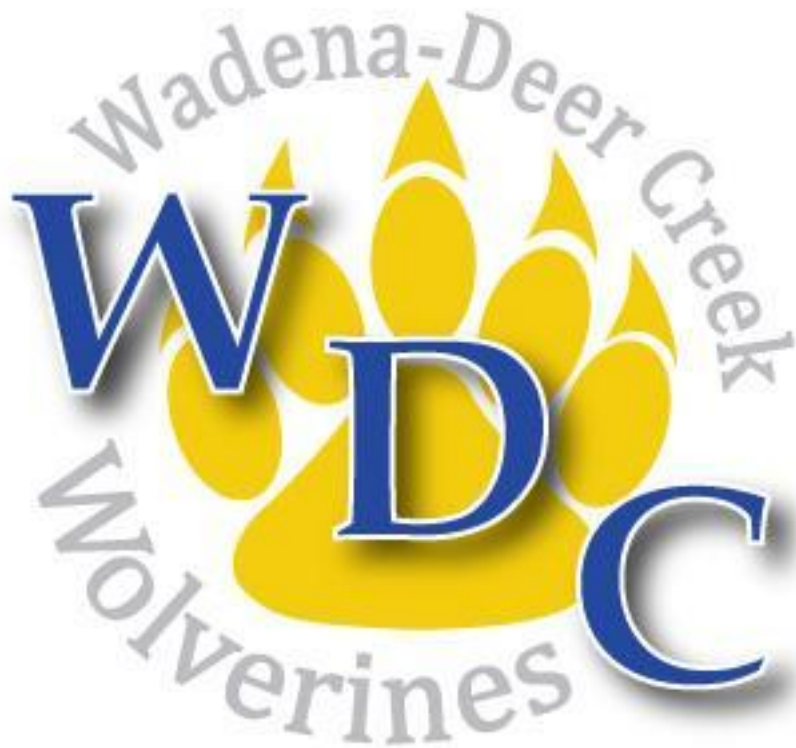


# 2022-2023 PARENT-STUDENT HANDBOOK



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

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## STUDENTS

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

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

The information in the 2022-23 student handbook is provided to students and their parents/guardians as a reference to school practices, policies, and procedures. This handbook and its content were approved by the School Board at their August 22<sup>nd</sup>, 2022, board meeting. This handbook may be changed or amended during the school year. Changes will be posted in the principal's office.

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

Mr. Tyler Church  
WDC 5-12 Principal

## BOARD OF EDUCATION

Dan Lawson, School Board Chair  
Kent Schmidt  
Vince Hinojos  
Melissa Seelhammer  
Ryan Damlo  
Peter Hayes

## ADMINISTRATION

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

## STAFF

Jackie Becker	Administrative Assistant – Student Services
Robert Brostrom	Transportation
Dominique Browne	7/8 Interventionist
Laurie Damm	Paraprofessional
Mary Fix	Administrative Asst. to AD – Student Services
Joan Hanson	Paraprofessional
Roxy Havnes	Paraprofessional
Darla Hayes	Food Service
Mary Hendershot	Concessions/Office
Jaden Herr	Paraprofessional
Vince Hinojos	Technology Coordinator
Kyle Hoemberg	Grounds
Aaron Jackson	Grounds
Brian Jacobson	Business Manager
Jayne Johnson	Paraprofessional
Kyle Gylsen	Communications/Community Ed
Gerard Lehmkuhl	Custodian
Cindy Lemke	Paraprofessional
Megan Martin	Bookkeeper
Scott McKellep	Custodian
Kathleen Mohn	Paraprofessional
Sherye Morgan	Paraprofessional
Isaac Mosher	Technology Assistant
Sue Motzko	Food Service
Michelle Peterson	Media Center
Katie Polman	Superintendent Administrative Assistant
Wendy Porter	Paraprofessional
Curt Rentz	Head Custodian
Paul Ridge	Custodian

Donna Sartell	Administrative Assistant to High School Principal
Abbie Schultz	Nurse
Elsie Schmidt	Paraprofessional
Randi Schmitz	Paraprofessional
Bob Skarka	Custodian
Amanda Snyder	Paraprofessional
Erica Snyder	Paraprofessional
Jennifer Steinke	Paraprofessional
Ben Thurston	Custodian
Caroline Venis	Greenhouse
Chris Wegscheid	Custodian
Heidi Wolff	Paraprofessional
Shay Wollum	Paraprofessional
Mary Wynn	Paraprofessional
Tracy Zaske	Payroll/HR

Holly Becker	Mathematics
Michael Brunsberg	English
Alex Brockpahler	Physical Education/Health
Krista Coyle	English
Nolan Coyle	Special Education
Jordan Cresap	5 <sup>th</sup> Grade
Missy Dosedall	Speech Language Path. Assistant
Scott Endres	Special Education
Jil Fiemeyer	REACH
Chelsa Golberg	Mathematics
Lori Grendahl	6 <sup>th</sup> Grade
Robby Grendahl	Social Studies
Todd Hale	Social Studies
Dawn Hamelau	Special Education
Shayne Haustveit	Business
Elizabeth Hawkins	English
Sheri Holst	Science
Howie Kangas	Physical Education
Laura Kiser	Social Worker
Toni Kraska	Counselor
Laurie Kopischke-Pulju	Art
Deanna Lipinski	Special Education
Zachary Martin	6 <sup>th</sup> Grade
Richard Muckala	Industrial Technology Education
Loni Niles	Media Specialist
Cami Oakes	Special Education
Michael Ortmann	Vocal Music
Lecia Parker	Speech Language
Kyle Petermeier	5 <sup>th</sup> Grade
Scott Peterson	Mathematics
Tabitha Petrowski	Speech Language
Stephanie Pulver	6 <sup>th</sup> Grade
Lynn Quincer	5 <sup>th</sup> Grade
Marc Reynolds	Special Education
Dirk Schulz	Physical Education
Lois Schulz	Social Studies
Kendra Schultz	5 <sup>th</sup> Grade
Kelly Shrode	Science/Technology
Michael Shrode	Industrial Technology Education
Brenda Thelen	Spanish
Kevin Tumberg	6 <sup>th</sup> Grade
Tom Van Erp	Physical Education/Health
Monica Watson	Social Worker
Lisa Weniger	Instrumental Music
Sheila Winkels	FACS
Brad Wollum	Science
Scott Woods	5/6 Interventionist



# Wadena-Deer Creek School District 2022-2023 Calendar

Approved 4-18-22

August 2022				
MON	TUE	WED	THU	FRI
29	30	31		

September 2022				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Aug. 29 - 31 Staff Development  
Aug.31: PK-12 Open House, 4-7 pm

Sept.5 Labor Day Holiday  
Sept 6: First day of school for K-12  
Sept. 19: First day of school for Preschool

Sept. 30 2-hour late start  
Oct. 20-21: No school, MEA

November 2022				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Nov.4: End of 1st quarter  
Nov. 10: PT conferences, 1:30-7:30 pm, students dismissed at 12:30 pm  
Nov. 11: No school  
Nov. 22: End of Trimester 1 (Elem)  
Nov. 23: No School, Staff development  
Nov. 24-25: Thanksgiving vacation

Dec. 9 2-hour late start  
Dec.23-Jan. 2: No School, Winter vacation

Jan. 16: MLK Day - No School/Staff dev.  
Jan. 20: End of 2nd quarter

February 2023				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2023				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Feb. 16: PT conferences, 1:30-7:30 pm, students dismissed at 12:30pm  
Feb. 17: No School, Staff Development  
Feb. 20: No School, Pres. Day

March 3: End of Trimester 2 (Elem)  
Mar.24: End of 3rd quarter

Apr.6-10: No school, Spring Vacation  
Apr. 28: 2-hour late start

May 26: High School Graduation  
May 29: No school, Memorial Day

May 2023				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9

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

## Student/Teacher Days

Quarter 1: 42 / 46  
Quarter 2: 43/45.5  
Quarter 3: 43/ 44.5  
Quarter 4: 45/ 46  
Total:173 /182 Days

Student Contact Days: 173 days + 9 PT Confer ence/Staff Development Days = 182

Snow Make-up Days: Apr. 6  
April 10, June 2, etc.

- No School / Staff Development
- No School for Students/Teachers
- 2-Hour Late Start / Staff Development
- End of the Quarter/Trimester
- Parent-Teacher Conferences
- Special days or events

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

## GENERAL INFORMATION

### ANNOUNCEMENTS

Morning announcements are to be given to the administrative assistant in the principal's office by 7:45 a.m. These announcements will be available on the school website ([www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us)). All afternoon announcements need to be to the office by 2:20 p.m. Remember to include: What, Where, When, Why, Who, and How.

### APPROPRIATENESS

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

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

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

### APPROPRIATE NAMES

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

### AFTER HOURS

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

### CAFETERIA

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

### CELL PHONES/ELECTRONIC DEVICES

#### Cell Phones

Students should restrict cell phone use to their lunch periods. Cell phones should not be visible during class. Students who violate the cell phone policy or refuse to turn in their cell phones to staff members when directed to do so may face disciplinary consequences. Administration may also look at cell phones after being confiscated if there is reason to believe phones were being used for inappropriate reasons (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

need to report to the office and ask for permission to use their phones. In addition, cell phones are not allowed at any time in the Media Center (this includes before or after school) or in the locker rooms.

## **CLASS ADVISORS**

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

**2022 – 2023**  
**Wadena-Deer Creek High School – Middle School**  
**Class Time Schedule**

<b>GRADES 5 &amp; 6</b>	<b>GRADES 7 &amp; 8</b>	<b>GRADES 9 - 12</b>
	Period 1      8:11 – 9:03	Period 1      8:11 – 9:03
Period 1-3    8:11 - 10:53	Period 2      9:06 – 9:58	Period 2      9:06 – 9:58
<b>LUNCH    10:53 – 11:23</b>	Period 3      10:01 – 10:53	Period 3      10:01 – 10:53
Period 4    11:23 – 12:15	Period 4      10:56 – 11:48	Period 4      10:56 – 11:48
Period 5    12:18 – 1:10	Period 5      11:51 - 12:43	<b>LUNCH    11:48-12:18</b>
Period 6    1:13 – 2:05	<b>LUNCH    12:43 - 1:13</b>	Period 5      12:18 - 1:10
Period 7    2:08 – 3:00	Period 6      1:13 - 2:05	Period 6      1:13 - 2:05
	Period 7      2:08 - 3:00	Period 7      2:08 - 3:00

## **COLLEGE VISITATION**

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

## **COMMUNITY NIGHT**

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

## **DIRECTORY DATA**

Certain student information has been classified as directory, or public information. If you do not want this information disclosed you must notify the school. Also, student activities are often documented on the school's website through pictures. If you **Do Not** want your child's picture to appear on the school website or other public locations, please notify the 5-12 Principal's Office.

## **EMERGENCY/EVACUATION DRILLS**

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

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

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

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

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

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

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

### **GUIDANCE OFFICE (COUNSELOR)**

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

*Counselor: Toni Kraska.*

### **7<sup>th</sup> - 12<sup>th</sup> GRADE PROGRAM OF STUDIES**

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

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

Math – 4

Social – 4

English – 4

Science – 4

Need to earn at least 13 of 16 credits in order to advance grade level

(need at least 2 credits in each core area)

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

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

Math – 4

Social – 4

English – 4

Science – 4

Need to earn at least 13 of 16 credits to advance grade level

(need at least 2 credits in each core area)

If credit requirements are not met, a partial 8<sup>th</sup>/partial 9<sup>th</sup> grade schedule may be necessary for 9<sup>th</sup> grade year. For those students who achieve 10 – 12 credits, summer

school attendance to recover missing credits will be the first recommendation. Total repeat of 8<sup>th</sup> grade is an option if 9 or fewer credits are earned. Administration has discretion in decision of recovery or repeat of credits.

### ***Recovery/Remediation***

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

### **Minimum Requirements for Graduation (9<sup>th</sup> – 12<sup>th</sup> Grade):**

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

#### **Graduation Requirements on the 7 – Period Schedule**

14 credits x 4 years = 56 credits

Students can earn a total of 56 credits over 4 years

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

#### **CLASS OF 2020 MINIMUM CORE REQUIREMENTS FOR GRADUATION**

##### **GRADE 9**

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

##### **GRADE 11**

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

##### **GRADE 10**

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

##### **GRADE 12**

Social Studies Elective	1
English Elective	1
English Elective	1
Science (11 o r 12)*	<u>2</u>

**TOTAL CORE CREDITS = 34 credits**

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

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

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

### **Repeat of Course and Schedule Changes**

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

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

### **LOCKERS**

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

#### **Physical Education Lockers**

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

#### **Locker Rules**

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

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



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

## **LUNCH**

Wadena Deer Creek High School has an open campus policy for 10<sup>th</sup> - 12<sup>th</sup> grade students. Students in grades 5<sup>th</sup> – 9<sup>th</sup> may not leave the building during the lunch period. Students are asked to pay for meals between 7:55 and 8:10 AM in the Student Services Office. Students will not be allowed to “charge” a meal (lunch). All food and beverages (other than water) are to be consumed in the Commons. There is to be no food or drink in the lounge areas or hallways.

## **NURSE’S OFFICE**

Students who become ill during the school day should report to the nurse’s office for assistance. If the nature of the illness is such that early dismissal from school is required, parents will be notified. The nurse will notify the attendance office if the student is dismissed early for illness. No medication will be administered by the nurse’s office without a doctor’s order. Any student who is taking medication during the school day should report this fact to the office.

## **PARKING**

Parking for all student vehicles will be in the South parking lot. There will be designated areas for District Office Staff, Visitors, and Seniors in the South lot. Careless driving, speeding, or other use of a car that is considered unsafe will result in the revocation of parking privileges for a time period so designated by the principal. Administrative personnel are directed to have cars towed away at owner’s expense if continued parking violations occur after student has been warned. A student may be suspended from school if he/she continues to violate appropriate rules for operating a motorized vehicle on school property.

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

## **PARTICIPATION FEE**

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

## **PERMANENT RECORD**

A permanent record of grades is maintained for each student. This record includes grades, grade points, class rank, credits earned, and attendance figures. When a student needs a copy of his/her permanent record for college applications, for transfer to another

school, or for job references, he/she obtains a release of information form from the counselor. When that form is returned signed by the student and his/her parents, the records are prepared for mailing. Such copies, called TRANSCRIPTS, are available to the student and his/her parents upon request, after the release of information form has been signed.

### **PLEDGE OF ALLEGIANCE**

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

### **POST SECONDARY ENROLLMENT OPTION**

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

### **PROM**

Prom is for students enrolled at Wadena-Deer Creek High School in grades 11 & 12. Eligible guests include students in 10<sup>th</sup> grade through the age of 20. All guests must be approved by administration and/or the Prom advisor prior to purchasing tickets.

### **PUBLIC AFFECTION**

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

### **RECORDING POLICY:**

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

### **SEARCH AND SEIZURE**

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

If school officials have reason to believe that an illegal act or violation of school rules has been committed, is being committed, or is about to be committed, they are authorized to search the student and his/her personal property, or any school district property used by

the student (such as lockers, etc.), and seize any item deemed injurious or detrimental to the safety and welfare of the students and staff.

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

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

### **SCHOOL PARTY POLICY/DANCES**

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

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

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

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

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

## **STUDENT RECORDS**

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

The student has the responsibility to review his/her records prior to graduation from high school and note any changes the student believes should be made.

Written consent from the student or student's parents must be obtained before any information other than directory information (name, grade, etc.) is released.

Wadena-Deer Creek High School recognizes and adheres to the rights of parents and students over 18 years of age as outlined in The Family Educational Right and Privacy Act (FERPA). A complete copy of FERPA can be obtained in the district office and on the school website.

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

## **STUDENT VISITORS**

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

## **STUDENT EVALUATION/PROGRESS**

### **HONOR ROLL/ACADEMIC RECOGNITION**

Wadena-Deer Creek High School will recognize the academic achievement of its students. Upon the conclusion of each quarter, a list of students attaining a "B" average or better will be published in the local newspaper. Additionally, students who are very successful in the classroom will be recognized in an annual Academic Recognition Publication.

All academic honors and class rank are based on grades earned beginning in 9<sup>th</sup> grade through first semester of their senior year.

### **INCOMPLETE WORK**

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

### **INDEPENDENT STUDY**

Students may not be scheduled for more than one Independent Study class for any semester without the approval of the principal and the supervising teacher. Seniors are

allowed to take Independent Study courses only if an appropriate existing class is not available. All IS courses must be approved by the Principal, supervising teacher, counselor, and parent/guardian. Independent Study classes are for Seniors only. Administration has the authority to give Juniors permission to take an independent study course under special circumstances.

## **PROGRESS REPORT**

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

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

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

## **STUDENT PROGRESS**

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

## **GRADUATION WALKING REQUIREMENTS**

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

Also, all credit recovery (ALC and Odysseyware) must be completed by May 1<sup>st</sup> of your Senior Year.

## **ACTIVITY INFORMATION**

## **ACADEMIC ELIGIBILITY POLICY**

The Board of Education believes that the academic coursework is the primary purpose for the school's existence and therefore, academic classes are considered to be of more importance than the extra-curricular opportunities provided.

Grades will be formally monitored every 4 ½ weeks (mid-quarter and quarter) beginning when school starts. Students and their parents/guardians have the ability to and should monitor their grades electronically to ensure success.

Any student involved in activities receiving an F on their Mid-quarter report will be notified and encouraged to attend study sessions which will be offered twice before school, and twice after school the final two weeks of the quarter.

Study sessions will be overseen by a certified teacher and be open to not only students who earned F's at the Mid-Quarter, but any student in activities who would like to attend.

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

## **SCHOOL SPIRIT**

School spirit may be divided into two categories:

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

## **SPORTSMANSHIP**

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

- Consider the visiting team and fans as well as the officials, as guests and treat them as such.
- Respect the right of all spectators.
- Accept the official's decision as final.
- Support your cheerleaders with enthusiasm.
- Be modest in victory and gracious in defeat.
- Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

Students are to refrain from the following unsportsmanlike conduct:

- Booming or jeering officials or players at anytime.
- Yelling for or demanding a substitution or withdrawal of a player.
- Using profane or inappropriate language at any time during the game.
- Throwing objects on the field or playing court.
- Criticizing players or coaches for losing a game.

## **STUDENT ACTIVITIES**

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

## **ORGANIZATIONS AND CLUBS**

### **BUSINESS PROFESSIONALS OF AMERICA**

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

*Advisor: Shayne Haustveit*

### **CHEERLEADERS**

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

*Advisor: Grace Christianson*

### **DRAMA**

As the curtain rises on this year's drama season at Wadena-Deer Creek, we look forward with mixed emotions to the hours of tense tryouts, the days and nights of frustrating rehearsals leading up to the final exciting performance – but we hope to savor the roar of applause in our ears.

*Advisor: Beth Hawkins*

### **FCCLA**

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

*Advisor: Jil Fiemeyer/Krista Coyle*

### **FFA**

The FFA is a national organization of, by, and for students of agricultural education. It is a inter/co-curricular activity of the agriculture/industrial technology program. FFA members participate in activities that promote practical application of technical skills, lessons in leadership, cooperation, and leadership at the local, regional, state, and national levels.

*Advisor: Richard Muckala and Heidi Wolff*

### **SPEECH**

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

*Advisor: Co-op with Verndale*

## **KNOWLEDGE BOWL**

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

*Advisor: Loni Niles/Todd Hale*

## **LETTER WINNERS**

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

*Advisor: Norm Gallant*

## **MUSIC (Jazz Band)**

*Advisor: Lisa Weniger, Instrumental*

## **YEARBOOK**

This year's student yearbook will now be completed as an extra-curricular activity instead of by the Journalism Class. There will be a limited number of participants in this organization, so talk to the advisor early if you are interested.

*Advisor: Beth Hawkins*

## **NATIONAL HONOR SOCIETY**

Membership in NHS is a possibility for juniors and seniors. Students must have a 3.5 Cumulative GPA to be considered for the scholarship criteria. Students interested in becoming a member must follow the guidelines provided below. The four pillars of NHS are character, scholarship, leadership and service. Future NHS members must exhibit these four qualities in their daily lives. The application form is a means of documenting the activities, positions and work experience for each individual. Students should keep track of these items on the Candidate Application Form starting their freshman year. This information will also be helpful when you are applying for colleges and scholarships during your senior year.

NHS is a service organization. All members are expected to work on various projects throughout the year. Some of the past projects have been; Meals on Wheels, Food Shelf, leaf raking, snow shoveling, adopt a grandparent, blood drive, books for the Media Center and many more.

The following information should help you understand the procedure for becoming a member of the W-DC NHS. Please share this information with your parents.

1. By maintaining a 3.5 cumulative GPA you have met the first requirement for becoming a member of NHS.
2. The list of names that qualify by GPA will be given to the principal. It is their job to check each candidate for disciplinary actions that may have occurred and to check for issues with attendance. A history of unexcused absences and/or tardies and disciplinary



actions such as suspensions will be closely scrutinized by the administration before proceeding to the next step. A candidate cannot have more than 9 unexcused tardies or 6 unexcused absences per quarter or more than two 1 day suspensions and still be considered for the NHS.

3. You must complete the Candidate Application Form and provide information showing that you have met the minimum requirements for each category.
  - a. Provide a list showing that you have participated in at least two co-curricular activities each year including 9<sup>th</sup> grade.
  - b. Provide a list showing that you have or are currently serving in at least two leadership positions in school, church, community, or at work.
  - c. Provide a list of all community activities that you have participated in outside of school showing at least 50 hours per year of participation.
  - d. Provide a list showing participation of at least 50 hours each year in a work related area. This activity may be paid or unpaid and may include family responsibilities.
  - e. Provide at least three letters of recommendation from adults that have known you over the last three years and can attest to your good character. These letters must be from adults not related to your family.
4. A faculty council of (5) five tenured teachers, representing a cross section of the high school faculty, will be appointed by the principal to assist in the verification of the information submitted by the candidates. Once the verification process is complete the candidate will be inducted into the NHS. No Faculty Council Member shall serve if an NHS Candidate is a member of their immediate family. Membership in the Faculty Council and its meetings will be public information.
5. NHS members will be placed on probation or removed from NHS by the Faculty Council for failure to comply with the following:
  - a. Returning members must file parts III and IV of the Candidate Application Form with the Principal by the last school day in October of their senior year showing that they have maintained the minimum of 50 hours in each category.
  - b. Maintain a 3.5 cumulative GPA.
  - c. Continued to have less than the 9 unexcused tardies and 6 unexcused absences allowed in item 2 above.
  - d. Have more than two 1 day suspensions

*Advisor: Lori and Robby Grendahl*

### **SPECIAL OLYMPICS**

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

*Advisor: Scott Endres*

### **STUDENT COUNCIL**

There is one council for grades 9-12 and another for 5-8. The Student Councils consist of representatives from all grades who help promote and direct the activities of the school.

*Advisors: Holly Becker*

## **BOYS' INTERSCHOLASTIC PROGRAM**

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

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

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

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

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

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

**Hockey Team** - Tryouts and competition in the winter. **Coach, Scott Woods**

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

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

## **GIRLS' INTERSCHOLASTIC PROGRAM**

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

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

**Danceline** – **Coach, Maddie Johnson**

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

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

**Girls' Tennis Team**- Tryouts and competition in the fall. **Coach, Jordan Cresap**

**Softball** - Tryouts and competition in the spring. **TBD**

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

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

## **SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES**

(Category I and Category II)

It is important to note that participation in extracurricular activities, which includes interscholastic sports and speech (Category I) and Band, Choir, School Plays, One-Act-Play, FCCLA, BPA, NHS, Student Council, Class Officer, Knowledge Bowl, Math Team, and any

other activity not covered under Category I, is considered a privilege and carries a high degree of responsibility to the club, office, or team. With this privilege of participating, one must also assume the responsibility for their actions and for the effect of these actions upon the entire student body.

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

## **ATTENDANCE**

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

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

### **ADMINISTRATOR'S RESPONSIBILITY**

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

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

### **PARENT OR GUARDIAN'S RESPONSIBILITY**

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

### **STUDENT'S RESPONSIBILITY**

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

## TEACHER'S RESPONSIBILITY

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

## ATTENDANCE PROCEDURES

### ATTENDANCE PROCEDURES

#### I. Absences

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

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

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

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

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

3. Further requirements in the case of preplanned extended absences (family vacations)

- a) The student's parent or guardian must notify the Student Services Office in advance of any planned absence or extended absence either in writing or by telephone. The student shall do any work prior to leaving if requested by the teacher to do so. The student is responsible for making up work that is missed. This work should be completed upon the student's return to school unless prior arrangements have been made with the teacher.

- b) If a student plans to be absent for more than five (5) consecutive days on a family trip, a parent conference with an administrator is required for approval.

4. If a student misses more than 10 minutes of any class period due to tardiness, the situation will be treated as an absence for the entire period and subject to the rules concerning absences.

#### B. Excused Absences

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

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

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

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

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

#### C. Unexcused Absences

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

1. Consequences of Unexcused Absences

- a) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes Section 127.26, et seq.
- b) Days during which a student is suspended from school shall not be counted in a student's total accumulated absences.

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

## II. Tardiness

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

## III. Participation in Extra-Curricular Activities and School-Sponsored On-the-Job Training Programs.

- A. This policy applies to all students involved in any extra-curricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training program.
  - 1. If a student is unable to remain in school because of fatigue, ill health or injury, he or she will not be allowed to participate in the activity or program that day, except under the conditions stated below in item number 5.
  - 2. School-initiated absences will be accepted and participation permitted.
  - 3. A student may not participate in any activity or program if he or she has an unexcused absence for any class during the day.
  - 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
  - 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participation in the activity or program.

#### **STUDENT PARTICIPATION IN AFTER SCHOOL ACTIVITIES ON DAY OF ABSENCE**

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

#### **IV. Review Procedure**

- A. Students shall have the opportunity to obtain review by a Review Board of any or all decisions by members of the administration or faculty that affect them as individuals.
  - 1. The Review Board shall be composed of the building administrator or another administrator designated by him or her, the student's counselor, one grade level Student Council Representative, two teachers and a school nurse.
  - 2. All requests for review must be submitted, in writing, by either the student or the student's parent or guardian within five (5) days of the decision which is sought to be reviewed.
  - 3. After receipt of a request for review the school will notify the student and the student's parent or guardian of the time and place of the review. The student and/or the student's parent or guardian may appear at such time.
- A. This review procedure shall not be available to student's review of decision regarding grade reduction or loss of academic credit

## **CODE OF BEHAVIOR**

### **PHYSICAL ASSAULT**

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

### **SEXUAL ASSAULT**

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

### **VERBAL ASSAULT**

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

### **BEHAVIOR MANAGEMENT IN THE REGULAR CLASSROOM**

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

### **DAMAGE AND/OR THEFT TO SCHOOL OR PERSONAL PROPERTY**

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

### **DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND ARTICLES**

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

### **DISCIPLINARY ACTIONS**

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



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

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

## DISCIPLINARY GUIDELINES

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

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

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

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

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

### **FAILURE TO IDENTIFY ONESELF**

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

### **INTRODUCTION**

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

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

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

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

### **NOTIFICATION OF STUDENTS**

Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

### **REMOVAL FROM BUS**

1. Continued infractions of any of the bus regulations may be cause for removal from the bus. The law clearly establishes that riding a school bus is a privilege and not a right. Such removal may occur if the bus driver decided that a disruptive student is interfering with his/her ability to safely manage his/her bus. Districts are not required to follow laws governing suspension and expulsion and are not required to provide transportation for a student whose riding privileges have been revoked. If a student is removed from the bus, parents will be notified by a building administrator. Suspension from riding the bus may be for as long as 20 days following a due process hearing between parents, bus driver, and building administrator. Continued violation of bus regulations by the student may result in suspension from school. The following bus transportation rules have been adopted:

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

## **REMOVAL FROM CLASS**

1. Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. The removal of a student from the classroom may occur if the teacher decides that the student is being disruptive and/or otherwise interfering with the instructor's ability to teach class. Students removed from class shall be the responsibility of the principal or his lawful designee. The length of time of the student's removal from class, not to exceed three days, shall be at the discretion of the

principal after consultation with the teacher and student. If, following the principal-teacher conference, the student is to be excluded from the class for more than one class period, the parents will be notified. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

1. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974 as amended.

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

### **ADMINISTRATION RESPONSIBILITIES**

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

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

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

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

### **FACULTY/STAFF RESPONSIBILITIES**

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

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

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

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

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

## **PARENT/GUARDIAN RESPONSIBILITIES**

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

The parent has the responsibility to set an example for the student especially as it affects respect for the law, for the authority of the school, and for the rights and property of others. By example, a parent can attempt to instill within the student a desire to learn, a respect for honest work, and an interest in exploring various fields of knowledge.

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

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

## **SCHOOL BOARD RESPONSIBILITIES**

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

## **STUDENT RESPONSIBILITIES**

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

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

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

## **SPECIAL CONSIDERATION RELATING TO HANDICAPPED PUPILS**

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

## **STUDENT RIGHTS**

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

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

## **THREATS AND DISRUPTIONS**

- Threats to normal school operations or school activities, including, but not limited to, the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior.
- Any student who disturbs or interrupts the peace and good order of school-sponsored activities is guilty of unacceptable behavior.

## **VIDEO SURVEILLANCE**

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

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

## **VIOLATIONS OF LAWS**

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

## **WEAPONS IN SCHOOL**

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

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

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

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

Guns of all types including air guns, BB, pellet and stun guns

Ammunition - including blank cartridges

Knives of all types

Clubs, blackjacks, lead pipe, throwing stars

Metal knuckles

Darts, chains or unauthorized tools

Explosives, including fireworks, fire crackers, smoke bombs or other chemicals

Flammable or combustible liquids

Any other device or instrument used to intimidate, threaten or inflict harm

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

## **FREEDOM OF EXPRESSION**

### **ASSEMBLY**

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

### **DISTRIBUTION OF LITERATURE**

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

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

### **DUE PROCESS**



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

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

## **SPEECH**

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

## **TENNESSEN WARNING TO STUDENTS AND PARENTS**

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

Questions about school records may be directed to the High School Office.

## **PUPIL FAIR DISMISSAL ACT**

## **POLICY**

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

### **GROUND'S FOR DISMISSAL**

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

A pupil may be dismissed on the following grounds:

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

### **SUSPENSION PROCEDURES**

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

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

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

### **EXCLUSION AND EXPULSION PROCEDURES - STUDENTS**

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

Written notice of intent to take action shall:

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

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

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

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

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

The hearing shall take place before:

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

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

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

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

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

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

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

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

### **APPEAL**

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

### **REPORTS TO SERVICE AGENCY**

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

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

### **NONAPPLICATION OF CERTAIN LAW**

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

### **REPORT TO COMMISSIONER OF EDUCATION**

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

## **NOTICE OF RIGHT TO BE REINSTATED**

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

## **POLICIES TO BE ESTABLISHED**

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

### **POLICY OF NON-DISCRIMINATION**

It is the policy of Wadena-Deer Creek School Board to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the ground of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any education program or activity operated by the district for which it receives financial assistance

### **DISCRIMINATION/HARASSMENT**

## **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

It is the policy of Independent School District No. 2155 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

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

It shall be a violation of this policy for any pupil, teachers, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to

inflict religion, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

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

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

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

## **POLICY AGAINST HAZING**

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

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

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or

particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

W-DC 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.

## **BULLYING PROHIBITION POLICY**

### **PURPOSE**

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

### **DEFINITIONS**

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

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

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

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

#### REPORTING PROCEDURE

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

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 educational 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**

#### NOTICE

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

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

#### **STATEMENT ABOUT OUR 504 PROGRAM**

#### **What is Section 504?**

Section 504 is the section of the Rehabilitation Act of 1973 which applies to persons with disabilities. Basically it is a civil rights act which protects the civil and constitutional



rights of persons with disabilities. Section 504 prohibits organizations which receive federal funds from discriminating against otherwise qualified individuals solely on the basis of handicap. Section 504 is enforced by the US Department of Education, Office of Civil Rights.

### **How does the process work?**

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

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

### **Who may refer a student for a 504?**

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

Upon referral, an evaluation process will be started. This may involve Special Education testing, classroom observations, or a meeting with the parents/guardians and student being referred.

Once the evaluation process is completed a meeting is set up with the parents/guardians, student, and teachers involved. The purpose of this meeting is to define the needs of the student and, if appropriate, develop a 504 plan.

### **How does Section 504 Define Handicap?**

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

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

## **NOTICE OF PARENT & STUDENT RIGHTS UNDER SECTION 504**

The Rehabilitation Act of 1973, commonly referred to as "§ 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit

discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

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

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

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

1. You have a right to be informed by the school district of your rights under § 504. (The purpose of this Notice form is to advise you of those rights.) 34 CFR 104.32.
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
6. Your child has a right to an evaluation prior to an initial § 504 placement and any subsequent significant change in placement. 34 CFR 104.35.
7. Testing and other evaluation procedures must conform to the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and assessment scores. 34 CFR 104.35.
8. Placement decisions must be made by a group of persons (*i.e.*, the § 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
9. If eligible under § 504, your child has a right to periodic re-evaluations, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36.
11. You have the right to examine relevant records. 34 CFR 104.36.
12. You have the right to an impartial hearing and with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the sharing and representation by an attorney. 34 CFR 104.36.

13. If you wish to challenge the actions of the district's § 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the district's § 504 Coordinator (Mr. Lee Westrum, 600 Colfax ave. sw, Wadena, MN (218) 632-2155) within 30 calendar days from the time you received written notice of the § 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
15. On § 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the district's § 504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You also have a right to file a complaint with the office of Civil Rights. The address of the Regional Office, which covers Minnesota, is: Office of Civil Rights, 300 South Walker Drive, Chicago, IL 60606.

**524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**  
**Wadena-Deer Creek School District #2155**

*Adopted: August 20, 2012*

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational

mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

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

### **IV. USE OF SYSTEM IS A PRIVILEGE**

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

### **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student.
  - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

#### **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Acceptable Use Agreement form for students must be read and signed by the user and the parent or guardian. The Acceptable Use Agreement form for employees must be signed by the employee.

#### **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.

- b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
- 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.
  - 2. A description of parent/guardian responsibilities.
  - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  - 5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. IMPLEMENTATION; POLICY REVIEW**



- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
 17 U.S.C. § 101 *et seq.* (Copyrights)  
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
 Minn. Stat. § 125B.15 (Internet Access for Students)  
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
 MSBA/MASA Model Policy 603 (Curriculum Development)  
 MSBA/MASA Model Policy 604 (Instructional Curriculum)  
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
 MSBA/MASA Model Policy 806 (Crisis Management Policy)  
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## **Acceptable Use Policy (AUP)**

### **Wadena-Deer Creek Public Schools**

#### **Limited Education Purpose**

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

**Use of System is a Privilege**

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

In order to ensure smooth system operations, the Wadena-Deer Creek School District has the authority to monitor all communications. Staff and students should have a limited expectation of privacy when using the system.

A complete version of the Wadena-Deer Creek School District’s Policy on Internet Use may be accessed on their website at [www.wdc2155.k12.mn.us](http://www.wdc2155.k12.mn.us).  
.....

**STUDENT**

I understand the Wadena-Deer Creek School district has policies relating to safety and acceptable use of the school computer system and the Internet, and I agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

_____	_____	_____
Student Name (please print)	Student Signature	Date

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I understand the school district has policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child’s use not in a school setting.

_____	_____	_____
Parent/Guardian Name (please print)	Parent/Guardian Signature	Date

Students who meet the requirements are eligible to take regular college classes at no cost at participating four-year colleges and universities or two-year community and technical colleges in Minnesota. Students who are interested in this option should contact the Counselor's Office.

**What is the PSEO Program?**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a

full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis.

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year (whichever is earlier), schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed, textbooks that are not returned to the postsecondary institution according to their policies, or for tuition costs if they do not notify the district by May 30 and the district does not waive this date requirement.

Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. For more information on these funds, [access the PSEO Mileage Reimbursement Program Instructions](#).

Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school.

School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether on-line or on campus.

Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades.

All courses taken through the PSEO program must meet graduation requirements. Districts must transcript credits earned in PSEO by a ratio prescribed in statute. Districts have the authority to decide which subject area and standards the PSEO course meets. If there is a dispute between the district and the student regarding the number of credits granted for a particular course, the student may appeal the board's decision to the commissioner. The commissioner's decision regarding the number of credits will be final.

Postsecondary institutions are required to allow PSEO students to enroll in online courses consistent with the institution's policy regarding postsecondary student enrollment in online courses.

Tenth-grade students may initially enroll in one Career and Technical Education (CTE) PSEO course if they receive a reading proficiency score of "meets" or "exceeds" on the 8<sup>th</sup> grade MCA. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional postsecondary courses. If the student did not take the MCA in 8<sup>th</sup>-grade, another reading assessment accepted by the enrolling postsecondary institution can be substituted. For students with disabilities, there is an alternative option to demonstrate