, locker, office, or restroom. Students are to sign out of their room by indicating the time of leaving and destination. Upon arrival at the library, students are to sign in at the circulation desk and are to sign out when leaving. Students arriving to take a test must present the pass to the librarian/supervising adult prior to testing.

Students wishing to go to another classroom area of the building **must secure a pre-arranged pass from the teacher in charge of that area**. The pass is to be presented to the teacher in the assigned area. Out-of-building passes (including car passes) are issued only by the office.

## General Information and Policies

### A. Entering and Leaving the Building

The doors of the high school will officially open at 7:45 a.m. Students are to use one of two main entries into the building and are to remain in the foyer (seniors), lunchroom, or west hall until the 8:25 a.m. bell rings. **Students are not allowed in the locker areas until 8:25 a.m. unless under the supervision of a faculty member or in an approved activity.** Students should be out of the building by 3:30 p.m. unless under the supervision of a faculty member or in an approved activity.

### B. Suspension and Expulsion

All procedures will be governed by MSA 127.26 - 127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act. Copies of this law are available upon request.

Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- o Willful violation of any reasonable school board regulation.
- o Willful conduct which materially and substantially disrupts the rights of others to an education.
- o Willful conduct which endangers the student, other students or school property. Students may be summarily removed from school for less than one day by the principal. Students may be suspended for 1 to 10 days by the principal following a brief hearing in the office.

Suspensions may be an out-of-school suspension or an in-school suspension. The conditions of the violation will dictate which type of suspension is given. An expulsion can be imposed by the school board after a recommendation by the principal. Expulsion may be for the remainder of the school year or less. The expulsion can only occur after the school board has held a hearing in accordance with the law.

### C. Immunizations

Students who are not properly immunized will not be allowed to attend school as per Minn. 121A.15.

### D. Alcohol, Tobacco and Narcotics

Possession and use of alcohol, tobacco or narcotics **are forbidden by state law to anyone under the age of 21.** This includes possession of alcohol, tobacco or narcotics on school property by any student at Warren/Alvarado/Oslo High School. Possession and use of narcotics without a prescription is illegal at any age. \*\*\*See Behavior Management Policy for additional information on page 38.

### E. A Special Note to 18-Year-Olds

**State law requires schools to enforce the same rules on all students.** This includes but is not limited to parental permission for missing school, possession of tobacco products or paraphernalia. If you attend school at Warren/Alvarado/Oslo High School, all the regulations and expectations of the school apply regardless of age.

### F. Care of Books/Technology Hardware & Accessories

When books/technology hardware & accessories are furnished to pupils for their use, students hold responsibility for them. If books/technology hardware & accessories are abused, the pupil to whom the book/technology hardware & accessories was issued is responsible. Books/technology hardware & accessories lost, damaged, or destroyed must be paid for by the student to whom the book/technology hardware & accessories was issued.

### G. Lockers (Policy 502)

The locker assigned is the property of the school and is provided for use by the school. It should be used to house textbooks, other school materials, coats or other outdoor garments. Lockers are subject to periodic

inspection by administration for cleanliness or improper use. The locker may be entered by administration at any time upon suspicion of containing items considered potentially harmful or unlawfully obtained by the student. If a student uses own padlock, the combination must be turned in to the office or it may be cut off and removed by the maintenance staff.

## H. Valuables

Students are warned not to bring valuables to school. If it is necessary to bring these items, students are urged to bring them to the office for safe-keeping until the time they are to be used. **Do not place valuable items (including money) in your locker.**

## I. Activity Tickets

Students may purchase an activity ticket that admits them to all school events for the year (except tournaments, homecoming, and the musical). Students without an activity ticket will have to pay regular admission prices. This includes students who forget to have their ticket in possession. Regular admission prices for athletic events vary from year to year. (See Athletic Fees)

## J. Noon Hour, Noon Lunches, Breakfast

**The high school operates under an "Open Noon Hour" policy for students in grades 9-12. Students in grades 6, 7 and 8 will have a "Closed Noon Hour".** Students may bring or purchase lunch at school. Students in grades 9 – 12 may leave the building for lunch. Breakfast will be served every day from 8:00 - 8:25 a.m. Food purchased from the school will not be allowed to leave the lunchroom.

**\*\*\*Note: Students who have 5 or more detention hours to serve will have "CLOSED LUNCH" until all detention hours have been served to zero.**

**\*\*\*Students who miss an assigned closed lunch will be considered unexcused and receive In School Suspension upon returning to the building for the remainder of the day.**

A First serving for breakfast and lunch are provided by the State of Minnesota. Students will be charged for a second serving for breakfast and lunch. Meal money should be brought to the office between 8:00-8:25 a.m.

Those creating a disturbance during lunch or not willing to follow established procedures will be:

- o 1st offense - placed last in the lunch line for two weeks.
- o 2nd offense - suspended from the lunchroom for two weeks.
- o 3rd offense - prohibited from eating in the lunchroom

**\*\*\*Note: Any student who is disciplined or who is "behind in lunch payment" cannot, and will not, be denied a breakfast or lunch.\*\*\***

## K. Injured Students

First aid supplies are kept in the office, physical education offices and shops. All injuries, serious or not, must be reported to the instructor or coach in charge of the area or activity. WAO high school has injury report forms to submit.

## L. Announcements

Announcements for the day will be listed in the daily bulletin and read at 3:05. Announcements should be handed or e-mailed to the office secretary in writing before 9:00 a.m. to be included in the bulletin.

Announcements must be written out in full (as to be read) and be signed by supervisory staff. Special announcements pertaining to school activities or to students will be made via the intercom system.

## M. Fund-Raisers

It is required that all fundraisers have the sanction of the Board of Education or administration.

## **N. Dress Code-District Policy 504**

Good dress and grooming is a positive factor creating an atmosphere conducive to achieving educational goals and community standards. The matter of student dress and appearance is primarily the responsibility of students and their parents.

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

- Clothing appropriate for the weather
- Clothing that does not create health or safety hazard
- Clothing appropriate for the activity (i.e., physical education or the classroom)
- Backpacks, excluding oversized bags, sports bags are allowed in the building and classroom throughout the day. Backpacks should be with the student or in their locker and not left in the halls. Backpacks can be confiscated and looked through if administration has a reasonable suspicion that items could be a risk to health and safety
- Head apparel
  - With approval of building principal certain situations will be allowed (e.g., student undergoing chemotherapy, medical situations, student religious practice or belief)
  - Hats can be worn on special dress up days as long as it fits the description of the day
  - Hats can be worn on Fridays if a student donates \$0.50 to Student Council
  - Wearing hats is a privilege. Students who choose to wear hats should wear them in such a fashion that their face is easily visible. Hats should not cover a student's eyes or ears. Hats are subject to the same guidelines as all other clothing. If a staff member requests the removal of a hat, students must comply. Staff members may restrict the wearing of hats in their courses or classrooms. A hat may also be confiscated if it is a distraction to the class or school environment. It is customary and respectful to remove all hats during the Pledge of Allegiance and the National Anthem.

The dress code disallows clothing including but not limited to:

- clothing or accessories must not display racial or ethnic slurs/symbols, gang affiliations, vulgar, obscene, distasteful, subversive or sexually suggestive language or images, nor should they promote products such as alcohol, tobacco, and legal or illegal drugs
- heavy, outdoor jackets and/or coats or other distracting apparel
- clothing which has been designed, torn, ripped, or cut in any way that bares the anatomy or undergarments, or makes the clothing overly suggestive or revealing. This includes too short skirts, shorts, rompers, dresses, muscle shirts, etc.
- shirts, blouses and dresses must completely cover the abdomen, back and midriff area. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible. No see-through clothing, no spaghetti straps.
- large, long and/or heavy chains, studded or chained accessories
- sunglasses
- Pants must be worn at the waist and fastened so they'll remain in that position. (No sagging allowed.)
- No head apparel beyond what is allowed above (hats, caps, bandanas, skullcaps, etc.) (enforced 8:25 a.m.-3:10 p.m.)
- Footwear is required and must be safe for indoor/outdoor activity

Procedures:

Faculty, staff, and/or administration will discern and correct any condition felt to be detrimental to the

welfare of the student or of the student body. The student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified. The administration, staff or student group may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

#### **O. Food/Snacks**

Faculty, staff, and administration may confiscate any food, snacks, or gum in the building (including lockers) without returning them and for any reason they judge as cause.

#### **P. Blackout Night**

In cooperation with churches and other community organizations, Wednesday evening has been designated a "blackout night" at the school. **No school activity (except community education activities/events) should be scheduled or continue beyond 6 p.m.** This gives students the opportunity to participate in the church activities on a weekday night without interference from the school. Exceptions beyond the control of the district will be approved by administration.

#### **Q. Out-of-Town Trips**

Students going on school activity trips must leave and return with the group. Any other type of arrangements for transportation must be made by personal contact, in written form, by the parent in advance of the trip to the high school office. All school trips and activities will be chaperoned by a designated school employee. **All overnight trips must be approved by school administration and the school board before any plans are made.**

#### **R. Senior Privileges**

Toward the end of the school year, the principal may grant seniors special privileges at a date to be determined by the principal and staff. These potential *privileges* will be determined by a meeting of students and principal.

#### **S. Spectator Buses**

Spectator buses may be available when bus driver and adult chaperone(s) are available for out-of-town activities on nights when no activities are scheduled in Warren. A minimum of 25 students must sign up to ensure a bus will be available. This number is exclusive of cheerleaders. Students must sign up by 9:00 a.m. the day before the trip and bring a parent permission slip to the office and pay the required fee. A list of students riding the bus and the departure time will be posted on the day of the event. Upon arriving at the event, students are expected to sit in the WAO cheering section to support our team.

#### **T. Storm Policy**

The WAO school district will use an automated instant alert system/Remind/JMC/Social Media Pages to notify parents/students about school activities/closings.

#### **U. Breakage, Vandalism**

In events of breakage, vandalism or damage of objects due to horseplay, individuals responsible for breakage/damage will be charged full replacement cost of the object.

#### **V. Medication Policy (Policy 516)**

**Parents must give written notice to the school, also signed by a physician,** if a student is to receive prescription medication during school hours. Parents must also give written or verbal permission to the high school if they want their student to receive non-aspirin pain reliever during school hours. A written form for medication can be filled out during fall pre-registration or by calling 745-4646.

## **W. Use of Car Policy**

The student parking lot is on the west side of the building. Students are not to park or drive between buildings during the day. Students are not to use their cars during the school day unless a permission slip is on file in the high school office. Illegally parked vehicles may be ticketed or towed at the owner's expense. When using a vehicle, students shall use safe and legal driving techniques. Students who park on school grounds must have signed a "Permit to Park Form" with the HS office.

School officials may conduct routine patrols of school district locations (parking lots) and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law, school policy, or rule. Local police may be asked to search the interiors of motor vehicles parked in adjacent streets, including glove or trunk compartments, when school officials have reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches, and/or seizures as provided by this policy. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the District's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

## **X. Parent-Teacher Conferences**

Fall parent-teacher conferences will be held in October and the winter conferences will be in February. **Parents are encouraged to contact the school or the teachers anytime there is a question regarding their child's progress in school.**

**\*\*\*NOTE: Parents can access student grades, attendance, lunch account information from the web-based school student information system (JMC) on a daily basis. Call the high school office for passwords.**

## **Y. Visitors**

To ensure the safety of our students, all visitors must sign in at the office upon arrival and departure in the building. **Students who wish to bring visitors must have prior approval at least one day in advance.** No visitors will be allowed before a vacation or during the last week of a semester. The administration reserves the right to deny any visitor. Visitors before and after school: Parents/Guardians are welcome to visit the high school and only need to check in at the main office upon arrival and departure.

## **Z. Withdrawal**

Any student 17 years old who seeks to withdraw from school, the student's parent/guardian must:

- meet with school personnel to discuss the educational opportunities available to the student.
- sign a written election to withdraw from school. All students may re-enroll after meeting with the administration of the school for grade level placement. Failed or withdrawn students may work towards a GED equivalency with the county. WAO High will evaluate the acceptance of all transfer credits towards a diploma from a withdrawn student after the date of withdrawal. ALC placement is in cooperation with the school to make up credits for enrolled students only, however the student may enroll in another district and work towards a diploma with that district's ALC.



## Student Grading and Promotion

### A. Marking System

The school year is divided into 4 periods of 9 weeks each. A letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I) will be given for each class at the end of each period. The letter I indicates an incomplete grade in a class. An incomplete cannot be carried beyond 2 weeks into the next marking period. After 2 weeks, the student will receive a grade based on available work. In all classes, each mark for a quarter will consist of an evaluation of daily work, reports, projects, tests and other areas assigned by the WAO faculty. In the high school, each semester grade is the final grade. If a senior high student (grades 9-12) fails any semester of a required course, **that semester must be made up**. If a senior high student (grades 9-12) fails any semester of an elective course, it is not necessary for the student to make it up. Students must remember, there is not a minimum grade policy.

### B. Plagiarism: See Academic Honesty Statement on the next page

Plagiarism will not be tolerated at Warren/Alvarado/Oslo High School. There are various forms or levels of plagiarism and you are responsible for knowing and avoiding all of them.

A brief definition of plagiarism is "literary theft". Plagiarism, from a Latin word meaning 'kidnapper', ranges from inept paraphrasing to outright theft." (Shaw, Dictionary of Literary Terms). In other words, you may not use the ideas, words or work of others without stating that the material was derived from a source other than yourself.

The following are the most common types of plagiarism that occur in student work:

- A. Blatant plagiarism or direct copying of another's material without acknowledging that source;
- B. Plagiarizing material or using an original idea of someone else without crediting the source of the material or ideas;
- C. Inadvertent or unknowing plagiarism caused by sloppy research or writing technique.
- D. Use of Artificial Intelligence (AI) to create work may be deemed plagiarism by the instructor.

### Academic Honesty Statement

#### Warren-Alvarado-Oslo High School

*Revised August 17, 2021*

**Purpose:** All students are encouraged to exhibit personal honesty in their classroom work and should expect the same from other students attending Warren-Alvarado-Oslo. Doing so allows each student to be **evaluated on HIS/HER individual efforts**. The entire WAO faculty supports this policy and will enforce this policy in all courses taught at Warren-Alvarado-Oslo.

**\*\*\* Your signature and your Parent/Guardian's signature indicates that you have read this carefully, understand what academic honesty is and are prepared to bear the responsibility of academic honesty.**

**Definition:** Academic dishonesty includes, but is not limited to the following:

1. Cheating on a test through the use of concealed answers, using unauthorized technology on a test or copying another student's work on a test.
2. Copying an assignment or worksheet or sharing information about an assignment or test.
3. Plagiarizing by using another person's ideas, expressions, or writings as if they were one's own. (See WAO student handbook, pg. 17). The burden of proof for the originality of the work is the responsibility of the student.

- Copying Verbatim: including, but not limited to a book, article, internet site (without citation and notation), lab report or paper

- Paraphrasing: borrowing written ideas from a source and rewriting them into one's own words without citation or notation.

\*\*\*NOTE: When in doubt of "citing sources" in text, please refer to the Purdue University language on

plagiarism/citations (<http://owl.english.purdue.edu/owl/>).

4. Offering another student answers to an assignment, worksheets, notes or test whether solicited or unsolicited in written or verbal form.
5. Theft of intellectual property such as assignments, worksheets, notes, notebooks, test or test answer keys.
6. Lying to a teacher, paraprofessional, administrator or other school employee about academic activities. If student chooses to lie about academic misconduct and it is found that he/she committed an infraction, the student will automatically be moved to the **THIRD OFFENSE**.
7. Students falsifying any records, documents, notes or signatures.
8. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.

**Penalty:** OFFENSES ACCUMULATE for all classes throughout the year. Each offense will be recorded on the student's permanent record in the main office. The following are guidelines for minimum consequences set by staff and administration.

**\*\*\*Depending upon the severity of the offense, administration has the discretion of moving up 1 step or denying course credit.** College classes and AP classes will move automatically to step 2/3.

#### **FIRST OFFENSE**

- o Teacher will inform parents/guardians and administration.
- o Student will receive no credit (a zero) for the assignment or test.
- o Individual teacher classroom consequences

#### **SECOND OFFENSE**

- o The teacher will notify parents/guardians and administration. Administrator will set up a meeting with the student, staff member, parents/guardians.
- o Student will receive no credit (a zero) for the assignment or test.
- o Student will receive 1 day of ISS.
- o Student is ineligible for WAO "A" or "B" quarter honor roll, National Honor Society, Academic Lettering, Graduation speaking, or positive behavior incentives for the remainder of the school year.
- o Student will be declared "academically ineligible" for a period of 1 contest under MSHSL bylaw 206.
- o Individual teacher classroom consequences

#### **THIRD OFFENSE**

- o The teacher will notify administration. Administrator will set up a meeting with the student, staff member, parents/guardians, counselor and if needed, other school officials.
- o Student may lose credit for the course.
- o Student will receive 2 days of ISS.
- o Student will be **REQUIRED** to do 2 hours of ethics/character training with School Counselor.
- o Student is ineligible for WAO "A" or "B" quarter honor roll, National Honor Society, Academic Lettering, Graduation speaking, or positive behavior incentives for the remainder of the school year.
- o Student will be declared "academically ineligible" for a period of 2 weeks under MSHSL bylaw 206.
- o Individual teacher classroom consequences

**NOTE TO STUDENTS:** If you have any doubt about your academic habits or about what constitutes academic honesty in a given class or on a given assignment, **ASK YOUR TEACHER.** They will tell you what is acceptable for the assignment and the permissible parameters are for their assignments, tests or classes.

#### **C. Drop/Add Policy:**

Students may drop or add a class **on or before the first two days of the semester.** Dropping a class after the deadline will result in an F or 60 on the student's report card. Adding a class is subject to class size and instructor's permission.

Exception: Students may be able to drop/add a class **WITHOUT** penalty after a parent/student/teacher

meeting and it has been determined that the student needs to drop the class.

### **E. Promotion Policy**

Requirements for classification as a senior and to participate in senior activities, a student must have earned a minimum of 16 credits by the end of their junior year.

If the minimum number of credits is not realized students may:

- a. take a correspondence course(s) during the summer, or attend the WAO Alternative Learning Program
- b. be reclassified as a junior
- c. attend school for the 12th year with good, normal attendance with no participation in any senior activities

If a student desires to reclassify as a senior during their junior year, a meeting will be held prior to the start of the school year to determine if it will be allowed.

**6th-8th Grade:** A failure in one subject must be made up as an individual subject. **To be promoted, a student must pass 6 of 8 semesters in English, Social Studies, Math and Science. If a student fails 3 to 5 core course semesters or fails a core course for the year with a 50% grade or lower, he/she will be referred to summer school and will be required to participate in order to advance to the next grade.** If a student fails 6 to 8 core course semesters a retention meeting will be held to pursue corrective actions including repeating their current grade. **Student retention meetings will be held after first semester if a student has failed 3 or more classes that semester. A meeting will be held after second semester if they fail 6 to 8 core course semesters to plan for retention.**

**9th - 12th Grade:** Students will repeat only individual subjects failed. Students who have failed courses will have those courses integrated into their next year's schedule as much as possible. Seniors, Juniors, Sophomores and Freshmen needing additional courses that can't be included in a full schedule, will be referred to the credit recovery programming.

If a student is short of more than 2.0 credits at the end of the school year, they may not advance to the next grade level. The minimum number of credits required at the end of each grade is as follows:

<b>Freshman</b>	<b>4 credits (should have 6 credits)</b>
<b>Sophomore</b>	<b>10 Credits (should have 12 credits)</b>
<b>Junior</b>	<b>16 credits (should have 18 credits)</b>
<b>Senior</b>	<b>24 credits (must have 24 credits to graduate)</b>

**For students who started their Freshman year in the 23/24 school year and beyond, the minimum number of credits required at the end of each grade is as follows:**

<b>Freshman</b>	<b>5 credits (should have 7 credits)</b>
<b>Sophomore</b>	<b>12 Credits (should have 14 credits)</b>
<b>Junior</b>	<b>19 credits (should have 21 credits)</b>
<b>Senior</b>	<b>28 credits (must have 28 credits to graduate)</b>

### **F. Required Class Load (all students must register for 4 blocks per semester)**

**SENIOR** courses: English, Social Studies, and electives

**JUNIOR** courses: English, Social Studies, Math, Science, and electives

**SOPHOMORE** courses: English, Math, Science, Social Studies, and electives

**FRESHMEN** courses: English, Math, Science, Social Studies, P.E./Health, and electives

**GRADES 6-8** courses: English, Social Studies, Science, Math, PE, and required exploratory classes. Band is an elective choice for grades 6-8. Choir is an elective course choice for grades 7-8.

Students may not be enrolled in more than 1 study hall period per semester. Students may not be enrolled

in more than 1 student aide period per semester. They may be in 1 study hall and 1 student aide period per semester.

### **G. Honor Roll**

Three honor rolls shall be posted at the end of each marking period. Students attaining an average of a 4.0 or above will be placed on the 4.0 honor roll. Students attaining an average of 3.667 or above will be placed on the A honor roll. Students receiving an average of 3.0-3.666 shall be placed on the B honor roll. There is no rounding up of GPA. An incomplete makes a student ineligible for the honor roll.

A = 4.000    B+ = 3.333    C+ = 2.333    D+ = 1.333    F = 0.00

A- = 3.667    B = 3.000    C = 2.000    D = 1.000

B- = 2.667    C- = 1.667    D- = 0.667

**\*\*\*The WAO High School recognizes Weighted Grades in all College Level courses (CIHS) and Advanced Placement courses. Weighted grades will be reflected in the student GPA. If a student receives an A in one of these classes, it will be calculated as a 4.333 for GPA purposes.**

### **H. Correspondence/Online College Courses**

Students may receive credit for graduation through correspondence courses. **12 credits maximum are allowed by correspondence for the student's senior high school career.**

Students who are sophomores and above who maintain a certain GPA are eligible for Online College Courses. In order to take the Online College Course, students must complete any prerequisite courses offered at WAO. Sophomores may take 1 CTE Online College Course per semester, Juniors may take 1 Online College Course per semester, and Seniors may take 2 Online College Courses per semester.

### **I. Physical Education**

Physical education classes will be on a co-ed basis. Proper attire, as set up by the instructors, is the responsibility of the student. Lockers and locks will be made available for all students in physical education classes. Excuses from participation will be given only with the written consent of a medical doctor.

### **J. Driver Education**

Students taking driver education are to complete classroom instruction before taking their permit test. After passing the permit test, students are then given behind-the-wheel training. A fee will be charged to help defray the expense of the driver education program. The classroom portion of the driver education program may be taught to 9th grade students during the school year and outside of the school day.

### **K. Graduation Requirements**

A minimum of 24 credits is required for 2025 and 2026 graduation. A minimum of 28 credits is required for 2027 and beyond graduation. An annual individual meeting will be held with the school counselor for course planning. The credits must be attained as follows:

4 credits in English

4 credits in Social Studies

3 credits in Mathematics

3 credits in Science

1 credit in Fine Arts

.5 credit in Physical Education

.5 credit in Health

8 (2025-2026) and 12 (2027 and beyond) credits in additional Elective Courses (1.0 credits may be earned each year of participation in Band or Chorus.)

See the WAO Course handbook for further information regarding graduation requirements.

## L. Graduation Deficiencies

Students who fail to meet graduation requirements at the end of four years of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year. **STUDENTS WITH DEFICIENCIES WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES.** Seniors who do not meet all requirements for graduation will receive a certificate of attendance.

**All credits/coursework, detention, and graduation requirements must be completed before commencement or a student will not be allowed to participate in the graduation ceremony.**

## M. Honor Students

Seniors with a cumulative grade point average of 3.40 or above from grade 9 until the end of the fourth 9-week period of the senior year will be designated as honor students. Preliminary calculations will be calculated at the end of Quarter 3 the student's senior year with final calculations after Quarter 4 of their senior year. The following designations will be used:

- 4.00-3.80 --- Summa Cum Laude
- 3.79-3.60 --- Magna Cum Laude
- 3.59-3.40 --- Cum Laude

## N. Post-Secondary Enrollment Options Program

Students in grades 10, 11 and 12 are eligible to take classes at post-secondary institutions under this program. Any student interested should contact the counselor for details. Students need to have a pre-qualified GPA to be able to enroll in Post-secondary courses.

**\*\*\*Note: Students who enroll in Post-secondary enrollment options program courses will not receive "weighted grades" for their enrollment in courses.**

The following has been adopted by the school board;

College Credits	WAO HS credits
1	.250
2	.500
3	.750
4	1.00
5	1.25

A student may wish to have their post-secondary institution send a transcript to WAO High School to receive graduation credit. Credits earned under the Post-Secondary Enrollment Options program will be equated with high school credit according to the guidelines presented in M.S. 123.3514 Post-Secondary Enrollment Options Act, subd. 5 Credit.

## O. Grading Scale

The Warren/Alvarado/Oslo High School grading scale will be as follows:

A: 100-96	B+: 91-89	C+: 82-80	D+: 73-71
A-: 95-92	B: 88-86	C: 79-77	D: 70-68
	B-: 85-83	C-: 76-74	D-: 67-65

## P. Commencement

Seniors who meet all requirements for graduation (24 credits) will receive the regular diploma. **STUDENTS WITH DEFICIENCIES WILL NOT BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES.**

## Q. Graduation Speakers

During commencement exercises, 1-3 students will be allowed to speak. The determination of these speakers will be based on class rank of the senior class at the end of the 1<sup>st</sup> semester during the senior year of graduation (ex. Students ranked 1, 2, 3 in the Senior class as of May 1<sup>st</sup>). Class rank is based on each individual student's **cumulative GPA** in grades 9-12. In the case of a class rank tie, both students will be allowed to speak. Students must attend WAO High School for at least 3 academic semesters to be eligible to speak at graduation.

### Eligibility at Warren/Alvarado/Oslo High School

Warren/Alvarado/Oslo High School encourages students to participate in extracurricular activities. However, students need to maintain their eligibility through MSHSL rules and local WAO High School eligibility rules. **Once a student officially enters the WAO High School building (grades 7-12) or the first time they have signed the MSHSL eligibility form, the student is held to all WAO eligibility rules and MSHSL bylaws.**

**WAO requires all students to pass a physical by a medical professional to participate in activities at WAO HS. A copy of the physical form must be on file in the HS office in order to participate.**

### Grades 6-12 Detention Eligibility Policy

Student behavior performance is evaluated during the school year and reported to students and parents/guardians. A student will be ineligible for extra-curricular activities and special events if they have not zeroed out their detentions by predetermined times by the High School Principal and Activities Director.

### Grades 6-12 Academic Eligibility Policy

Student academic performance is evaluated eight times during the school year and reported to students and parents/guardians. A student will be ineligible for extra-curricular activities if he/she fails one or more classes. Incomplete grades may be made up for immediate participation.

<u>Evaluation Dates</u>	<u>Ineligibility Begins</u>	<u>Academic Report</u>
October 4	October 11	1 <sup>st</sup> Progress Report
November 1	November 8	1 <sup>st</sup> Qtr Report Card
December 6	December 13	2 <sup>nd</sup> Progress Report
January 17	January 24	2 <sup>nd</sup> Qtr Report Card
February 21	February 28	3 <sup>rd</sup> Progress Report
March 21	March 28	3 <sup>rd</sup> Qtr Report Card
April 25	May 2	4 <sup>th</sup> Progress Report
May 29	June 6	4 <sup>th</sup> Qtr Report Card

#### A. Rules of Ineligibility

- **A failing grade at the mid-quarter evaluation date will result in a deficient grade. A student cannot participate in games/events if they have a deficient grade. A student may continue to practice. Once a student has made up the deficiency they are eligible to participate in all games/events.**
- **If a student fails a class at the end of the quarter, they are ineligible for 5 school days per class failed for games/events. If a student receives an Incomplete at the end of the quarter, the student is ineligible until the Incomplete is made up or at the end of the 2 week period.**
- **Students academically ineligible may not be allowed to travel on the team bus at the coaches/advisors' discretion.**
- **Concert Eligibility:** Students in band and/or chorus (7-12) will be eligible to perform in concerts

even though they may have received a deficiency in any class.

- **Students will not be eligible for MSHSL sponsored contests, pep band, stage band, pop choir performances or the musical as these are considered extra-curricular in nature.**

## **B. Mood-Altering Chemicals**

**1. Rule** - During the entire calendar year, regardless of quantity, a student shall not:

- use or have in possession a beverage containing alcohol
- use or have in possession tobacco products including Electronic Nicotine Delivery Systems
- use, consume, have in possession, buy, sell, or give away any other controlled substance

**WAO High School has an "association rule" which carries the same penalties as the above listed situations. This "association rule" applies to students who willingly associate with people violating the rules listed above.** Application of the "association rule" applies to the entire calendar year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

The sexual harassment and sexual violence policy carries the same penalties as the above policy. Definitions of violations are available in the principal's office. The formal policy is listed in this document.

## **2. Category I: All MSHSL activities, speech, one-act play**

### **a. First violation**

After confirmation by school personnel or notification by law enforcement personnel, the student shall lose their eligibility for the next two (2) consecutive public performances they would be involved in or, (14) calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

The student shall participate in a tobacco or alcohol online diversion program when tobacco or alcohol are reasons for the violation (parents can be allowed access to the course with the student).

### **b. Second violation**

1. After confirmation by school personnel or notification by law enforcement personnel, the student shall lose their eligibility for the next six (6) consecutive public performances they would be involved in or, (21) calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

a. The student shall participate in a tobacco or alcohol online diversion program when tobacco or alcohol are reasons for the violation (parents can be allowed access to the course with the student).

b. Student will serve 5 hours of community service at site agreed upon by school personnel.

### **c. Third and subsequent violations**

1. After confirmation by school personnel or notification by law enforcement personnel the student shall lose their eligibility for the next twelve (12) consecutive public performances they would be involved in or (28) calendar days of a season in which the student is a participant, whichever is greater. If, after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

a. The student shall participate in a tobacco or alcohol online diversion program when tobacco or alcohol are reasons for the violation (parents can be allowed access to the course with the student).

b. Student will serve 10 hours of community service at site agreed upon by school personnel.

Penalties shall be cumulative beginning with and throughout the student's participation in extra-curricular activities in grades 7-12.

A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the

student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

If a student is involved in dual participation of Fine Arts and Athletics, the violations will be served in each area if events overlap.

### **3. Category II: MSHSL Fine Arts/Co-curricular activities and WAO clubs**

#### **a. First violation**

1. After confirmation by school personnel or notification by law enforcement personnel, the student shall lose his/her eligibility for the next (1) public performance he/she would have been involved in, or, fourteen (14) days of a season in which the student is a participant, whichever is greater. There is no exception permitted for a student who becomes a participant in a treatment program.

The student shall participate in a tobacco or alcohol online diversion program when tobacco or alcohol are reasons for the violation (parents can be allowed access to the course with the student)..

#### **b. Second violation**

1. After confirmation by school personnel or notification by law enforcement personnel, the student shall lose his/her eligibility for the next two (2) public performances he/she would have been involved in, or, twenty-eight (28) days of a season in which the student is a participant, whichever is greater. There is no exception permitted for a student who becomes a participant in a treatment program.

The student shall participate in a tobacco or alcohol online diversion program when tobacco or alcohol are reasons for the violation (parents can be allowed access to the course with the student)..

Student will serve 5 hours of community service at site agreed upon by school personnel.

#### **c. Third and subsequent violations**

1. After confirmation by school personnel or notification by law enforcement personnel, the student shall lose his/her eligibility for the next three (3) public performances he/she would have been involved in, or fifty-six (56) days of a season in which the student is a participant, whichever is greater.

The student shall participate in a tobacco or alcohol online diversion program when tobacco or alcohol are reasons for the violation (parents can be allowed access to the course with the student)..

Student will serve 10 hours of community service at site agreed upon by school personnel.

2. If, after the third and subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student shall be certified reinstated in MSHSL activities after serving the penalty for a second violation. The director or a counselor of a chemical dependency treatment center must issue such certification.

3. Penalties shall be cumulative beginning with and throughout the student's participation in MSHSL Fine Art extra-curricular activities. The student shall be disqualified from all Fine Art activities for an additional nine (9) weeks beyond the student's original period of ineligibility when the student denied the violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Students can join and participate in activities during their period of ineligibility, but may not be part of any public performance. The period of ineligibility will be in force until the penalties are completed with activities that the student has participated in the previous year. Freshmen are exempt from this clause. All Fine Arts activities in which a student is a participant are to be included in the count of events or weeks.

### **4. Practice or Travel During Period of Ineligibility**

Students may be allowed to practice or travel with a team or group. The decision to allow a student to practice or travel will be made by the head coach and Activities director. Their decision will be based on:

- the amount of time remaining in a season
- the conduct of the student during the period of ineligibility
- an individual basis for each student



## 5. Conduct of Student-Participants

A student-participant should display the type of attitude, cooperation, loyalty, and honesty that would be a credit to the individual and the school program. Actions on the part of a student that are deemed unsatisfactory will be subject to discipline. The actions listed below are followed by a number or numbers indicating the possible consequences of unsatisfactory actions:

- Administrative action resulting in suspension - in school or out of school (1,2)
- Willful damage or stealing of school property (1,2,3,4,5,6)
- Unexcused absence from school (1,2,3)
- Student not in attendance for the full school day without previous arrangement (1,2,3,4)
- Student is absent the day following an activity without proper justification. The student or parent should call the school by 9:00 a.m. (1,3)
- Student violates regulations concerning curfew, practice, dress, conduct, etc. as prescribed by the head coach (1,2,3,4,5,6)
- Association with groups or individuals using or having chemicals in their possession and/or conduct which is to be considered detrimental to the welfare of Warren/Alvarado/Oslo High School and the extra-curricular programs. This regulation will apply to incidents during the school year and summer. An additional statement regarding an association rule appears elsewhere in this handbook (1,3,4,5,6)

Consequences indicated by the numbers in the above parenthesis:

1. reprimand, incident reported to parent/guardian
2. no participation in practice or performance the affected day(s)
3. suspension from one public performance
4. suspension from two public performances
5. suspension from participation for remainder of season
6. loss of awards

**\*\*\*Additional consequences/discipline for student behavior at events may be decided by the head coach, advisor, activities director or school administration at their own discretion.**

### C. Law Enforcement Records

A law enforcement agency shall provide notice of any drug or alcohol incident occurring within the agency's jurisdiction, in which the agency has probable cause to believe a student violated section 152.021, 152.022, 152.023, 152.024, 152.025, 152.027, 152.097 or 340A.503, subdivision 1, 2 or 3. The notice shall be in writing and provided within two weeks after an incident occurs to the chemical abuse assessment team in the school where the student is enrolled.

### D. Hearing Procedure

A student will be allowed a hearing provided a written request is made to the administration within 3 days of being declared ineligible. Persons in attendance at a hearing may include the student, parent/guardian, administration, Activities director, and a member of the Student Council. A final decision will be presented in writing one day following such hearing.

### E. Agreements

Eligibility forms are to be signed by each student, parent/guardian and head coach/director. A copy is to be placed on file at the school and one copy is to be retained by the parent/guardian. The forms are to be completed prior to participation in an activity. **Students must have all their participation forms on file in the high school office to be eligible to participate in the extra-curricular activity.**

## School Activities

### Spectator Guidelines

At Warren-Alvarado-Oslo sporting contests we take pride in creating a positive environment for all spectators and athletes. It is of utmost importance that ALL members in attendance promote good behavior and sportsmanship. Our goal is to provide an atmosphere conducive to development of citizenship, inclusiveness, positive recognition and equitable opportunities for learning while maximizing the achievement of educational and extra-curricular goals.

Warren Alvarado Oslo joins the MSHSL in promoting good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for immediate removal from the site of competition.

#### Do:

- Understand your attendance is a privilege that provides an opportunity to observe an athletic contest, not to berate players, coaches, or officials.
- Cheer for your team.
- Encourage sportsmanship by supporting and respecting all players, coaches and officials
- Demand that others treat players, coaches, officials and other spectators with respect regardless of ethnicity, race, gender, age, sexual orientation, or ability.
- Support decisions of coaches and officials.
- Appreciate the efforts of players, coaches and officials.
- Be generous when we win, gracious when we lose.

#### Don't (Grounds for immediate removal from contest and future contests):

- Ridicule or berate players, coaches, officials, or other spectators. Engage in any unsportsmanlike conduct with officials, coaches, players or parents. This includes inappropriate comments including taunting, profanity, or gestures.
- Participate in any behavior endangering the health or well-being of a participant.
- Humiliate, denigrate, or intimidate, in any way, any participant or attendee.
- Ridicule any participant for making a mistake.
- Confront coaches, officials, opposing fans or participants in an antagonistic manner before, during or after a contest.
- Rush the field/court in protest or celebration after a contest.

## Guidelines for Seating

- Students standing throughout the contest need to be in the designated student area. Student seating is always on our bench side- either behind or across from the team. No movement of seating for the purpose of taunting the opponent is permitted.

## General Guidelines

- Whether attending an event outside or inside, the student should be attentive to the event. Students attending outside events should plan to remain outside during the activity. During indoor activities, the student should remain in the gym during the activity and there should be no objectionable behavior in the halls or gym.

## Theme Nights

- Theme nights give our school the opportunity to come together in spirit to support our sports teams. Theme nights, (white outs/ black outs/ senior recognition/etc.) will be permitted as long as the theme is appropriate for the specific game and has been approved by administration. Theme nights are meant to bring the school together in a positive and fun way.

## WAO Student Handbook

- All rules outlined in the WAO Student Handbook are in full effect when students attend a contest or event as a participant or spectator. Violations of the WAO Code of Conduct will be treated as if they occurred during the school day. Students that served ISS or OSS on the day of an after school event will not be able to attend the event as a player or as a spectator. **Students refusing to follow the directions of supervising personnel at any school activity may be refused admission to future school activities or face further disciplinary action.**

## Extra-Curricular Bus Policy (Academic and Athletic)

It is the policy of the Warren/Alvarado/Oslo school district that students who attend extra-curricular events (both athletics and academic) through the school district maintain a standard of bus behavior and bus rules while on these extra-curricular events.

The Warren/Alvarado/Oslo school district believes that any student who is transported to an extra-curricular event using Warren/Alvarado/Oslo transportation should return home to the school with the supervisor of the event.

Exceptions: A student **will not** be required to ride to or from an extra-curricular event if:

1. The student's parent or guardian has called the high school office (by 3pm of the day of the event) or has given a written note that the student will not be riding to the event or returning home from the event on the bus/van.
2. The student's parent/guardian may sign-out the student with the supervisor of the extra-curricular activity to have verification that the student will not be returning home on the bus/van.
3. The student may drive to an extra-curricular event by notifying the high school office with a verbal call from a parent/guardian or by a written note from the parent/guardian by 3pm of the day of the activity.

\*\*\* Under no circumstances shall a student of Warren/Alvarado/Oslo return home from an extra-curricular event, after being transported to the event by bus/van, with another individual without parental/guardian

consent. If a student does not follow this policy, the following disciplinary procedures shall happen:

- 1<sup>st</sup> offense: 1 day of ISS and the parent/guardian shall be called in for a meeting with the high school administration.
- 2<sup>nd</sup> offense: 2 days of ISS and the parent/guardian shall be called in for a meeting with the high school administration.
- 3<sup>rd</sup> offense: Student is removed from extra-curricular transportation by the Warren/Alvarado/Oslo High School.

### **A. Music Activities**

The goal of music education is to help students understand the nature and value of music as part of one's life and environment.

#### **1. Vocal Music**

The vocal music program is designed to offer music training to students interested in singing. Within the choral field are opportunities to broaden the student's musical experiences through individual voice instruction, singing in small groups, and in other organized choral groups. During the school year the choirs and other vocal groups participate in music festivals, Christmas and spring concerts, and the annual musical production. There are also opportunities within the community to gain additional public performance experience.

#### **2. Band**

Band students are involved with the highest possible musical performance and training through a repertoire of widely varied musical styles. Participation in all performances is considered an integral part of the course, and band members' participation is required. The senior high band is actively involved in region and state solo, ensemble, and large group ensemble contests, and has received many awards at these events. The senior high band is also the "Pep Band" which performs at games yearly. Once every four years, members of the senior high band have the opportunity to participate in a band trip. San Diego, New York, Orlando, and New Orleans are some places where the band has visited and performed.

### **B. Athletics**

Desire to compete, condition, train, and an ability or skill are the four main ingredients of a good athlete. Desire to compete overshadows all and includes all others. If a student wants to compete and win, it means he/she must pay the price. Nothing is free in the world of sports. Whenever you see good athletes, you may be sure some sacrifice and hard work was involved to bring the athlete up to the level of ability he/she has attained. Whether the maximum ability is reached depends on the student and the willingness to pay the price in hard work, training, and attitude toward the school, coaches, and teammates.

#### Football

Varsity  
Junior Varsity  
Eighth Grade  
Seventh Grade

#### Cheer Team (Varsity Football)

#### Girls Basketball

Varsity  
Junior Varsity  
Eighth Grade  
Seventh Grade

#### Boys Basketball

Varsity  
Junior Varsity  
Eighth Grade  
Seventh Grade

#### Volleyball

Varsity  
Junior Varsity  
C Squad  
Eighth Grade  
Seventh Grade

#### Track

Varsity (boys & girls)  
Junior High (boys & girls)

Golf  
Varsity (boys & girls)  
Junior High (boys & girls)

Softball  
Varsity  
Junior Varsity

Baseball  
Varsity  
Junior Varsity  
Junior High

Cross Country  
Varsity  
Junior Varsity  
Junior High

Trap  
Varsity  
Junior Varsity  
Junior High

### **Extra-curricular fees**

Junior high athletics (grades 7-8)	\$15.00
Senior high athletics (grades 9-12)	\$25.00
Danceline/Cheerleading	\$25.00
Family Max.	\$100.00

### **Fine Arts/Academic Fees**

Junior high fine arts (grades 7-8)	\$15.00
Senior high fine arts (grades 9-12)	\$15.00
Selected Industrial Tech/Auto fees	\$30.00
Selected Art Classes fee	\$20.00

### **Admission fees for extra-curricular activities**

Adult single event	\$6.00
Student single event	\$4.00
Adult activity pass	\$40.00/\$60.00
Student activity pass	\$15.00
Family activity pass (maximum)	\$105.00
Senior Citizen's (65 or older)	Free

**Deadline for payment: \*\*Students may not participate in an activity if fees are not paid**

Payment deadline - third day of practice

Refund deadline - fifth day of practice

### **C. Pep fests**

Periodic pep fests may be held to develop interest in the various athletic/extracurricular contests. Such pep fests shall be under the supervision of the cheerleader advisor and/or administration. A copy of the program must be submitted to the principal in advance.

### **D. Homecoming/Sno-Fest**

Homecoming week/Sno-Fest week is organized by the Student Council. Students must be in "good standing" (including no MSHSL violations within the past calendar year) to be an attendant or candidate at Homecoming.

### **E. Junior-Senior Prom and all other dances**

Each spring, the junior class is host to a prom given in honor of the graduating class.

- Attendance is open to all WAO sophomores, juniors and seniors & 1 guest.
- Guest must be at least a freshman (9<sup>th</sup> grade) or younger than 21 years of age **and** two years or less from his/her high school graduation. Freshmen (9<sup>th</sup> graders) can attend prom **if asked** by a 10<sup>th</sup>, 11<sup>th</sup>

or 12<sup>th</sup> grade student.

- A guest who does not currently attend WAO must have prior approval from the prom advisor and administration. A request can be made at the time of the advance sign-up or earlier by contacting one of the prom advisors or administration.
- Everyone attending prom should sign up at least 2 weeks in advance of the event.
- **A student must serve any scheduled disciplinary consequences before attending prom.**

Doors will be locked at 10 p.m. (or right after the Grand March). A student may leave the dance but will not be allowed back into the event.

No alcohol is allowed (breathalyzers will be used, as at every dance). Anyone found with alcohol or under the influence of alcohol will not be able to participate in prom. The chaperones will call the parents and law enforcement. This will also be considered a violation of the Minnesota State High School League guidelines.

Chaperones will monitor student behavior. Behavior found to be inappropriate to the chaperone may result in: 1) a warning; 2) removal from the Prom.

At any WAO school-sponsored dance, students in grades 7-12 are permitted to invite 1 guest (male or female) to the dance. All dance guests MUST be signed-up in advance and pre-approved by administration prior to attendance. All guests must be younger than 21 years of age and two years or less from his/her high school graduation.

#### **F. Student Council**

24 students will be selected as members of the student council and will have the opportunity to run for additional positions including Student Council President (Grade 12), Student Council Vice President (Grade 11-12), Student Council Secretary (Grade 9-12), Senior Chair of Public Relations (Grade 10-12), Student Council Treasurer (Grade 10-12) Students must be academically eligible to serve on the council. **Students elected to Student Council must perform 6 hours of Student Council led "volunteerism" to receive a letter at the end of the year.** *Students who have one or more High School League violations for alcohol/drugs will not be allowed to serve on the Student Council for one calendar year.*

#### **G. National Honor Society**

Candidates eligible for election shall have a cumulative grade point average of 3.333 or above. Candidates in the Society are elected to membership during the beginning of their junior or senior year or given honorary status to have access to NHS activities throughout the year but not as a member.

Selection Process:

- National Honor Society is open to Juniors and Seniors.
- Scholastic average of 3.333 and above required.
- Announcements and surveys will be sent out to the families of all qualifying students along with NHS descriptions of Leadership, Service, Character, and Scholarship.
- A selection committee of faculty members will be convened to discuss all returned surveys.
- Teacher input will be requested regarding the applicants.
- Input from present NHS members will be sought.
- Selection committee will review all application materials in relation to the four virtues of NHS.
- Letters will be sent out to parents/guardians of students selected announcing the time, date, and place of induction ceremony.
- Application materials are destroyed.

#### **H. Making It Better Drawings/Student of the Quarter**

Drawings will occur during the school year for students who meet certain criteria for Making It Better

recognitions. Students of the Quarter will be issued Quarterly.

### I. The Annual Staff

The WAO High School Annual, the "WAOHISEAN", is edited and published as a project of the senior high school. The Annual must comply with school rules and policies.

### School Awards

#### A. Athletic, Music, Speech, One-Act, Annual Letter

In all cases of award letters at WAO High School, **a coach/advisor is not required to grant letters because of participation alone.** The following apply to all categories:

- the students must be the kind of person the supervisor feels is deserving of the award
- the Senior Award is based on three years of faithful service
- a student must abide by training rules, maintain classroom eligibility, and be in regular attendance at practices
- all equipment must be turned in at the end of the season
- all awards must be approved by the Activities director or administration

**Note: All requirements for extracurricular awards are left up to individual coach/advisor or administrative discretion.**

#### B. Music Department

**Band:** Senior High band members who wish to receive a letter must earn 10 points from the following list:

- Senior High Band - 4 points
- Pep Band - 2 points based on attendance (1 point for fall, 1 point for winter)
- Jazz Band - 3 points based on attendance (1 point for winter, 2 points for spring)
- Large Group Band Contest - 1 point
- Honor Band/Festival - 1 point per event
- Three 20 minute individual lessons with Ms. Fridstrom - 1 point (unlimited points)
- Instrumental Solo/Ensemble Contest
  - 3 points for a Double Star Rating
  - 2 points for a Single Star Rating
  - 1 point for performing and not receiving a star
- Band Trip (every four years) - 2 points

**Choir:** A student must have an excellent record of attendance and loyalty to the choral department, and earn at least **ten points** from the following list:

Choir Letter Award Point Sheet; Choir Letter = 10 points

- |  |                |
|--|----------------|
| 1. Member of Varsity Choir                         | 3 points       |
| 2. Major role in spring musical                    | 5 points       |
| 3. Sound and/or Light technician for musical       | 3 points       |
| 4. Minor role in musical                           | 4 points       |
| 5. Chorus, extra, or stage crew for Musical        | 3 points       |
| 6. Rehearsal/Performance accompanist               | 3 points       |
| 7. Vocal contest participant earning no star       | 3 points       |
| 8. Vocal contest earning single star               | 4 points       |
| 9. Vocal contest earning double star               | 5 points       |
| 10. Pop Choir (contingent on rehearsal attendance) | 4 points       |
| 11. Participation in Honor Choir/Festivals         | 3 points       |
| 12. Outside performance opportunities              | Up to 3 points |
| 13. In-Class Leadership Role                       | 2 points       |

**John Phillips Sousa Award (Band):** The following criteria have been established. The student must:

- o Be a graduating senior
- o Be a member of the concert band for four years
- o Maintain high standards of scholarship and musicianship
- o Be cooperative over and above normal duties
- o Be an inspiration to others and have the best of personal habits
- o Exemplify the best traditions of the music department and of the school

**Choral Award (Choir):** The following criteria have been established. The student must:

- o Be a graduating senior
- o Be a member of the varsity choir for four years
- o Have a high standard of musicianship
- o Be cooperative over and above normal duties
- o Be an inspiration to others and have good personal habits

**Doris E. Brown Music Award (Band and Choir):** The following criteria have been established. The student must:

- o Be a graduating senior
- o Be a member of mixed chorus and band for four years
- o Show a high standard of musicianship
- o Render good musical performances
- o Be cooperative over and above normal duties
- o Have an excellent record of attendance
- o Have ambition and loyalty to organization
- o Be an inspiration to others

C. **Speech:** The student must meet the following criteria:

- o Participated in more than 50% of the meets
- o Placed in at least two meets at the varsity level
- o Practiced regularly individually and with the coach
- o Be a member of the subsection team
- o Be a senior who has been in the program for at least two years and has attended at least two meets in his/her senior year

D. **One-Act Play:** Be a cast member or student director who has attended practice regularly. The season is 8-12 weeks long, depending on when practice begins. There is a minimum of two public performances, depending on the success in MSHSL contests.

E. **Senior Scholarships:** Several organizations and individuals have established scholarships available to graduating seniors. See School Counselor for scholarship information.



## **STUDENT DISCIPLINE POLICY (Policy 506)**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take an appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

### **Students have the right:**

- o All students have the right to an education and the right to learn

### **Tennessee Warning**

Students need to be informed that the information obtained in an interview can be shared with (1) school officials with an educational need to know; (2) the juvenile justice system (3) Minnesota State High School League (MSHSL) and (4) other entities by court order.

The Tennessee Warning applies to students during the investigation of any disciplinary event. The failure to give the warning doesn't mean the student cannot be disciplined; it simply prohibits using the information gathered in the investigation.

### **Students have the responsibility:**

- o for their behavior and for knowing and obeying all school rules, regulations, policies, and procedures
- o to attend school daily and be on time
- o to pursue and attempt to complete the course of study prescribed by state and local authorities
- o to make necessary arrangements in making up school work missed due to absences
- o to assist the school staff in running a safe school
- o to be aware of all school rules & regulations and to conduct themselves in accordance with these rules & regulations
- o to assume that until a rule is waived, altered, or appealed, it is in effect
- o to be aware of, and comply with, state and local laws
- o to volunteer information in disciplinary cases & cooperate with school staff in such cases
- o to protect and take care of school property
- o to dress and groom to meet fair standards of safety, health & common standards of decency
- o to avoid inaccuracies in student publications and the use of indecent or obscene language
- o to conduct themselves in an appropriate physical or verbal manner
- o to recognize and respect the rights of others
- o to express ideas in a manner that is not offensive or slanderous (WAO Policy 506)

## WAO K-12 BEHAVIOR EXPECTATIONS

- o Be prompt and prepared
- o Come on time
- o Come with needed materials
- o Come with assignments complete
- o Respect authority
- o Listen to authority
- o Follow directions promptly
- o Accept responsibility for behavior
- o Respect the rights of others
- o Use appropriate voice and language
- o Listen to speaker
- o Respect opinion and points of others
- o Refrain from harassment
- o Respect property
- o Respect property of others
- o Respect own property
- o Display a concern for learning
- o Remain on task
- o Allow others to remain on task
- o Display appropriate social skills
- o Cope (disagreement, teasing, failure)
- o Display courtesy and tact
- o Interact with others appropriately
- o Display appropriate character
- o Display positive character

**CLASSROOM & COMMON AREA BEHAVIOR CONSEQUENCES**  
 (The WAO Administration reserves discretion in administering any penalties)

<b>Rules of Behavior</b>	<b>Incident</b>	<b>Consequences</b>
<b>1. Attendance</b> All students are to be in class. Students must have a pass to leave a class, the building, or school grounds.	A. Leaving school, classroom or grounds without permission	1 detention
	B. Unexcused for less than one period	1 detention
	C. Unexcused for 1-4 periods	1-4 detentions
	D. 1 day unexcused absence	1 day ISS
	E. 3 tardies directly after lunch	Closed lunch for a quarter
<b>2. Tardies (Late 14 minutes or less.)</b> Students are expected to be on time to all classes	A. 1-3 tardies	Warnings (semester)
	B. 4-9 tardies	1 detention
	C. Each additional tardy after the 10th	1 day of ISS

\*see "Habitual Abuse" "Classroom Behaviors" page 41

\*Students will roll back to Step A at the beginning of each semester

\*Any student who is late for class after 15 minutes without a pass will be considered tardy with an absence (TWA).

**3. Possession and/or consumption of an illegal substance**

Possession and/or consumption of an illegal substance will not be permitted at any time. School Board policy does not permit the use or possession of alcohol, narcotics or any other illegal substance on school premises at school activities, or on school buses. The substance will be confiscated. \*A violation of this rule will result in a Minnesota State High School League penalty as outlined by the league guidelines. This MSHSL infraction may occur outside of the school environment.

A. Tobacco in any form. Smoking paraphernalia such as lighters, matches, pipes, cigars, e-cigarettes, Electronic Nicotine Delivery Systems and cigarettes.	<b>1st incident</b> - 3 days ISS, <b>2nd incident</b> - 5 days ISS and a referral for health education, <b>3rd incident</b> - 5 days OSS and a continuation of health education, <b>4th incident</b> - Referral to the school board for expulsion up to 45 days. Students placed on OSS until the referral is made. Notification made to law enforcement. *All Incidents will result in tobacco diversion program education.
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\*\*Possession refers to having in or on one's person, or in an area subject to one's control, or on school property or at a school activity. This includes vehicles/other transportation on school property.

<p>B. Use of or possession of alcohol/illicit drugs or drug paraphernalia or drug residue. No possession or use of THC is allowed.</p>	<p><b>1st incident</b> - 5 days OSS and referral for chemical dependency education, <b>2nd incident</b> - 10 days OSS and referral for chemical dependency education, <b>3rd incident</b> - Immediate 10 days OSS and referral to school board for expulsion proceedings up to 1 year in addition to notification of law enforcement. *All Incidents will result in alcohol diversion program education.</p>
<p>C. Trafficking</p>	<p><b>1st incident</b> - 10 days OSS, chemical health referral, up to 5 additional days OSS, and notification of law enforcement, <b>2nd incident</b> - Immediate 10 days OSS and referral to school board for expulsion proceedings up to 1 year in addition to notification of law enforcement.</p>

**4. Possession of an illegal or dangerous weapon**

Possession of an illegal or dangerous weapon will not be tolerated. Violations will be reported for up to 1 year to police for legal action. Parent/Guardian is also notified. Weapon/object will be confiscated.

<p>Possession of a dangerous weapon or potentially dangerous object that through its use is capable of threatening or doing harm. (See Weapons Policy on page 42.)</p>	<p>Immediate OSS and referred to school board for expulsion proceedings up to 1 year</p>
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**5. Vulgar language, assault or fighting**

This will not be tolerated. Violations may be reported to the Marshall County Sheriff's Office. \*Fighting: Where a situation does not show a clear aggressor both students will be given the same punishment. Students found encouraging or setting up a fight will also be given a consequence of up to 45 days for expulsion.

<p>A. Teasing/intimidation</p>	<p>1 detention</p>
<p>B. Using vulgar language/gestures/gang symbols/Horseplay</p>	<p>1 detention</p>
<p>C. Severe/Repeated teasing/severe intimidation/Verbal Threat/Non-violent physical contact</p>	<p>1 day ISS/OSS</p>

D. Pushing/Shoving-ready to fight	2 days ISS
E. Fist fighting or assault	5 days OSS
F. Severe assault or repeated assault	Immediate OSS and referral to school board for expulsion up to 45 days

**6. Harassment of any type to include but not limited to religious, racial, or sexual**

A violation of this rule can result in a suspension from Minnesota State High School League activities as outlined in MSHSL guidelines.

A. Comments and insults	1 day ISS
B. Aggressive conduct/sexting	3 days ISS
C. Severe discrimination, criminal, physical misconduct	Immediate 5 days OSS and referral to school board for expulsion proceedings up to 45 days in addition to a referral to law enforcement

**7. Respect the rights and property of others**

This includes the school building and grounds.

A. Graffiti on desks, slamming doors	2 detentions
B. Vandalism - includes defacing/damaging school property	3 days ISS, a conference with a parent and development of a plan depending on the cost of restitution or the damage
C. Theft or possession of stolen property	5 days of ISS
D. Habitual/Severe vandalism	See "habitual abuse" on page 41

**8. Students are expected to follow teacher/staff instructions**

A. Insubordination and/or deceit	2 detentions
B. Verbal abuse/profanity directed at a teacher/staff member at any time	Up to 3 days ISS

C. Physical force/attack used on a teacher or staff member	Up to 10 days OSS with a possible referral to the school board for expulsion proceeding. Local law enforcement may be utilized depending on the severity.
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**9. Non-classroom behaviors**

A. Public display of affection/shouting/dress code violations/spitting/inappropriate hallway behavior/ unauthorized use/note writing/passing/throwing small objects/habitual use/More than 1 individual in a bathroom stall	For all non-classroom behaviors listed to the left: 1st offense - conference with student and 1 detention with parental notification, 2nd offense - principal conference and 2 detentions issued, 3rd offense - 1 day ISS and a possible parental conference
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**10. Inappropriate behaviors including classrooms, lyceums, dances, concerts, extracurricular activities, programs, etc.**

A. Loud, disruptive noises/throwing items/disturbing others/rude behaviors/PDA	For all inappropriate behaviors listed to the left: 1st offense - Immediate removal, 1 detention, 2nd offense – 1 day ISS and parent notification, 3rd offense - see “habitual abuse” on page 41
B. Gambling, including but not limited to, playing a game of chance for stakes; unless administratively approved as part of a school/community function	

**11. Digital devices**

Students may use digital devices in the hallways before school, during lunch and between classes. With teacher permission, students may use devices in the classroom for

A. Inappropriate use of digital device during school day	1 <sup>st</sup> offense – Taken for the hour by teacher 2 <sup>nd</sup> offense – taken and given to the office for student pickup at the end of the day 3 <sup>rd</sup> offense – taken and given to the office for parent pickup Failure to follow the steps above will be insubordination
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educational purposes with prior principal approval. In all other scenarios, the devices must remain in a teacher designated location that is not on the person. A digital device includes anything that can pair with a smartphone or personal electronic device. Recording another individual without their permission is not allowed.

for students and penalties will follow the handbook for insubordination.

**All disciplinary issues are subject to the principal's discretion**

#### **Behavior Management - Through a Ticket System**

**1. Establish performance indicators for common area behavior.**

- \* Walk in the hallways
- \* Walk on the right hand side
- \* Keep your hands to yourself
- \* Be quiet or use an inside voice
- \* Be in common area for a purpose
- \* Keep the common areas clean

**2. Common area consequences will be identified by all staff and enforced by the office.**

**3. Act by issuing ticket whenever inappropriate behavior is seen.**

- \* Have an interaction with student
- \* Issue ticket when appropriate

**4. Relay infraction to the office who will then notify the homeroom teacher.**

- \* Office to keep running total of infractions for each student
- \* Consequences enforced in office beginning on Step 5
- \* Document tickets and return a copy to the issuing teacher and homeroom teacher.
- \* Mediate between students and other teachers

**5. Tickets may be issued in or out of class or at school functions.**

#### **Detention**

- \* After school detention will be assigned for offenses including but not limited to tardiness, absenteeism, and behavior incidents.
- \* Students assigned to after school detention must report to the High School office or detention room by 3:20 p.m. Detention will be from 3:20 p.m. - 4:00 p.m. on Tuesdays, Wednesdays and Thursdays or pre-arranged morning sessions with a teacher or the principal.
- \* Students arriving late or failing to serve the after school detention will be subject to additional discipline measures.

- \* Students need to bring homework or a library book to read.
- \* There will be no talking, sleeping, playing music or games, pop, gum, or candy.
- \* Transportation home following detention is the responsibility of the student/parent.
- \* 5 hours of detention= closed lunch until all hours are served
- \* 10 hours of detention= Automatic ISS
- \* Detention during lunch= .5 hr of detention

### **REMOVAL OF A STUDENT FROM CLASS**

Teachers are required to follow the legal procedures prescribed in law if and when they exercise their authority to remove a student from class. Those procedures will be specified by the school principal in writing and available to teachers who select to exercise this authority" Steps on it included accompany of student, how student is to get there, where student is to go, paperwork and procedures

### **IN-SCHOOL SUSPENSION**

In-school suspension is a disciplinary tool, used when detentions do not appear to deter undesirable conduct by students. While on in-school suspension, a student is isolated from his/her peers and schoolwork is completed. If it is determined that in-school suspensions have proven ineffective for a student, OSS may be used as another discipline measure.

**Cell phones and other electronic devices will be confiscated and placed in the high school office or held by the ISS supervisor during in-school suspension.**

### **RULES AND RESPONSIBILITIES OF STUDENT**

In-school suspension will begin at the beginning of school (8:30 a.m.) and will be dismissed at the normal dismissal time. Students must be off school grounds by 3:15 p.m. **ISS will be served in the high school office or in other areas of the high school building.**

1. Students serving in-school suspension may go to their lockers before school and after school.
2. Students are to gather all class assignments and any other materials to complete school work and have those materials (books, paper, pencils, calculators, etc.) with them upon reporting to in-school suspension. All other items are to be excluded.
3. Up to 100% credit may be earned for class work completed in in-school suspension.
4. Students will spend the entire day seated in the in-school suspension area (except for scheduled breaks).
5. Passes to leave the in-school suspension area will be issued at the discretion of the supervisor.
6. Restroom breaks will be set up mid-morning and mid-afternoon.
7. Respect the quiet of others. There will be no talking (except to supervisor/staff), socializing, or disruptive behavior from students serving in-school suspension.
8. No sleeping. No soda, gum or candy. No magazines or catalogs. Lunch will be provided at noon.
9. Respect authority and property -- no graffiti, follow directions, speak with courtesy.
10. Students may not practice or participate in after school activities or be on school premises after school.
11. Parents will be contacted by administration concerning ISS.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension is the removal of a student from school for a specified period of time for unacceptable behavior.

1. Students who are suspended **MAY NOT** be on school grounds during the duration of any suspension.
2. Students who are suspended **MAY NOT** participate in any school-sponsored activities while on suspension (no practice, no extra-curricular, etc.).
3. Credit will be given for make-up work.

### **REASONABLE FORCE**

A teacher, school principal, school bus driver, or other agent of the district, in exercising the person's lawful



authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582).

## **SCHOOL BUS AND BUS STOP RULES**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the building principal. In addition, all school bus/bus stop misconduct will be reported to the district's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. The bus safety rules are posted on every bus. These rules must be followed at all times. A no tolerance Racial, Religious and Sexual Harassment Policy will be in force.

### **Rules at the Bus Stop**

1. Be at your bus stop 5 minutes before your scheduled pick-up time.  
The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. Move away from the bus after unloading.
8. If you must cross the street to enter the bus, always cross in front of the bus. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.

### **Rules on the Bus**

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

**\*\*Behaviors 6-11 can result in immediate suspension from the bus\*\***

**CONSEQUENCES:** Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with events (for example, field trips or competitions) will be determined upon the sole discretion of the WAO School District. Parents/Guardians will be notified of any suspension of bus privileges. \* A complete Student Transportation Safety Policy Guide is available in the office.

	<b><u>Secondary (6-12)</u></b>
1st Offense	Warning

2nd Offense	5 day susp. from riding the bus
3rd Offense	10 day susp. & meeting w/ parent
4th Offense	20 day susp. & meeting w/ parent
5th Offense	Suspension from riding the bus for the remainder of the school year

**All bus disciplinary issues are subject to the principal’s discretion.**

Habitual/Severe Abuse: Repeated and/or severe offenses will result in additional action and may include suspension and/or expulsion from school. In the event of suspension and/or expulsion from school, the Student Fair Dismissal procedures will be observed.

Video Taping: To ensure the safety of all passengers, you may be video-taped while on the bus. This video may be used when in conference with the student and parent and to determine proper disciplinary action when an infraction of the rules has occurred.

Vandalism/Bus Damage: Students damaging school buses will be responsible for restitution of any damages they have caused. Parents are liable for damage done by their child. Failure to pay, or make arrangements to pay for such damages within two weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct: In cases involving criminal conduct, the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

- \* RATIONALE: The purpose of these consequences is not to be a punishment, but to change the student’s behavior in order for all students to be successful in learning.
- \* All new or returning students and their parents must be in-serviced on the behavior plan before being admitted into classes.
- \* Days in which school is closed due to emergency situations, natural-disaster, inclement weather...will not be counted as “school days” for students serving ISS or OSS.
- \* **Any student suspended for more than one day, excluded, or expelled from school, must have a student/parental meeting with the principal before the student will be readmitted to classes.**

## **DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file an appeal when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

1. A parent may file for an appeal on behalf of their child, regarding any Discipline report and subsequent discipline determination by the Principal. The Principal or his/her designee will serve as the “report taker”. A phone call or an email to the Principal or designee may serve as the reporting procedure.
2. In the event of an appeal, all parties will be afforded the opportunity to provide additional information related to the appeal.
3. The Principal or designee will begin to investigate an appeal within 3 days of receipt of an appeal. All records regarding the investigation will be housed in the Principal’s office and will be made available to the parent upon request.
4. The Principal or designee will issue a written determination addressing each allegation or question with findings and conclusions regarding the appeal.
5. If the investigation finds that policies were not implemented correctly, the Principal will correct the official record of the discipline report. If needed, the Principal will provide relevant staff with appropriate training, coaching or other accountability practices to ensure future compliance with policies.
6. WAO prohibits any reprisal or retaliation against any person who asserts, alleges or makes an appeal. In addition, WAO will use progressive discipline per policy and will apply appropriate consequences for a staff member who engages in reprisal or retaliation.
7. If the appeal involves the Principal or the designee, a parent may make or file the appeal directly with the Superintendent.

\*\*\*NOTE: The School Board and Administration reserves the right to change policies as needed.

SCHOOL POLICIES & PROCEDURES (Please check the school website for updates to policies and procedures)

[Master List of School Policies](#)

[501 SCHOOL WEAPONS POLICY](#)

[502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON](#)

[503 STUDENT ATTENDANCE](#)

[504 STUDENT DRESS AND APPEARANCE](#)

[505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[506 STUDENT DISCIPLINE](#)

[507 CORPORAL PUNISHMENT](#)

[508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS](#)

[509 OPEN ENROLLMENT FORM](#)

[509 ENROLLMENT OF NONRESIDENT STUDENTS](#)

[510 SCHOOL ACTIVITIES](#)

[511 STUDENT FUNDRAISING](#)

[512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES](#)

[513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN](#)

[514 BULLYING PROHIBITION POLICY](#)

[515 PROTECTION AND PRIVACY OF PUPIL RECORDS](#)

[516 STUDENT MEDICATION](#)

[516.5 OVERDOSE MEDICATION](#)

[517 STUDENT RECRUITING](#)

[518 DNR-DNI ORDERS](#)

[519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES](#)

[520 STUDENT SURVEYS](#)

[521 STUDENT DISABILITY NONDISCRIMINATION](#)

[522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS](#)

[523 POLICIES INCORPORATED BY REFERENCE](#)

[524 INTERNET ACCEPTABLE USE AND SAFETY POLICY](#)

[525 VIOLENCE PREVENTION \[APPLICABLE TO STUDENTS AND STAFF\]](#)

[526 HAZING PROHIBITION](#)

[527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES](#)

[528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION](#)

[529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS](#)

[529 FORM](#)

[530 IMMUNIZATION REQUIREMENTS](#)

[530 FORM](#)

[531 THE PLEDGE OF ALLEGIANCE](#)

[532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS](#)

[533 WELLNESS](#)

[534 SCHOOL MEALS POLICY](#)

[535 SERVICE ANIMALS IN SCHOOLS](#)

**PROCEDURE FOR DEALING WITH STUDENTS UNDER THE INFLUENCE**

Upon referral to the administration for suspected alcohol/drug use during the school day, on school property, and/or during school activities the administration will interview the student and:

1. Make a preliminary decision based on sensory observation.
2. Attempts to contact parents will be made if guilt is suspected.
3. Student will be given the opportunity to dispute the findings by a non-evasive search(es) (i.e. breathalyzer). Failure to do this will mean that the administrator's judgment from the sensory search will stand.
4. Students will be referred to the Marshall County Sheriff's Department for criminal charges at the discretion of the administrator.
5. If there is a determination of guilt, the student will be sent home with the parent(s)/guardian(s). If unable to contact parents, the student will be remanded to the Sheriff's Office until a parent can pick the student up.

Consequences for violations of the school policy will be handled as outlined in the handbook. Penalties for extracurricular activities will be determined according to the Minnesota State High School League rules, and will be in addition to the prescribed school penalties. Actions taken by the Marshall County Sheriff's Department will be determined solely by that office.

**PARENTS RIGHT TO KNOW ACT**

(M.S. 123B.575, Subdivision 1-14)

Notice Concerning Use of Pest Control Materials:

Warren/Alvarado/Oslo Public Schools utilizes a licensed, professional pest control service:

Guardian Pest Control, Inc.

701 East Fourth Street

Duluth, MN 55805

218-772-4616 Fax 218-722-2286

The program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening;
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease: Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law. An estimated schedule of interior pest control inspections and possible treatments is available for review or copy in the superintendent's office.

A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

**Data Management/Data Privacy Information**

The Board of Education of Warren/Alvarado/Oslo Public Schools has adopted the Data Management Policy governing public use of school records. Copies of the policy are available for parent and eligible student review in the offices of the high school principal and the superintendent of schools.

Personally Identifiable Data is data which the schools may disclose without the consent of parents. Directory Information includes data which may be disclosed after public notice is given and no objections are received. Private Records and Confidential Records are the other two types of records, and these have strict regulations regarding their accessibility and disclosure.

In accordance with the policy and pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, the Warren/Alvarado/Oslo School Board proposes to designate the following personally identifiable information contained in a student's education record as "directory information", which may be disclosed without prior written consent:

1. The student's name
2. The name(s) of the student's parent(s)
3. The student's address
4. The sex of the student
5. The student's grade level completed
6. The student's extracurricular participation
7. The student's achievement of awards and honors
8. The student's height and weight if a member of an athletic team

A parent or guardian or an eligible student (student who is 18 years of age or older or a student attending a post-secondary school) who objects to the designation of any or all of the above information as directory information must notify the high school administrator or superintendent of schools in writing by September 30.

#### **DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS**

A. The District #2176 will release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. May be used only for the purpose of providing information to students about military service, state and federal veteran's education benefits, and other career and educational opportunities provided by the military; and
2. Cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must notify the responsible authority, the building principal, in writing, by September 30 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category/categories of information which are not to be released

*Revised 7/22/24*