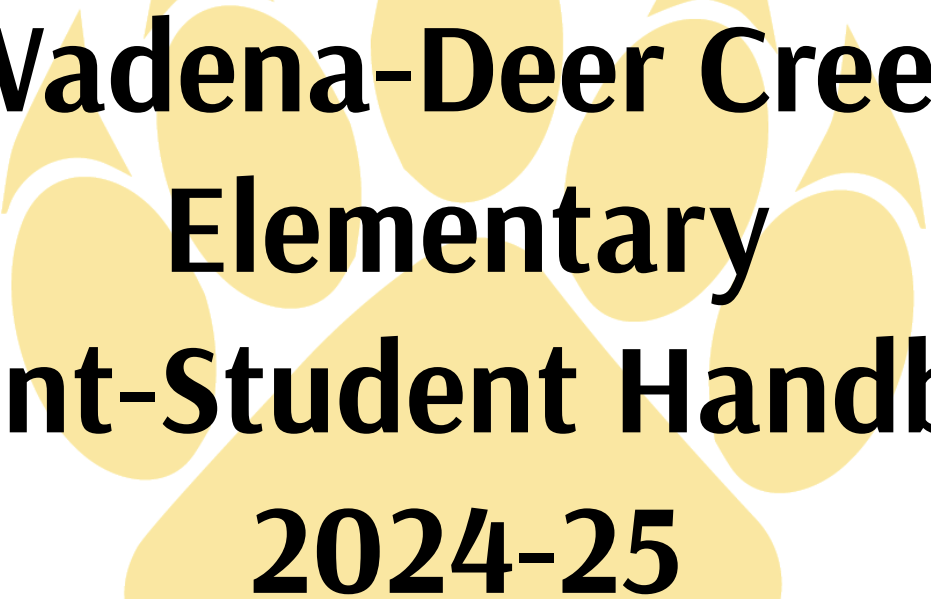


*This handbook will be reviewed and approved by the  
WDC School Board on August 26, 2024*



**Wadena-Deer Creek  
Elementary  
Parent-Student Handbook  
2024-25**

## Table of Contents

Admission	1
Absences	1
After School Pick-Up	2
Attendance	2
Birthdays	2
Breakfast	2
Bus Information	5
Cell Phone	6
Census Information	7
Chemical Use and Abuse	7
Child Abuse/Mandated Reporters	7
Code of Dress	7
Conferences	8
Custody	8
Daily Schedules	8
Directory Information	8
Discipline	8
Distribution of Non-School Sponsored Materials	8
Detention and non exclusionary interventions	9
Drills	9
Field Trips	9
Grades and Evaluations	9
Harassment Policy	10
Hazing Policy	10
Health Services	11
Homework	12
JMC Alert System	13
Internet	13
Lockers/Desks/Personal Possessions	13
Lost and Found	13
Lost or Damaged Textbooks and Library Books	14
Universal Free Breakfast and Lunch	14
Messages to Students During School Hours	14
Money in School	14
Parent/Teacher Organization (PTO)	15
Pest Control	15

Pets	15
Progress Reports	15
Promotion/Retention	15
Publications	15
Recess	15
School Safety	16
School Social Worker	17
School Supplies/Cost	17
Snacks	17
Solicitation	18
Special Education	18
Standardized Tests	18
Student Photographs and Names	19
Student Records	19
Student Teachers	19
Student Surveys	20
Supervision of Students	20
Technology	20
Telephones	20
Tobacco-Free Environment	20
Toys and Other Personal Belongings	20
Visitors/Volunteers	20
Weather	21
Weapons	21
Website	22

## Admission

**Kindergarten:** To enter kindergarten, a child must be five years of age on or before September 1<sup>st</sup> of the present school year. Early admission may be granted following a screening procedure and in coherence with district policy. Children must have had the state required immunizations and participated in the pre-school screening program for school admittance. Contact the building principal if there are any questions.

**New Student:** Students new to the district may register at the elementary school office or online at <https://www.wdc2155.k12.mn.us/enrollment>

## Absences

If a student is absent or will be absent from class or arrive late to school, the student's parent/guardian must notify the school office prior to the beginning of the school day. Notifications can be made through a phone call, personal contact or by a note. Absences not reported by the parent/guardian may be counted as unexcused. Office personnel will attempt to contact the parent/guardian of unexcused students after the school day has begun to insure the student's location. The student's absent status may still be considered unexcused.

**Excused Absence:** An excused absence indicates an acceptable absence from school or class with parental/guardian permission. Full credit is given for all make-up work. The school recommends two days to make up for each one day gone, however, teachers may extend the make-up time as they see fit. The school may request further documentation. The following absences are considered excused:

- Sickness of the student (doctor note may be required after three (3) days).
- Sickness or death in the student's family
- Impassable roads/inclement weather/late buses
- Quarantine
- Required court appearance
- Family trips (when the teacher and/or principal's office is notified before the absence occurs).
- Dental or medical appointments (school may request dentist/doctor notes to excuse absence).
- Religious release
- School-sponsored activities
- Removal of a student pursuant to a suspension
- Habitual excused absences (10 or more) may result in attendance meeting to help improve attendance

**Unexcused Absence:** An unexcused absence indicates that the student is absent from school or class with the consent of the parent/guardian, but for a reason which is not acceptable to the school as listed

above in the Excused Absence section. Habitual unexcused absences (7 or more) will result in referral to Community Concern for Youth (CCY) and/or Human Services.

**Tardiness:** A student is considered tardy when he/she is not in their classroom by 8:25 a.m. When a student is tardy for school, he/she must report to the office before going to class. Parents/guardians should call the school to report that their child is going to be tardy. Habitual tardiness may result in detention or referral to Community Concern for Youth (CCY).

**Leaving the School Grounds:** Once children report to school, they are not permitted to leave the school grounds except at the regular dismissal time or have a pre-approved absence. Arrangements will be made for students to be picked up in the office.

### **After School Pick-Up**

After school student pick-up is located in the bus loop after buses leave. If there is more than a 15-minute wait or the wait is on a regular basis, parents should contact Kid's Krew Director 218-639-7105 for after-school care.

### **Attendance**

Students have the RIGHT to attend classes at the elementary school level. Students attending an elementary school have the RESPONSIBILITY to maintain punctual, regular attendance. The school reserves the right to determine if an absence is excusable. The WDC Elementary school day begins at 8:16 a.m. with announcements at 8:20 a.m. Dismissal is at 3:05 p.m.

It is the responsibility of the student's parent/guardian to encourage their child to attend school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to develop acceptable attendance patterns.

### **Birthdays**

Students with birthdays may bring purchased snacks to share with their class, however, instruction time will not be significantly delayed for parties. Students are encouraged to mail party invitations and not hand them out at school because some students may feel excluded. You may get a class list from your child's teacher.

### **Breakfast**

**Universal Free Breakfast:** We will serve free breakfast to all students beginning at 7:50am in the cafeteria.

### **Bullying Prohibition Policy (WDC School District Revised: August 2014)**

#### **I. Purpose:**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that

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

**II. Definitions:**

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- a. There is an actual or perceived imbalance of power between the student engaging in the prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
- b. Materially and substantially interferes with the student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.

Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to:

- a. Conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
- b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
- c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in (the Minnesota Human Rights Act). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or (the Human Rights Act).

Not only is bullying prohibited conduct under the Act, but also retaliation for asserting, reporting, or providing information about bullying or knowingly making a false report about bullying.

A nonpublic school student who voluntarily participates in public school activity such as co-curricular or extra-curricular activity is subject to the same student bullying policy provisions applicable to the public-school students participating in the activity.

### **III. Reporting Procedure:**

- a. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.
- b. The school district encourages the reporting party or complainant to use the report form available from the website or available from the school district office, but oral reports shall be considered complaints as well.
- c. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- d. A teacher, school administrator, volunteer, contractor, or other school employee who is particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- e. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- f. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or education or work environment.
- g. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

*The full district Bullying Policy is available through the District Office.*

### **IV. Training & Education:**

- a. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- b. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- c. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

- d. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

**V. Notice:**

The school district will give annual notice of this policy through reference of publication in the student handbook and on the Wadena-Deer Creek District #2155 website: [www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us).

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Bus Information**

**Behavior:** Due to 1994 legislation, the State of Minnesota has declared transportation to be a privilege and not a right. Please emphasize this with your children.

Bus routes are established to provide the most efficient services for the majority of the patrons and highest degree of safety for everyone. Only in rare instances will bus routes be changed. Students will only be transported to the destination designated by the parent/guardian.

Any child who does not demonstrate mastery of the state competencies for bus safety may be denied the privilege of school transportation. Proper behavior in school vehicles is a part of the state competencies. Any student not demonstrating proper behavior on a school bus or any other school vehicle may be refused a ride. If this type of situation arises, the parent/guardian will be notified. Please see the School Bus Safety Rules information sent home with your child or ask the principal for a copy if you have any questions related to rules and procedures.

**Transportation Change Requests:** Students/Parents may not make any bus changes in the way they usually arrive and/or leave school.

**Bus corral is for buses only on School Days**

Unloading A.M. buses from 7:50 – 8:05 a.m.

Preschool loading/unloading 11:00 a.m. – 12:15 p.m.

Loading P.M. buses from 3:05 – 3:15 p.m.



**Drop Off/Pick Up:** Parents may drop off/pick up their students on the school side of Colfax Avenue from 3<sup>rd</sup> Street (big gym doors) to 2<sup>nd</sup> Street (four-way stop), the 2<sup>nd</sup> Street designated cone area or Dayton Avenue on the south side of the school.

**Balloons:** No inflated balloons may be taken onto a school bus per Minnesota state law. They interfere with the driver's view and they contain flammable gasses. If your child gets birthday balloons at school, he/she may not bring them home on the bus.

**Band Instrument/Sports Equipment:** Instruments and equipment may be transported on the bus if the item is small enough to fit under the bus seat. Each bus driver will judge if an item appears to be a safety hazard or not on an individual basis.

**Pets:** No animals may be transported on school buses per Minnesota state law.

*Questions concerning transportation routes should be directed to the Director of Transportation at 218-632-2146.*

## **Cell Phone**

**Student Cell Phones/Electronic Devices** WDC is committed to providing an educational environment with minimal distractions and promotes the responsible use of technology while in school. WDC strongly encourages students at WDC Elementary to leave personal cell phones and other electronic devices at home. Personal devices that are brought to school by WDC Elementary students must be turned off and kept in the student's locker during the school day.

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

**Technology/iPads** WDC Elementary 1st grade through 4th grade classrooms are equipped with iPads to enhance learning and individualized instruction. WDC recognizes that the appropriate use of technology is an important skill for students to learn. However, too much screen time can be unhealthy for young students so WDC limits iPad time for elementary students to 30-60 minutes per day for academic

purposes only and prohibits using iPad time as a reward or allowing students to have free time on their iPad.

### **Census Information**

If you are new to town or your family has a change of address, phone number, number of children in the family, marital status, hardship, or other pertinent information, please notify the elementary school office at 218-632-2400 so that our census records may be kept up to date.

### **Chemical Use and Abuse**

Use of controlled substances, toxic substances and alcohol is prohibited in the school setting. Disciplinary action will occur for any violations.

### **Child Abuse/Mandated Reporters**

Minnesota state law requires that school employees, as mandated reporters, report to the county Social Services department any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report has been made, official representatives of the county Social Services department have the right to and may come to the school to interview the child. The department need not obtain parent/guardian permission.

***Interviewing of Students by Outside Agencies:*** Students may not be interviewed during the school day by persons other than the student's parents, school district officials, employees and/or agents except as otherwise provided by law.

### **Code of Dress**

Children in elementary schools are encouraged to dress appropriately and according to weather conditions. They should wear warm clothing in the winter and cool appropriate clothing in the warm months. Please keep in mind that clothing that is considered appropriate for hot summer days and for the beach is not necessarily appropriate in an educational setting: for example, short shorts, halter tops, spaghetti straps, tank tops, bare midribs and shorts or pants that allow undergarments to show are not appropriate.

If children wear items of clothing to school that are not respectful or may be offensive to other school attendees, they may be asked to change clothes, cover up the offensive item, or parents/guardians may be called to bring another item of clothing to school.

Clothing must be in good taste, following community and school standards. Inappropriate attire is any clothing that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students or any other person. Clothing which promotes alcohol, drugs, tobacco, gang affiliation, nudity or profanity is not allowed.

## **Conferences**

Goal setting conferences are set twice a year in the Fall and Spring. Parents/guardians are asked to choose conference times that are convenient for them. Parent/guardian participation in the conference is very important so student progress can be discussed, and goals set. So that the teacher and the parent/guardian(s) can give their full attention to the student, we encourage you to make arrangements for the care of the student's siblings outside of your child's classroom. Due to a limited allocation of time, teachers are instructed to schedule one conference per student.

## **Custody**

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues.

The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school.

## **Daily Schedules**

Breakfast is served starting at 7:50 a.m. The school day begins at 8:15 a.m. with morning announcements at 8:20. Students are dismissed at 3:05 p.m.

## **Directory Information**

The school may release directory information when asked. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended. It also includes the name, address, and telephone numbers of the student's parent/guardian(s). Directory information does not include personally identifiable data that references religion, race, color, social position, or nationality. If you do not want this information released, please fill out a form indicating your wishes.

## **Discipline**

Wadena-Deer Creek Elementary School-Wide Behavior Plan is available in the Elementary Office upon request.

## **Distribution of Non-School Sponsored Materials**

If possible, non-school sponsored materials should be distributed through the Community Education office in their periodical publications. If items are to be distributed to students, there should be enough for all students. Please see the elementary principal with questions.

### **Detention and non exclusionary interventions**

Detention and non-exclusionary interventions are assigned to those students who fail to comply with the rules of the school. Interventions may be given during recess/lunch in most cases but may also be assigned after school or on Saturday mornings. Assigned interventions take precedence over all other school activities occurring during the assigned intervention period, including after school activities, practice and field trips. School Personnel will contact parents/guardians when interventions are assigned and/or completed.

### **Drills**

**Fire:** As ordered by the State Fire Marshal, the school conducts five fire drills during a year. Students practice evacuation of the school and are led to areas designated as safe on the school grounds.

**Tornado:** During tornado season the school conducts a tornado drill in conjunction with the state of Minnesota. Students are led to areas inside the school that have been designated as most safe.

**Intruder-Lockdown:** As ordered by the State Fire Marshal, the school may conduct lockdown drills during a year. If an intruder should enter the building, teachers have been instructed on how to best keep their students safe in their area.

### **Field Trips**

Various classroom teachers throughout the school year schedule educational field trips to nearby locations. These trips are designed to supplement the classroom curriculum and introduce students to the resources of the community. Students who participate in a school field trip must check into school and travel with your class both to and from the destination. Students are not allowed to meet up with their class at the destination nor leave with a parent, unless prior arrangements have been made with the classroom teacher.

In September, parents/guardians will receive a blanket permission form to cover permission for all school related trips. Sometimes a small contribution will be requested to help off-set transportation or admission costs. No student will be denied the opportunity to go on the field trip if funds are not affordable. Contact the principal if you have questions. Parents/guardians will be consulted if special circumstances arise regarding their child's field trip participation.

### **Grades and Evaluations**

The meaning of these numbers are as follows:

4/E = Exceeds Standards/Excellent Progress

3/S = Meets Standards/Satisfactory Progress

2/N = Partially Meets Standards/Needs Improvement

1 = Does not meet standards

The parents or guardians of a student whose grades indicate he or she is not working to his/her full capabilities or who is failing in a particular course will be notified by mail, email, telephone, or conference.

### **Harassment Policy**

District 2155 further commits to ensuring a safe learning and working environment by prohibiting, religious, racial, or sexual harassment and violence. This policy applies to all students and district personnel.

The district will investigate all complaints, formal or informal, verbal or written, of harassment or violence and take appropriate action against any student or school personnel found in violation of the policy. First contact the Elementary Principal unless the complaint concerns the principal. If so, contact the District's Human Resource Director at 218-632-2155. A copy of the Harassment and Violence Policy can be obtained at any school office or it may be found on the 2155 School District website: [www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us).

District 2155 also has a discrimination policy prohibiting the discrimination of a person on the grounds of race, color, natural origin, creed, religion, sex, marital status, status in regard to public assistance, age or disability.

### **Hazing Policy**

"Hazing" means committing an act against a student or individual or coercing a student or individual into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student or individual.
- c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco, product or any other food liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- d. Any activity that intimidates or threatens the student or individual with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or individual or discourages the student or individual from remaining in school.

- e. Any activity that causes or requires the student or individual to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. Wadena-Deer Creek Public Schools will investigate any reports of hazing, protect complainants and take necessary action against violators of this policy regarding MN Stat. 127.465. The complete policy is available in the offices of the principals or the superintendent.

## **Health Services**

The school nurse serves all the schools in District 2155. The nurse will discuss any medical problem related to your child with you and may contact you regarding any prolonged absences. Any accident incurred on the school premises should be reported immediately. A school health paraprofessional will be in the office when the nurse is not available.

If your child’s programming needs to be changed due to sickness or injury, please have your physician send details of your child’s limitations and their durations to the school Health Services.

**Accidents:** If an accident occurs involving a student, every effort will be made to contact the parent/guardian of the child and to take action at the parent/guardian’s direction. If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child. Parents/guardians of any child with health problems, which might cause a health emergency, should be certain to notify the school of the problems and the procedures that would need to be followed should the child become ill at school. Fill out the Emergency Contact Form. It must include an alternative emergency contact in case the parent/guardian cannot be reached.

**Activity Restrictions at School:** Physical Education is a regular part of our school curriculum. If a child has an injury or illness that requires that they be excused from activity in physical education, a physician’s order should be sent to the nurse and the PE teacher. It is expected that any child who has restricted activity in physical education will have restricted activity at recess. We need to be certain that any student who is recovering from an injury or illness is safe at school.

According to school district policy, any child well enough to attend school should be well enough to participate in recess. Fresh air and activity are important to learning. Time outside helps clear the mind and encourages further learning. Occasionally a parent will request that a student remain inside because of a “cold” or “ear infection”. Studies show that it is helpful to be outside for short periods if an upper respiratory infection is present. The increased humidity outdoors often helps clear the congestion. As long

as a child is dressed appropriately for the weather it is not detrimental to their health to go outside for recess. All students should bring hats and mittens to wear if the weather is cool. If recess accommodations are needed, please consult with your physician and meet with our staff to develop an appropriate plan.

**Health Records:** A health record of each school child is required by law in Minnesota. An updated request slip will be sent home with the student each year so that his/her health history may be kept current. If your child experiences a change in health status, please notify the school nurse at 218-632-2165.

**Immunization Program:** Minnesota Statutes require that all children entering a Minnesota public, private or parochial elementary school, daycare setting, or nursery school for the first time, must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella. Hepatitis B and chickenpox. These requirements may be waived only if a notarized medical or conscientious exemption form is filed with the school.

For your child to enter school it is mandatory that an immunization form be completed, signed and on file prior to admission at the school your child will attend. The information you provide on this form will be available to the local public health agency and the Minnesota Department of Health to determine if your child has received the required immunizations.

**Medication:** Students will be given medication by the health services department only if a licensed physician prescribes it, it is in the original container, there is written parent/guardian permission to follow, and a doctor's order. This includes all over-the-counter medication. All medications brought to school must be kept in the health services department. An exception would be a medication kept with the student once approved by the school nurse with proper doctor's orders, e.g., inhalers. You may get a copy of the Student Medication Policy at the elementary school health office.

**"Send Home" Policy:** If a student has live lice, a temperature of 100 degrees or higher, or is determined to be too ill to be in school for the day (diarrhea, vomiting, suspicious rash, chronic coughing, etc.), the parent/guardian will be called to pick up their child.

## **Homework**

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child's level of learning. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. District 2155 has a homework policy that supports assigning appropriate homework and encourages parents/guardians to ensure that their child's homework is completed to the best of the child's ability. Parents/guardians can help their child by arranging a quiet, comfortable place for the child to work, by setting aside time for homework and by

checking to see that assignments are completed. Each student in the 4th grade is issued an **assignment notebook**. Students are required to write down their daily assignments and bring this assignment notebook home so their parents/guardian can check and sign the notebook when all assignments have been completed. This notebook should be used to communicate with teachers and to help students learn organizational skills. If students do not complete assigned work on time, a low grade may result.

### **JMC Alert System**

The JMC Alert System is a tool used by WDC Schools to increase efficiency with emergency notifications, attendance, food service accounts and parent involvement in student learning. In an emergency such as a school closing, information can be delivered quickly to home phones-and if parents wish to sign up, the same message can be delivered to cell or work phones, pagers, and through text or e-mail messaging. Call the office if you need assistance to set up an account or visit [www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us) and click on Parents.

### **Internet**

District 2155 annually notifies parents/guardians of the guidelines and policies governing student use of the District's computer network. Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources.

Before students can access these resources, they must have parent/guardian permission and must be supervised by district staff. Students using these network resources must follow the code of conduct on-line as they do at all school activities. The district's Discipline Policy and other safety policies apply to on-line behavior.

Each school building will distribute additional information to parents/guardians that describes acceptable and unacceptable use of the computer network. Parents/guardians in grades K –4 are asked to sign a form that reads, "I have signed the district's Acceptable Use Policy form."

### **Lockers/Desks/Personal Possessions**

Students may be issued a hallway locker of their own or to share with another student. Lockers are to be used to store school supplies and outerwear. Because of the limited room for winter clothing in the lockers, they should be kept orderly. Personal items of value or money should not be kept in lockers. The school is not liable for loss of valuable items placed in the lockers. School lockers and desks are considered the property of the school. School personnel may search lockers, desks and personal possessions in order to provide a safe and healthy educational environment. No locks are allowed on lockers.

### **Lost and Found**



Many articles of clothing remain unclaimed during the school year. Helping your child to be responsible for his/her possessions is highly important. Marking the child's clothing is of great help. Clothing not claimed at the end of the year is donated to a number of organizations.

### **Lost or Damaged Textbooks and Library Books**

District 2155 will provide students with textbooks, library books and other resource materials to meet the learning expectations and standards of a course or grade level and to enhance student learning opportunities. The books and materials will be provided at no cost to the students. Students are expected to maintain the books and materials during their use and return them at a time to be determined by the school.

A student and his/her family will be responsible for payment for any lost or damaged books or materials with the cost to be determined by the building principal depending on the value of the books and/or materials.

### **Universal Free Breakfast and Lunch**

***Universal Free Breakfast:*** We will serve free breakfast to all students at the start of the school day (7:50 - 8:15) in the cafeteria.

***Universal Free Lunch:*** We will serve free lunch daily to those students who wish to participate in the program. A copy of the menu is posted in classrooms, on the school website, and sent home in a monthly calendar. The children have a main entrée or alternate and the remainder of the meal will include vegetables and fruit choices with milk. Students can purchase milk separately if they are bringing their own lunch.

***Confidentiality of Free and Reduced Meal Eligibilities:*** Although each breakfast and lunch at school is provided free this year by the State of Minnesota, our families will still be encouraged to fill out free and reduced priced meal forms available through the principal's office or the District's Food Service Department. We encourage you to fill these forms and will waive the \$50 Technology Fee outlined on page 21 in this handbook if you complete and turn in this form. Many of our school programs are funded based on the information we receive from these forms. The district has policies and procedures to ensure a student's free and reduced meal eligibility status is confidential. The school district may identify specific district employees to be aware of a student's eligibility status to improve a student's performance in accordance with the federal Every Student Succeeds Act. Questions about the food service program can be directed to the Food Service Director at 218-632-2396.

### **Messages to Students During School Hours**

Students may be contacted during school hours by calling the classroom direct – phone numbers are listed on the school web page. Please call before noon to ensure that your child will receive their message.

### **Money in School**

Students who must bring large sums of money to school are strongly encouraged to bring the money to the office when the student arrives in the morning.

When sending money to school with children, put it in an envelope marked with the child's name, grade, teacher, amount and purpose for which money is sent.

### **Parent/Teacher Organization (PTO)**

Wadena-Deer Creek offers a way for our community to become directly involved in improving our school. WDC Elementary has many parents helping. Watch the Monthly Student Newsletter for announcements. For more information contact the school office or Kent Schmidt at [kschmidt@wdc2155.k12.mn.us](mailto:kschmidt@wdc2155.k12.mn.us)

### **Pest Control**

Parents/Guardians who request notification in writing, will be notified when pest control materials are being used for the prevention and control of rodents, insects and other pests in and outside of the district buildings.

### **Pets**

No pet of any kind is to be brought to school without prior permission from the classroom teacher. The teacher may schedule a time your child may bring their healthy, appropriate pet to school as part of a sharing activity. Some children and staff are allergic and therefore make plans to avoid contact. Pets cannot be transported on the bus per Minnesota state law.

### **Progress Reports**

Reporting students' progress accurately is a major concern of educators and we feel it to be an important professional responsibility. Evaluating a child's growth and development is a challenging task that requires a high level of cooperation by parents/guardians, students and teachers. A variety of written progress reports are sent to parents/guardians several times a year.

### **Promotion/Retention**

At any time during the school year when it is determined that a student may not be promoted, the classroom teacher will notify the student's parents/guardians. The school will schedule a parent-teacher or parent-teacher-principal conference to discuss the concerns.

### **Publications**

Information involving community events and activities will be made available to students through our newsletter, school web page [www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us) and the Wadena Pioneer Journal on a regular basis.

### **Recess**

Students have recess on the playground, or in case of inclement weather, in the classrooms or gym. Parents requesting that their child be allowed to stay inside during recess due to medical or physical reasons, should make their request in writing accompanied by a note from their primary care physician. Parents are

responsible to ensure that students dress appropriately for weather conditions, as they will continue to play outside for recess during the winter to -10 below windchill. Assistance is available to those who need to procure appropriate winter gear.

## **School Safety**

**Crossing Guards:** The elementary school in Wadena has established crossing guards. The crossing guard's chief duty is to help school children to cross the streets safely and, in other ways, protect them from accidents. As parents, your attitude toward the school crossing guard will do much to add to its effectiveness.

### **The following is the Crossing Guard time schedule:**

7:45 – 8:05 a.m. – Beginning of morning session

3:05 - 3:15 p.m. – Afternoon dismissal

**Bicycle Safety:** Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. The school cannot be responsible for bicycles. We encourage those students who ride bikes to purchase a padlock to insure their safekeeping.

Students must **walk their bicycles through the intersections and when they are on school property.**

All students are to cross where the patrols are located.

**Suspicious Characters:** "Don't talk to strangers" has always been good advice for children. This simple communication however, is no longer adequate to ensure the safety of our children. Kidnapping and child abuse are tragedies that we must work together to eliminate. The following suggestions are offered in hopes of preventing such tragedies:

### **Students:**

- Don't talk to strangers.
- Never approach a stranger who asks you for help or directions. Stay back and be ready to run.
- Never accept gifts of any kind from strangers. Stay back and be ready to run.
- Never get into a stranger's car, house or be alone with a stranger.
- If you think someone is following you, immediately run home, to a friend's house, or any open store where there will be other adults.
- If threatened or if someone tries to grab you, shout "HELP" and "I DON'T KNOW YOU" and run away fast.
- Never tell anyone you are home alone. If someone asks for your parents, say that they are busy and can't come to the door or phone.
- Go to the playgrounds and bus stops with friends or playmates whenever possible.

**Parents:**

- Communicate with your children. Take time to discuss some of the things that will make their lives safer.
- Believe your children. Very rarely do children make up stories. Attempted abduction or molestation stories must be treated as such until proven otherwise.
- Do not leave your child unattended in any public place...even for just a minute.
- Do not leave your child at an athletic practice or event without school supervision.
- Do not allow your child to go to a public restroom alone.
- Ensure that your child knows your home address, phone number and area code.
- Know your child's friends, their parents, and their home addresses.
- Explain what 911 or emergency numbers are and how to use them.
- Have your child fingerprinted.
- Keep up-to-date photographs of your child.
- No adult should ask a child to keep secrets from their parents. It is important that your child tells you if an adult has asked him/her to keep a secret.
- Have a secret code word that only your family knows. Teach your child that if you can't pick him/her up, whoever does will know and use the code word.

**School Social Worker**

WDC Elementary has a full time Licensed Social Worker (LSW). The LSW deals with students, parents, school personnel and community agencies to build effective relations among all groups. The LSW establishes communication between schools and the home when chronic problems such as excessive absenteeism or personal and behavior problems interfere with a student's education and can assist with families experiencing Homelessness Neglect and Delinquency. Our LSW can be reached at 218-632-2352.

**School Supplies/Cost**

Textbooks, workbooks, weekly readers and most of the necessary supplies are furnished by the School District free of charge on the assumption that they will be given reasonable care. Students will be expected to furnish crayons, pencils, paper and miscellaneous supplies. A student will be charged for lost or damaged books and other school supplies. There may be additional costs if your child's class takes part in a field trip learning experience.

**Snacks**

Students may bring healthy snacks to eat at their designated morning or afternoon snack times. Please send healthy snacks; candy and pop are discouraged. Students may NOT bring homemade food items to school to

share with others.

### **Solicitation**

Solicitation of students or employees on the part of a business, industry, organization, or individual for the purpose of selling a product, service, or membership to students, their parents/guardians, or employees is prohibited on school grounds.

Please do not allow your child to bring articles to school to be sold to students or employees.

### **Special Education**

District 2155 provides services in the following areas when a student has been through the referral process and meets criteria for additional help in one or more of these areas:

- Autism Spectrum Disorders
- Deaf and Hard of Hearing
- Deaf-Blind
- Developmental Delay
- Emotional or Behavior Disorder
- Other Health Disabilities
- Physically Impaired
- Severely Multiply Impaired
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury Disabled
- Visually Impaired
- Adaptive Physical Education
- Occupational Therapy
- Physical Therapy
- Early Childhood Special Education (ECSE)

Parents/guardians are an essential part of the referral and assessment team. Results of the assessments and suggested placement in service areas are shared with parents/guardians at scheduled meetings.

Parents/guardians are encouraged to participate and ask questions throughout this process. With parent/guardian permission, special education services are integrated into their child's school day.

### **Standardized Tests**

Standardized tests are periodically administered to students as required by Minnesota state law. Students are tested in several academic areas at different times during the school year. The purpose of the testing is to

monitor student achievement and to identify strengths and weaknesses in academic areas. If parents/guardians have questions about the tests administered they should contact the elementary principal, see also end of this booklet for additional MN Dept. of Ed. information.

### **Student Photographs and Names**

Student pictures and identifying names will be printed in the school year book and given to local news media when warranted. If the student is under the age of 18, parents/guardians may request that their child's picture NOT be published in the media or in the school yearbook. Such a request must be made in writing to the principal of the school. THIS DOES NOT COVER PICTURES TAKEN BY THE NEWS MEDIA AT SCHOOL EVENTS.

### **Student Records**

A cumulative record and folder is started for each child as he/she enters school. This information follows each student throughout his/her stay in school. The purpose of this record is to furnish information leading to a better understanding of the child. It will also help the teachers to work with the student as an individual.

The cumulative records include such items as:

- Student name, number and address
- Names and ages of brothers & sisters
- Health records
- Attendance records
- School grades
- Standardized test scores
- Classroom work files
- Special education files (if appropriate)

If you wish to look at your child's records you must contact the building principal.

***Privacy of Student Records and Data:*** All student records and data are private and cannot be shared without parent/guardian's permission. This includes the sharing of information with staff for non-educational purposes. Directory information, however, is considered public information and can be shared. It includes:

- Student's name, address, telephone listing, photograph, date of birth, grade level and school activity participation.

### **Student Teachers**

Students who are planning to enter the teaching profession upon graduation from college spend part of their professional preparation participating in an actual teaching situation. This is generally referred to as student

teaching. In cooperation with area colleges, we provide student teaching experience for prospective teachers.

### **Student Surveys**

The school district has established the parameters for allowing surveys to obtain student opinions and information. All surveys must be pre-approved by the building administrator.

### **Supervision of Students**

Students are under the supervision of the 2155 District School System staff during the regular school day and during school-sponsored events after the regular school day. The school is not responsible for students on school grounds during any other times. Children should not be dropped off at school earlier than 7:50 a.m. and should be picked up after school is dismissed at 3:05. Please contact Kids Krew at 218-632-2342 or 218-639-7083 if you need earlier before school or later after school supervision.

### **Technology**

We are a 1:1 ipad school. A \$50.00 technology fee is assessed for each device. This fee is waived upon receiving a completed Application for Educational Benefits form (Free & Reduced Lunch application noted on page 14 of this handbook). Technology fee or application should be turned to the Elementary or High School Offices.

### **Telephones**

Telephones are available for student use but require permission from the student's teacher or office personnel. The nature of the call must be school related. Messages for students pertaining to alternative dismissal arrangements must be received by 2:00 p.m. to ensure that the student will receive the message. Since the school is equipped with telephones for student use in the office and each classroom, student cell phones are not allowed and will be considered a distraction to the educational setting.

### **Tobacco-Free Environment**

Use of tobacco or tobacco-related devices in public schools and vehicles or on public school property is prohibited. Disciplinary action will occur for any violations.

### **Toys and Other Personal Belongings**

Toys and other personal belongings such as cell phones, electronic gaming devices, trading cards, and cameras may not be brought to school unless the student's classroom teacher has given prior permission. Such items may be taken from the student's possession and sent home with them or their parent/guardian as arranged.

### **Visitors/Volunteers**

Parents/guardians are encouraged to visit and volunteer in their child's classroom. Please contact your child's teacher prior to your visit if you are planning to discuss your child's progress. This allows the teacher time to

organize the needed information. Student guests not enrolled in our district are not allowed to attend school. All school visitors are required to adhere to the Minnesota Statute, 609.605, Subd. 5, governing visitors at any school building, which states All visitors/volunteers MUST register in the office and wear a badge while in the school building. Visitors not wearing badges will be asked to report to the office to sign in and obtain a badge.

## **Weather**

If unusually extreme weather conditions develop, schools may be closed early or for an entire day at the discretion of the superintendent. Announcements concerning these situations will be made through the local radio and television stations (see below).

In cases of bad weather conditions, parents/guardians should make the decision as to whether or not their child should come to school. Students will not be penalized if parents/guardians feel it is unsafe for their child to come to school during bad weather days when school has been delayed.

Any bus unable to deliver the children to their homes will return to the school building. The principal and other designated staff members will stay at school until all students are home safely.

***Cancellation or early dismissal:*** Throughout the year, there may be times when school will be called off due to inclement weather or some emergency. Official announcements for school closings may be heard over radio – KWAD (920 AM), KKWS (105.9 FM), KSKK (94.7 FM), and television KCCO (Channel 12 or 42). WDC will also notify families with the JMC Alert System.

## **Weapons**

The following is from the 2155 District Wide Student Discipline Policy. Any student violating the policy will be disciplined according to policy guidelines:

- I. ***Weapon*** (M.S. Section 609.12 Subd. 6; M.S. Section 609.66):
  - a. firearm, including firearm silencer, electronic dart gun, cane gun, paintball gun, or zip gun;
  - b. shotgun, rifle, machine gun or any other weapon that simulates or is adaptable for use as a machine gun (see “replica” M.S. Section 609.713);
  - c. air gun, spring gun or other instrument or weapon in which the propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun, imitation pistol);
  - d. any knife, including a switchblade knife, gravity knife and cane sword (a cane that conceals a knife);
  - e. billy club, blackjack, bludgeon, chukka stick and metal knuckles;
  - f. sandbag and sand club;
  - g. slingshot (small, heavy weights attached to a thong);



- h. explosive, incendiary bomb and bombshell;
- i. dagger, stiletto, dangerous knife straight razor, and grocery store bag cutter;
- j. acid or other deadly or dangerous chemical;
- k. loaded or blank cartridges and ammunition;
- l. any deadly, dangerous or sharp-pointed instrument that can be used as a weapon (such as broken glass, case cutter, chains, wire); and
- m. laser pointer.

A weapon can also include common everyday items such as belts, combs, nail files, scissors, combustible liquids, etc., which are used or have been modified to threaten or inflict bodily harm. (M.S. 609.02, Subd. 6)

- II. **Firearm:** any “weapon” (including a “starter pistol”), which is designed to, or can be converted to expel a projectile by the action of an explosive. (Definitions of other firearms and related explosive devices can be found in Section 921 of Title 18 of the United States Code, Chapter 44 “Firearms”).
- III. **Gun:** a projectile object used as a weapon; **this definition includes anything resembling a gun in shape or operation.**
- IV. **Bodily Harm:** physical pain or injury, illness, or any impairment of physical condition.
  - a. **Substantial Bodily Harm:** bodily injury which involves a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily members.
  - b. **Great Bodily Harm:** bodily injury which creates a high probability of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ.
- V. **Intent and Mental State:** the student either has a purpose to do a thing or cause the result specified or believes that the action, if successful, will cause the result.
- VI. **Nature of the actions:**
  - a. **Threat:** to express a purpose or intent to injure a person, property, or rights of others
  - b. **Assault:** an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of or attempt to inflict bodily harm upon another.

## Website

Please take advantage of our website at [www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us). The Website is updated daily. You can find the daily bulletin, menu/dates to remember/a monthly WDC Elementary Newsletter; the Parent/Student Handbook; faculty/staff assignments; Email addresses, and telephone extensions; K-12 activity schedules

and updates; and lots of good links to information for parents about their children's academic, emotional, and social development.

### **Withdrawals**

At the time of withdrawal, students must return all textbooks, library books, and other school-owned items. Those items not returned must be paid for in accordance with school system rules. Payment of school-related expenses, such as lunch charges, for which the student is responsible, must be completed at the time of withdrawal. When possible, the school should be given a minimum of two days' notice prior to the student's withdrawal.

**PLEASE FEEL FREE TO CALL THE ELEMENTARY PRINCIPAL REGARDING ANY  
QUESTIONS OR CONCERNS YOU MAY HAVE ABOUT YOUR CHILD'S EDUCATION.**

All of us at WDC Elementary hope the 2024-25 school year is a positive growth experience for your child(ren) and for you. Please don't hesitate to contact us anytime to help us better serve you.

Sincerely,

Louis Rutten

WDC Elementary Principal

Elementary Office: 218-632-2400

Direct Dial Line: 218-632-2374

*This handbook will be reviewed and accepted at the regular school board meeting on 08/26/2024.  
Any revisions to this handbook will be posted in the elementary office and on the website.*