

# Wrenshall High School Student and Family Handbook 21-22



## **Mission**

A small school where WE cultivate big futures.

## **Vision**

Celebrating and investing in each student to lay the foundation for limitless opportunities.

## Table of Contents

Academic Dishonesty	11	Illness at School	21
Accidents at School	23	Immunizations	21
After School Activities	16-17	Insubordination	37
Alcohol and Illegal Drugs	33	Introduction	3
Attendance Policy	18-21	Late Work Policy	10
Audio/Video Devices	44	Learning Management System	49-50
Backpacks	39	Lockers, Locks, & Searches	39
Beverage Policy	43	Loss of Student Status	33
Birthdays/Treats	44	Lost & Found	45
Books (Textbooks & Library Books)	44	Lunch Program	41
Breakfast Program	41	Main Entry/Lobby	42
Bullying	25-26	Medication Administration	22
Bus Transportation	39-40	National Honor Society (NHS)	13
Cell Phones & Communication Devices	43	Open Gym	42
Change	43	Parent Concerns Protocol	52
Change of Address	46	Parent-Teacher Conferences	11-12
Child Abuse Reporting	36-37	Parking Lot	42
Civic Engagement (Community Service)	9	Passes	38
Class Rank	10	Pets	45
Class Schedule	7	Progress Reports	11
Class Standing	10	PSEO	11-12
Closed Campus Policy	38	Public Displays of Affection	44
Computer/Internet- Denial of Access	51	Recess Rules/Attire for Morning & Noon	35-36
Computer/Internet/Email Usage Policy	46-49	Restorative Justice/Practices	24
Computer Rooms	46	Safety Hazard Violations	34
Counselor/School Social Workers	36	School Closings	45
Cumulative Records	10	School Dances	16
Detention	31	School Supplies	46
Denial of Access Form	51	Section 504	36
Discipline Policy	23	Senior Class Trip	17-18
Discrimination Policy	32-33	Smoking/Tobacco/Smoking Devices	33
Dress Code	37-38	Special Education	12-13
Dropping Classes	11	Staff	3-5
Drug Free/Weapon Free Zone	33	Standards of Conduct	26-31
Entrance/Clearance of Building	18	Student Behavior Expectations	24-25
Expectations at Events & Assemblies	15	Student Driving	43
Extracurricular Eligibility	13-15	Student Parking Form	53
Field Trips	16	Study Halls	12
Fines/Bills/Negative Account Balances	44	Suspension (In & Out)	32
Fire/Tornado/Lock Down Drills	45	Teaching Assistants	42
Fund Raising	17	Telephones/Messages (School Phones)	43
Grading Requirements (HS & MS)	6-9	Thefts	44
Graduation Requirements	6	Valuables	44
Gym- Morning & Noon	40	Violence Policy	32-33
Harassment Policy	34-35	Vision & Hearing Screening	23
Hazing	36	Visitors	45
Head Lice	23	Weapons Policy/Expulsion	33-34
High School Schedule	6	Wrenshall School Board	52
Honor Roll	10		

## INTRODUCTION

Thank you for being a part of our school community. The Wrenshall High School Handbook is intended to inform students and families of the general expectations, policies, and procedures of our school.

Students will be going over the student handbook with their class advisors at the beginning of the school year. Copies are available in the main office upon request to the Office Manager. The student handbook can also be found on the homepage of the school website ([isd100.org](http://isd100.org))

Have a safe and successful school year!  
Wrenshall School Staff, Administration and School Board

### WRENSHALL ADMINISTRATION, FACULTY, AND STAFF

Ms. Kimberly Belcastro	Superintendent	EXT. 2003
Mrs. Michelle Blanchard	Principal	EXT. 2101
Ms. Angela Anderson	Business Manager	EXT. 2007
Ms. Rosy Bradley	District Office Clerk	EXT. 2006
Mrs. Josie Hlava	Main Office Manager	EXT. 2000
Mrs. Beth Peterson	District office Administrative Assistant/Payroll	EXT. 2001
Mrs. Tricia Swanson	Student Records/ MARRS Coordinator	EXT. 2002
Mrs. M'Liss Konu	School Nurse	EXT. 2005
Mr. Erik Holter	High School Guidance Counselor	EXT. 2008
Ms. Annalisa Harty	Mental Health Professional	EXT. 2603
Mr. Mike Schmidt	Family School Support Worker	EXT. 3301
Mr. Jeremy Zywicki	Athletic Director	EXT. 2109
Mrs. Jamie Hopp	Technology Director	EXT. 2500
Ms. Valerie Dahl	Food Services/Head Cook	EXT. 3000
Mrs. Ashley Laveau	Wrens Club Coordinator	EXT. 3104
Mrs. Erin Riley	Images School and Community Update	EXT. 3102
Mrs. Doreen Laveau	Transportation Coordinator	EXT. 3200
Ms. Taylor Dickinson	Safety Consultant	

## Support Staff

Mrs. Deb Boutstead	ParaProfessional
Ms. Sara Heittila	ParaProfessional
Ms. Kaila Hlava	ParaProfessional
Mrs. Linda Wyman	Food Service
Ms. Naomi Connolly	Food Service
Mrs. Deb Boustead	Bus Driver
Mr. Jeff Ketchum	Bus Driver
Mrs. Lisa Jurek	Bus Driver
Mrs. Julie Ketchum	Bus Driver
Mrs. Doreen Laveau	Bus Driver
Ms. Mandee Eng	Bus Driver
Ms. Hannah Jurek	Van driver
Mrs. Kristie Laveau	Van driver
Mr. James Hopp	Custodial Staff
Mr. Alex Johnson	Custodial Staff
Mr. Dustin McLeod	Custodial Staff
Mr. Dan Stevens	Custodial Staff

## High School Teaching Staff

Mr. Ted Conover	English	tconover@isd100.org
Mr. Joel Swanson	English	jswanson@isd100.org
Ms. Jamie Wolfe	Math	jwolfe@isd100.org
Mr. Nick Moran	Math	nmoran@isd100.org
Ms. Denise North	Social Studies	dnorth@@isd100.org
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Mrs. Laura Lembke	Science	llembke@isd100.org
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Mr. Jeremy Zywicki	Phy-Ed	jzywicki@isd100.org
Mr. Chris Gustafson	Industrial Arts	cgustafson@isd100.org
Mr. Jake Anderson	Special Education	janderson@isd100.org
Ms. Delaney Kittel	Special Education	dkittel@isd100.org
Mr. Aaron Lattu	Special Education	alattu@isd100.org
Mr. John Peterson	Special Education	jpeterson@isd100.org
Mr. Tim Rahkola	Band/Music Education	trahkola@isd100.org
Ms. Chloe Swanson	Media Center Computer/Yearbook	cswanson@isd100.org

## HIGH SCHOOL SCHEDULE Grades 7-12

Period 1	8:20 a.m. to 9:15 a.m.
Period 2	9:19 a.m. to 10:09 a.m.
Period 3	10:13 a.m. to 11:03 a.m.
Junior High Lunch	11:07 a.m. to 11:37 a.m.
Period 4 (High School)	11:07 a.m. to 11:57 a.m.
Period 4 (Junior High)	11:41 a.m. to 12:31 p.m.
Senior High Lunch	12:01 p.m. to 12:31 p.m.
Period 5	12:35 p.m. to 1:25 p.m.
Period 6	1:29 p.m. to 2:19 p.m.
Period 7	2:23 p.m. to 3:13 p.m.

## GRADUATION REQUIREMENTS

In order to graduate from Wrenshall High School, all students are required to complete three requirements by the time they graduate:

- **Credits** – Satisfactorily complete the state course credit requirements under Minnesota Statutes, section 120B.024. Students must also satisfactorily complete all state academic standards or local academic standards where state standards do not apply.
- Meet **State Graduation Assessment Requirements** (i.e.- Minnesota State tests in math and reading)
- Meet **Community Service** requirements.

### **Credits**

Students complete the academic standards by taking a core course of study that equips them with the knowledge and skills they need for success in postsecondary education, highly skilled work, and civic life. In order to graduate, your child's high school coursework must include at least the minimum state course credit requirements. A course credit is equivalent to a student successfully completing an academic year of study or mastering the subject matter, as determined by the local school district.

All Wrenshall students are required to take a minimum of 6 credits per semester. Only credits earned in grades 9-12 are counted toward graduation. There are 34 required credits and 16 elective credits for a total of 50 semester credits that are required for graduation. The required credits are:

- **8 semesters of English** including Communication Arts and Literature 1, 2, 3, and 4 which are the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade courses.
- **8 semesters of Social Studies** including Geography/Civics, American History, World History, American Government, and Economics. (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade).
- **6 semesters of Mathematics** including algebra, geometry, statistics and probability sufficient to satisfy the standards. Students in the graduating class of 2015 and beyond must complete an algebra II credit or its equivalent as part of the 6-credit requirement. In addition to the high school credits, students in the graduating class of 2015 and beyond must also complete an algebra I credit by the end of eighth grade.
- **6 semesters of Science** including a biology credit. In addition, students in the graduating class of 2015 and beyond must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 6-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)
- **2 credits of Physical Education** including 9<sup>th</sup> grade Physical Education.
- **2 credits of Health.**
- **1 semester of Fine/Visual Arts Education.**
- **1 semester of Computer Applications**

Students transferring to Wrenshall School will be granted equivalent high school credit for all classes taken and passed upon entering 9<sup>th</sup> grade and at the 9<sup>th</sup> grade level and above.

### ***State Graduation Assessment Requirements***

In order to be eligible for a diploma from a Minnesota public high school, all students must fulfill applicable graduation assessment requirements. There are different routes to meeting graduation assessment requirements depending on what year students were first enrolled in grade 8.

#### **Students First Enrolled in Grade 8 in 2012-2013 and Later**

Based on the revisions to Minnesota Statute 120B.30 and 120B.125, districts have a number of requirements to fulfill for students' career and college planning, but students are not required to achieve a specified score on an assessment in order to graduate or meet graduation assessment requirements.

Districts must assist students with career and college readiness. Each of these will be addressed in detail below. Schools are

- to offer students in grades 11 and 12 an opportunity to participate in a nationally recognized college entrance exam on a school day.
- to monitor a student's development of and growth in career and college readiness.
- to assist students no later than grade 9 in exploration and planning activities for career interests or postsecondary education.

MDE will no longer be tracking graduation assessment requirements for students first enrolled in grade 8 in 2012–2013 or later through MDE systems. Districts must ensure they are assisting students with each of the areas outlined in the bullets above, and it is up to the district to determine how these areas are met.

Minnesota Statute 120B.30 requires a school or district to record a student's progress toward career and college readiness on the high school transcripts of students first enrolled in grade 8 in the 2012– 2013 school year and later (other students should be included as soon as practicable).

- The statute states a student is college and career ready if the student is able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for intervention.
- Schools, districts, and charter schools are best positioned to make individual determinations about a student's progress toward career and college readiness. The statute does not prescribe a specific tool or method for measuring progress toward career and college readiness.

#### **OFFER OPPORTUNITY FOR COLLEGE ENTRANCE EXAM**

Districts must provide students the opportunity to participate in a college entrance exam on a school day, but individual students are not required to participate. Only The ACT (The ACT and The ACT Plus Writing) and SAT are considered nationally recognized college entrance exams. If districts choose The ACT, MDE expects districts to administer The ACT Plus Writing. Even if the district already offers one of the assessments on a national test date, the assessment must be offered to all students on a school day. **Wrenshall is in contract to administer the ACT Plus Writing for the 2018-2019 school year.**

The following provides additional clarification about student participation.

- The district must offer a college entrance exam each year on a school day to students in grades 11 and 12, and students will decide if they will participate and in which grade they will participate. Students will only have one college entrance exam paid for or reimbursed by the state.
- Each district will determine how the assessment opportunity will be communicated to students and families (e.g., letters to students/families, notification on the district/school website).
- The student does not determine which of the college entrance exams he or she would rather take; the district determines which assessment will be offered.
- Students can choose instead to take The ACT or The ACT Plus Writing on a national test date, and the district can request reimbursement for eligible students.
- Home-school and non-public students are not eligible to take The ACT or The ACT Plus Writing at a public school during a school day.
- An appropriate college entrance exam is not available for students with significant cognitive disabilities who are eligible to take the MTAS. It is not necessary to offer a college entrance exam to these students.

## **MONITOR STUDENT DEVELOPMENT IN CAREER AND COLLEGE READINESS**

Districts must monitor student development of growth in career and college readiness. It is expected that as part of district curriculum and instruction planning, districts will identify students' academic strengths and diagnose areas where students require curriculum or instructional adjustments, targeted interventions, or remediation.

Career and college readiness indicators will be included in Reading and Mathematics MCA Individual Student Reports (ISRs) in grades 3–8, 10, and 11 to support districts in this monitoring.

## **ASSIST STUDENTS IN EXPLORATION AND PLANNING ACTIVITIES**

Districts must also assist students no later than grade 9 in exploration and planning activities for career interests or postsecondary education.

This plan must be reviewed and revised at least annually by the student, the student's parent or guardian, and the school or district. A component of this plan is providing an interest inventory to the student. It is up to the district to determine how to best meet the requirement. MDE does not endorse a particular product for the career interest survey.

### ***Civic Engagement Requirements for Graduation***

**Objectives-** Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. It means promoting the quality of life in a community. Studies have shown that individuals who help others develop a greater sense of self-worth and self-esteem.

**Criteria-** Each student will be required to work a minimum of 20 hours, starting in grade 9, performing civic engagement as a requirement for graduation. The volunteer activities a student chooses must meet the following basic requirements in order to be considered:

1. Activity must be performed outside the scheduled school day (8:20-3:13), unless otherwise approved by the school counselor.
2. Activity must not be performed for a family member, relative, or personal friend.
3. Activity must not be for pay or any other compensation.
4. Activity should be initiated by the individual student and not be part of a credit-granting course.

**Procedures-** Every time you perform a service, fill out a volunteer voucher form (located in the main office) and have it signed by the designated advisor, or keep a volunteer log if your service is for the same place over a period of time. Logs and vouchers can be picked up and turned in to the school counselor anytime during the school year, however, **the deadline for turning them in is May 1<sup>st</sup> of your senior year.**

**\*It is at the school counselor's discretion to accept or decline any community service hours turned in.**

### ***Standards-Based Accountability Assessment***

The Minnesota Comprehensive Assessments (MCAs) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet the requirements of the Elementary and Secondary Education Act (ESEA). Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead. They are given every year to measure student performance against the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

**Reading:** MCA or MTAS (grades 3-8, 10)

**Mathematics:** MCA or MTAS (grades 3-8, 11)

**Science:** MCA or MTAS (grades 5, 8, and high school)



### **Valedictorian and Salutatorian**

These are academic honors given to the two highest academic achieving students of the graduating class. These will be determined prior to the graduation ceremony when all grades are in for all seniors. In order to qualify for valedictorian and salutatorian, a student must be enrolled at Wrenshall School by the second semester of their junior year.

### **Honor Graduates**

In order to qualify for Honor Graduate status, a senior must have a cumulative GPA of 3.5, complete 8 credits of mathematics (following the guidelines stated in the graduation requirements), and complete 2 years of a foreign language.

### **Foreign Exchange Students**

Foreign exchange students who enroll as seniors will not receive a diploma from Wrenshall School unless they complete all requirements. However, they may participate in the graduation ceremony.

## **JR. HIGH AND HIGH SCHOOL GRADING REQUIREMENTS**

Wrenshall School functions on 4 grading periods. Each semester course consists of 2 quarter grading periods of 8 to 9 weeks.

Quarter and semester grades can be accessed online using the Parent Portal (Talk to the main office to set up an account if you do not already have one). If you are unable to use this online feature, be sure to speak with the main office about receiving a hard copy. Letter grades may indicate student progress. Each teacher is responsible for outlining his/her grading procedure. The student is responsible for knowledge of the grading policy.

**Students in grades 7 and 8 who receive 3 semester F's in any core subjects (math, science, social, or English) may remain in the same grade the following fall. 1 or 2 semester F's in a class may result in having to retake the class.**

Students in grades 9-12 failing a semester course will most likely need to make up the lost/failed credit.

Work study courses will earn a P/NP (pass or non-pass) grade and will earn credit if they pass.

Incompletes will only be given in cases of special circumstance, not for laziness or missed deadlines. They must be made up within two weeks of the end of the grading period or they will convert to an F.

No grade of less than 60% will be considered passing. Teachers have the right to have a higher D- percentage.

## **CUMULATIVE RECORDS**

School records are kept on each child for his/her entire school career. The cumulative folder contains such items as copies of report cards, reading record cards, and standardized test results. These records are confidential and those having access to them are limited to school employees and parents. Parent permission must be obtained to release these records to another party. If you desire to see your child's records, please see the classroom teacher or the guidance counselor with your request. Our district's **Data Privacy Policy** is on file in the superintendent's office.

## CLASS STANDING

In order to be considered in a particular class, and on track to graduate, at the beginning of the school year, a student must have the following accumulated credits:

Sophomore:	minimum of 8 credits
Junior:	minimum of 22 credits
Senior:	minimum of 36 credits

## HONOR ROLL

To be eligible for the honor roll a student must be enrolled in at least 6 classes.

"A" Honor Roll Requirements = GPA of 3.667 or above

"B" Honor Roll Requirements = GPA of 3.0 or above

## CLASS RANK

Student class rank, used for the purposes of scholarship and college/tech school enrollment, will be figured for all students in mainstream, unmodified classes in grades 9-12.

## LATE WORK POLICY

All students must take ownership in their education and recognize that assignments are an integral part of their educational success. It is the responsibility of each student to complete assigned work in a timely manner. Assigned work, either as an in-class assignment or a homework assignment, is the learning tool that is used to measure each student's understanding and progress in the class. The teacher's in-class lesson plan may depend on students being prepared for class.

If a student knows that he/she will be absent, whether school related or not, the student is responsible for getting assignments prior to this absence. If students have excused absences, they will be given 1 day for each day of absence to complete missed work. Teachers have the discretion of extending the due dates of the assignments if needed.

Late work turned in after the due date may only receive up to 50% of possible points. The decision will be at the discretion of the teacher. Late work must be turned in prior to the end of the grading periods (i.e., these would include midterm and end of the quarter reports.).

Students with a mid-quarter or quarter grade of "F" **may** be eligible for quarter credit if they agree to make up ALL late work. Late work may be worth a maximum of 50% credit. Discretion for this option and percentage lies with the classroom teacher. Students not turning in work will be given an "F" at the end of the quarter and may not receive credit for the course.

## MIDDLE SCHOOL LATE WORK POLICY

**Rationale:** Because seventh and eighth graders are in a period of transition from a self-contained elementary setting to the independent credit system of the high school, it is felt that a more lenient policy is appropriate. Though some students are fully capable of managing their assignments in a timely manner, most require a degree of leniency.

**Policy:** The current policy will remain in effect. Each teacher will establish guidelines for their classroom but all will accept late work with varying degrees of credit loss.

### **Student Planners**

Some teachers may require the use of student planners as part of their course requirements.

## **PROGRESS REPORTS**

Wrenshall progress reports can be accessed at any time online using the Parent Portal on Infinite Campus (Talk to the technology director at extension 2500 to set up an account if you do not already have one). Midterm, quarter, and semester grades can be viewed there as well. If a parent/guardian does not have online access they can request a report through the main office that a hard copy be mailed to them. If your child is struggling in any class please reach out to the guidance counselor office or any teacher whose class your child needs support in. Conferences between parents/guardians, teachers, and guidance counselors are encouraged in the best interest of pupil progress.

## **PARENT/GUARDIAN-TEACHER CONFERENCES**

Conferences are scheduled at least twice each school year. Please consult the school calendar for exact days and times. Additional conferences may be arranged with the child's teacher whenever the parent feels it is necessary. Any conference request must be submitted a minimum of 2 weeks prior to the conference date.

## **DROPPING CLASSES**

For the school year, we have a two-semester schedule. Dropping of classes will be held to a minimum; however, it will be allowed under extenuating circumstances through the guidance counselor's office. Students may not drop classes at their discretion. Each student should have at least 6 classes a semester. Students are responsible for reviewing their schedules for any conflicts or lack of credits toward graduation. It is recommended that students discuss with their parents any potential changes in their schedule. Students who withdraw from a class after 5 days into the semester may receive a failure grade for the class on the report card rather than a "W" (withdrawal) grade and will be placed in a study hall.

## **ACADEMIC DISHONESTY**

Cheating on tests or assignments diminishes the teacher's ability to determine the progress of the student. In addition, it is unethical and an unfair advantage over classmates who have taken the time and effort to prepare for the assignment or test.

Students determined to have cheated will be subject to loss of credit for the assignment or test, notification of parents/guardians, a possible referral to the school counselor, and an after school detention.

\*Students that give answers to other students or allow students to copy their assignments or tests are cheating.

Students in possession of teacher keys, grade books, teacher texts, tests, answer keys, etc. without authorization are subject to appropriate consequences.

## **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

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. Students do this through 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, while others are offered at Wrenshall School through the concurrent programming. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and twelfth grade students may take PSEO courses on a full- or part-time basis; Tenth graders may initially take one Career and Technical Education (CTE) PSEO course. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. 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, he/she may continue to participate in PSEO.

There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course. Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses.

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 online or on campus.

Credit equivalence is as follows:

Concurrent: 1 credit issued per each semester taken.

Honors Online: 1 college credit = ½ high school credit.

On-Campus Programming: 1 college credit = ½ high school credit.

To assist the district in planning, students must notify their school by May 30th if they want to participate in PSEO for the following school year.

Students must still meet graduation requirements of Wrenshall School District in order to graduate. Students must also meet with the school counselor, take the necessary test, and complete the necessary forms prior to being admitted to any PSEO programming. All PSEO programming is demanding and requires effective time management as well as a great deal of self-discipline.

It is the responsibility of the student to earn a passing grade in the course. **If the student is not able to pass the course, it will be the student's responsibility to pay for all fees that have been incurred, which may include tuition, student fees, textbook fees, etc.**

To be eligible, Juniors must rank in the top third of their high school class OR have a 3.0 cumulative GPA or higher. Seniors must rank in the top half of their high school class OR have a cumulative GPA of 2.5 or higher.

For further details, please direct your questions to the school counselor.

**\*All grades received through the various PSEO options will be recorded on a permanent college or university transcript.**

## **STUDY HALLS**

The study hall atmosphere should be one in which students are afforded the opportunity to work undisturbed. Study halls will be treated as a regular class; thus, students are expected to attend, report on time, and adhere to classroom rules. The supervising teacher will address decisions and procedures for passes. Abuse of passes may result in the student being denied future privileges.

Passes to the library must be signed by the teacher requesting research work.

Study halls are **not** credit bearing courses.

## **SPECIAL EDUCATION**

All students referred for special education assessments must have signed parent permission prior to assessment. After the assessment, parents will be called in for a conference to discuss the results and recommendations. Services are provided when this criteria is met.

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform the district administration that you do not want the district to check the Medicaid System.

Psychologist -- Assesses some students for better understanding of the student's ability to learn.

Special Education Teacher -- Teaches students who are unable to learn in the way that most students do even though they may have the ability.

Speech / Language Clinician -- Works with students with significant communication disorders such as articulation problems or language delay.

Adaptive Physical Education -- Works with the Physical Therapist as a diagnostician and helps plan programs for students with fine motor difficulties who are receiving other special education services.

Physical Therapist -- Works with the Occupational Therapist as a diagnostician and helps plan programs for students with gross motor difficulties who are receiving other special education services.

Certified Occupational Therapist Assistant (C.O.T.A.) -- Works directly with special education students that the Occupational Therapist and Physical Therapist have diagnosed as having significant motor development delay.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization that attempts to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Membership in the NHS is recognized throughout the country as one of the highest honors that can be awarded to a high school student.

To be considered for membership, a student must excel equally in scholarship, service, leadership, and character.

### **Application Process**

Sophomore, junior, and senior students who have a cumulative grade point average of 3.5 are invited to apply for membership. Applicants are required to list all school, church, and community organizations to which they belong or have volunteered services since the beginning of their freshman year. Applicants must also prepare an essay in which they describe themselves in terms of character and leadership.

### **Selection Process**

Lack of service or involvement is the single largest roadblock to membership. Each student must demonstrate a high level of involvement in his or her school, church, and/or community. Those students who do not actively participate cannot attain membership.

Excellence in leadership and character are determined by averaging the scores of a rating scale completed by staff that have contact with a given student during the past year.

Membership is offered to those students who **excel in all four areas** of scholarship, service, leadership, and character.

Students, who were not offered membership one year, will be invited to re-apply the following year, provided they maintain their academic standing. (Younger students frequently do not gain acceptance into the NHS simply because they have not yet had time to accumulate sufficient service points.)

Once a student is a member of the National Honor Society, the student is required to be a constant example of the high standards set by the NHS. **Even the appearance of impropriety can result in the immediate removal from NHS.**

## **EXTRACURRICULAR ELIGIBILITY RULES**

It is each student's and parent's/guardian's responsibility to know and follow the rules as set down by the Minnesota State High School League Eligibility Information Bulletins and the Wrenshall School District.

Any violation of eligibility rules shall make the student ineligible to represent the school in any club, organization, game, contest, festival, trip, or public appearance or actively participate or perform in activities or performances.

**Examples that are subject to these rules include but are not limited to:**

Athletics	Music Contest	Student Council
Class Government	National Honor Society	Speech
Homecoming	Plays	BPA
Homecoming Court	Robotics	Pep Band
Math Contest	Trap Shooting	Show Choir
Math League	Science Fair	Knowledge Bowl
Senior Trip	Art Club	Etc.

#### **A. Attendance:**

**Regular attendance is mandatory. Any high school student with 7 or more days of unexcused absences in a single class period over the course of the school year will be ineligible to participate in any extracurricular practices, games, or events. It is important to remember that a student can only be excused 15 times in a class period over the course of the school year. After 15 excused absences in a class period, the school will no longer accept parent excused absences and absences accrued after that point will all be unexcused and subject to truancy and Loss of Student Status.**

Students are reminded that in order to participate in extra curricular practices and/or competitions or to attend such events, they must have appropriate behavior and **attend at least half of the school day** on the day of the event. An exception to this rule will be made if a student brings the athletic director a signed medical excuse from their doctor that excuses the child of their absences **prior to participating** (A student will only be medically excused for at most a ½ day unless otherwise specifically noted by a medical professional). Students in violation of this rule will be suspended from the next activity or in the case that they already participated, the next similar activity.

Student athletes are expected to be just that, students first and athletes second. Students are expected to be in school during the course of the school day (including during lunch). Students should be responsible and bring all items they will need for practice, games, contests, events, etc. to school on time. Students should not be leaving school early (For any amount of time) to retrieve items, get food, etc. These absences violate the school's closed campus policy and are not allowed by the school nor will they be approved as excused absences. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses. Students that willfully break the school's closed campus policy, even with parent approval, may be subject to ineligibility in the upcoming game, contest, or event and may face other disciplinary measures.

**Students/Athletes arriving home late from road trips are expected to be in class on time the following morning. Coaches will monitor their participants. If this becomes a problem, disciplinary action may be taken including loss of eligibility for the following game, contest, or performance.**

#### **B. Grades:**

Wrenshall School believes strongly in academics. Furthermore, our school district believes that school comes first and activities/athletics come after. With that said, students in grades 7-12 are required to pass all of their classes in order to remain eligible to participate in games, contests, and events.

#### **MSHSL Eligibility:**

Under Minnesota State High School (MSHSL) regulations, students who fail a class and are not on track to graduate are suspended from 2 events or 2 weeks whichever is longer. Students are allowed to practice during this time but they are not allowed to participate in games, events, or contests until the suspension has been fulfilled.

#### **Failing at Midterm:**

Wrenshall has its own academic policy that states that if a student in grades 7-12 fails a class for midterm, the student is ineligible to participate in events until he or she gets their failing grade(s) to above passing. While students are still allowed to practice during this time, they are not allowed to participate in games, events, or contests. The moment a student gets all failing midterm grades above passing, they become immediately eligible. This ineligibility lasts until the end of the quarter if their failing grades do not come up above passing.

#### **Failing at Quarter:**

Wrenshall also has an academic policy that states that if a student in grades 7-12 is failing a class at the end of the quarter then he or she is ineligible for 2 events or 2 weeks whichever is greater. After the 2 events or 2 weeks have been served, the student becomes eligible.

**\*Failing grades at the end of 4th quarter are rolled over to the following school year if they cannot be served during the school year they were earned.**

### **C. Behavior/Conduct:**

Any student that has not fulfilled detentions, I.S.S., O.S.S., or other consequences will experience “Loss of Student Status” and not be allowed to participate in or attend extra-curricular events (practices, games, performances, contests, etc.) until the consequences have been served.

Any detention earned the day of an event automatically disqualifies a student from participating in a same day event (practices, games, performances, contests, etc.).

## **STUDENT EXPECTATIONS FOR EVENTS & ASSEMBLIES**

Students are to follow all behavior expectations during school events and assemblies. Violations of rules or inappropriate behavior may result in removal from the event, activity, or assembly. Additional consequences may be administered.

It is the hope of Wrenshall School Staff and Administration that the student body will demonstrate their support for our athletic teams by attending home games. Once at the game, it is important that each student adheres to certain expectations that will make an enjoyable, safe evening for all.

1. Students are to enter the building through the main lobby entrance where tickets are sold.
2. Once students are admitted to the school activity, they are to remain in the building throughout the activity. If students choose to leave, they are subject to not being readmitted.
3. For the safety of players, the individual's safety, and respect for spectators viewing the game, student fans are asked to limit movement in and out of the gym while play is in progress. The game supervisor may monitor traffic and choose to readmit students only at quarter breaks, time-outs, and/or other stoppages of play.
4. Students are asked to NOT sit on concession tables or stairways.
5. We should support our team in the gymnasium. Socializing with friends should be done primarily in the gym. Students spending extensive amounts of time in the halls or lobby will be asked to return to the gym.
6. Students are expected to utilize positive methods and expressions of support for our team and display good sportsmanship toward the opposing team and fans.
7. All activities are an extension of the school day and school rules apply to those in attendance.
8. Locker and classroom hallways are off limits during games. Students must seek permission from game supervisor, administration, or ticket seller to enter these areas.
9. Elementary students attending after school events must be accompanied by an adult.
10. Students are to respect all staff members, ticket sellers, etc.

## SCHOOL DANCES

All school dances and parties must be sponsored by a recognized school organization and have the approval of the Principal **2 weeks in advance**. Students must make a request to their class advisors and the advisors will complete the appropriate forms and submit them to the Principal for approval.

### **Prom**

Wrenshall students in grades 11 and 12 may invite a guest to the Prom. The guest **must** be at least in grade 10 and may not be more than 20 years old.

### **Closed Dances**

Admission shall be open only to Wrenshall High School students and invited guests. Any student may invite a guest but is responsible for his/her guest's conduct. Guest's must be approved by the Principal. In order to be approved, paperwork which can be found in the main office, must be signed by the guest's school administration and returned to the Principal prior to the end of the school day a day before the dance. It is the **student's responsibility** to make sure this signed paperwork gets to the Principal.

### **Dance rules are as follows:**

- Dances will be chaperoned by staff members and will not last past 11:30 p.m. (in some cases 12:00 midnight).
- Students who leave the school will not be readmitted.
- Tobacco, alcoholic beverages, and drugs will not be tolerated.
- Fighting, threats, and bullying will not be tolerated.
- Physical horseplay and running around will not be tolerated.
- Students are to respect the school grounds, the equipment, and the facilities.
- The school dress code must be followed. Tube tops, lingerie-looking tops, see through or partially see through tops are not allowed. Underwear should not be seen through or outside of clothing. Skirts and dresses must be appropriate length and not too revealing.
- Inappropriate dancing (grinding, mosh pits, sexually suggestive dancing, crowd surfing, etc.) will not be allowed
- Students shouldn't be anywhere there isn't supervision unless they have received permission by a staff chaperone
- Students are to respect and follow the instructions of every chaperone
- The sponsoring group is responsible for all debts and necessary clean up.
- Students must arrange for rides prior to the end of the dance.
- Students should be picked up **within 15 minutes** following the dance.

\*\*\*Violations of these rules may result in a student being asked to leave with no refund.

### **Open Dances**

Any dance open to the public must be cleared with administration. The sponsoring group will be responsible for hiring law enforcement for security purposes.

## FIELD TRIPS

Field trip proposals should be directed to district administration for pre-approval one month prior to the proposed field trip.

The teacher or advisor should make field trip requests. All overnight field trips must be approved by the school board.

Students on a field trip will conduct themselves appropriately, follow the direction of the chaperone/s, and abide by all school rules and regulations while on a field trip.

Parents must give written permission for the student to go on field trips. Students need to be responsible to take slips home and return them on time.

**\*Students must maintain student status to be eligible to participate in or attend field trips.**



**\*Regular attendance is mandatory. Any student with 7 or more days of unexcused absences in a single class period over the course of the school year will be ineligible to attend any field trips including the senior class trip. It is important to remember that a student can only be excused 15 times in a class period over the course of the school year. After 15 excused absences in a class period, the school will no longer accept parent excused absences and absences accrued after that point will all be unexcused.**

Students not attending field trips are expected to attend school during the field trip. Any absences will count toward the school's attendance policy and potential truancy.

## **FUND RAISING**

All fund raising projects must be approved and scheduled through the district administration. Non-school activity fund raising is not allowed. All funds raised will be deposited into the appropriate school accounts.

## **SENIOR CLASS TRIP**

Each year, the senior class at Wrenshall takes an extended class trip to Washington D.C. The purpose of the trip is to help the class set long-term goals, group interaction toward the meeting of these goals, personal responsibility, and the educational impact of traveling to our nation's capital.

The trip will be scheduled for approximately one week and will be non-intrusive to the sport seasons.

### **Fundraising**

Fundraisers for students in grades 7 through 12 are designed to allow students to earn the money necessary for homecoming, prom, and the senior class trip over a period of six years. It is important to remember that students are not required to participate in fundraising events. The fundraisers are provided to help parents offset the costs of school activities. They are also provided to give the students the opportunity to earn their own way on the class trip. Each student, beginning in the seventh grade, has an account that itemizes how much money that student has contributed to each fund raising event. The method of applying credit for money raised by class members will be consistent for every class. Individual students will be assigned a dollar amount credit based on their individual effort toward any particular fund raiser. This money is **NOT** refundable. If the student chooses not to go on the class trip or moves out of the district, the balance will be divided among those students who go on the class trip.

### **Participation**

A student will be eligible to participate in the class trip the academic year he/she will be receiving a diploma. **The student MUST be passing and making academic progress toward the diploma in order to participate.** Students must make a commitment to participate in the trip in the fall of the year they will be going and must have the amount of the plane fare in their school account prior to the purchase of the tickets. This money may be gotten through fundraising, personal payment, or a combination of the two.

Foreign exchange students are encouraged to attend at their own expense.

**\*Regular attendance is mandatory. Any student with 7 or more days of unexcused absences in a single class period over the course of the school year will be ineligible to attend any field trips including the senior class trip. It is important to remember that a student can only be excused 15 times in a class period over the course of the school year. After 15 excused absences in a class period, the school will no longer accept parent excused absences and absences accrued after that point will all be unexcused and subject to truancy and Loss of Student Status.**

Students not attending the senior class trip are expected to attend school during the trip. Any absences will count toward the school's attendance policy and potential truancy as well as Loss of Student Status. A reminder that any senior with 25 or more absences in a class period is ineligible to walk for graduation.

### **Advisors**

Each class will be assigned at least two advisors. Changes in these assignments will be made by arrangements with the teachers involved. These advisors will manage and chaperone all class sponsored events and fundraisers unless

there is proper adult supervision. The class advisors will deposit money raised in an activity account and monitor all student accounts. Advisors are given the responsibility to keep the costs manageable.

Any monies raised by the class that are in excess of the amount required for the trip may be used to expand the experience for all or may be used in such a way that all members of the class may benefit through a class sponsored activity or shared equally toward a school-related expense. Monies may not be distributed directly to the students. If there is a large amount remaining, the class may decide what to do with it with the approval of their advisors.

## **ENTRANCE AND CLEARANCE OF THE BUILDING**

Classes begin at 8:20 a.m. and we ask that students **not** arrive earlier than 8:00 a.m. as supervision of students isn't provided until that time.

The building is to be cleared by 3:30 p.m. each day, unless you have an appointment with a teacher or an after-school activity.

School facilities such as the gym, rec building, or weight room cannot be used without adult supervision. The adult supervisor/s must be approved by the school.

\*\*\*The school is not liable for injuries sustained on school grounds after 3:30 p.m. for any students that are not involved in extracurricular activities.

## **WRENSHALL SCHOOL STUDENT ATTENDANCE POLICY**

Educational studies conducted nationally as well as locally indicate a significant correlation between student attendance and student performance. Excessive absenteeism results in lower achievement. A good attendance record is one of the characteristics most sought after by employers and poor attendance is a major reason for employee dismissal. It is essential that our students learn this important life skill. A good attendance record will improve the quality of their education and make them a marketable employee. Thus, student absenteeism should be limited to instances in which absence is genuinely unavoidable. **Each student, his/her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance.**

Minnesota State Law: "The Minnesota Law provides that every child between seven and sixteen must receive instruction for a period of not less than nine months during any school year, unless the child has completed the studies ordinarily required in the tenth grade and is at least sixteen years of age. A student may be excused from attendance by the School Board upon application of his/her parents or guardians on grounds specific to the law."

Attendance will be taken every class period of the school day.

Expectations: Students are to make an effort to schedule appointments outside of the school day. Students are expected to stay at school and attend scheduled classes throughout the day.

Students are expected to attend school on a regular basis in order to be successful in their academic schedules and also to become familiar with the requirements of future employment.

The district is aware that there are many situations that may necessitate absences, such as medical emergencies, chronic illnesses, family crisis, and other unusual circumstances. Every reasonable effort will be made to work with families in these situations to ensure the child has educational support to achieve success.

### **A. Excused Absences:**

An excused absence indicates a legal absence from school via parent/guardian or doctor verification. However, the school reserves the right to excuse or unexcused any non-medical absence according to state guidelines and school district rules and procedures. Parents/guardians are requested to call the school in the morning to report and explain the reason their child is unable to attend school. Upon returning to school and checking in, the student is to bring a written excuse signed by the parent/guardian, or doctor in the case of medical absences, to the main office. **If a student has to leave school early, he or she must have his or her parent/guardian call the main office secretary at extension 2000 or be able to show a written excuse signed by a parent. Furthermore, after parent approval, the student must receive permission from the school office before leaving the building.** Any absences that

occur throughout the school day that are not approved by the office prior to student departure, are considered unexcused and cannot be excused later by a parent/guardian. Furthermore, the student may be faced with consequences for violating the school's closed campus policy. Finally, a student reaching the age of majority (18 years) may **not** write his/her notes excusing absences as long as he/she resides with parents. **Disciplinary action will be taken for any student who is tardy and does not check into the office upon arrival at school or check out of the office before leaving.**

The following reasons shall be sufficient to constitute excused absences:

1. Student illness: Parents/guardians are only able to excuse their child up to 15 days in a single class period per school year (without a doctor's note) and only within 48 hours of an absence.
2. Serious illness or death in the student's immediate family.
3. Medical or dental appointments: **Parents/guardians should make every effort to schedule appointments/treatment outside of the school day.** When this cannot be done, a student's absence due to a medical appointment or dental treatment will need to be verified by a doctor's/dentist's note or fax. **Furthermore, a student will only be medically excused for at most a ½ day unless otherwise specifically noted by a medical professional.** It is the responsibility of the student to have the doctor list the time the appointment started and ended on their doctor's excuse note/fax.
4. Court appearance.
5. Recognized religious holiday observance.
6. Religious instruction not to exceed three hours per week.
7. College/Technical visits, with prior school approval.
8. Vacation with prior school approval.
9. Impassable roads/inclement weather.
10. School related absences such as: field trips, sports a student participates in, school sponsored event, suspension, etc. (These do not count against a student 15 allowed absences per period)

\*In the case of special circumstances, the Administration may approve additional absences.

#### B. **Prearranged Absences:**

A prearranged absence form must be obtained from the main office when students are going to be absent from school for an extended period of time.

#### C. **Unexcused Absences**

1. Any student absent from class, school, detention, that was not approved by the parent/guardian **AND** the school from the above list.
2. Absences in which the parent/guardian fails to contact the school within 48 hours of absence. The school has the discretion to extend this time period as long as it is not abused.
3. Absence resulting from unexcused tardiness.
4. Disciplinary action may result from unexcused absence(s).

#### D. **Tardies**

1. It is the student's responsibility to report to school and class on time.
2. Tardiness reduces the instructional time of the student who is late.
3. A student's tardiness interrupts the class he or she is coming into, resulting in a loss of instructional quality and time for all students.
4. Students late to class frequently are noisy in the halls and disturb surrounding classrooms.
5. Punctuality is a practice valued by business and society; students should be trained in this practice while in school.
6. When a student reports to school late, he/she must go to the office for a pass before showing up for class.
7. When a student is tardy between classes, they are to go directly to their next class.
8. Students detained by a staff member must have a signed verification of the tardy when arriving to their next class.
9. The individual teacher whose class the student arrived late to will decide class tardiness.
10. A student will be considered tardy if they are either late to class or are unprepared for class (i.e.- Have to go back to their locker to get a book, notebook, writing utensil, assignment, etc.). Tardy rules are at the teacher's discretion (i.e.- being seated before the bell rings, excessive requests to use the bathroom, etc.).
11. Students over 10 minutes late for a class without an excused pass are considered both absent unexcused **and** tardy. Unexcused absences will be treated as skipping which will result in an after school detention.

12. Students who have unexcused absences for 1<sup>st</sup> hour can be considered BOTH absent and tardy (from school). It is the school's discretion to accept a parental excuse.
13. First three tardies: The teacher warns the student of the consequences of arriving late to class. The teacher will contact the parents to discuss the issue.
14. Fourth unexcused tardy and beyond will require a pass to come to class.
15. Students will serve an after school detention for every five unexcused tardies they accrue within a quarter.

#### F. Truancy

1. A student will be considered truant when they willfully miss a class or classes without proper approval by (parent/guardian and school). Said absence/s will be considered unexcused.
2. After three unexcused or a combination of eight total excused and/or unexcused absences from school in a school year, a letter will be sent home notifying parent/guardian. A copy of this letter will be forwarded to Carlton County's truancy officer. Upon receipt of the letter the truancy officer may elect to contact or meet the student, place the student on an attendance contract, and/or contact or meet with the parents.
3. If a student reaches seven or more unexcused absences in a school year, the truancy officer may refer the student to the County Attorney's Office as a habitual truant pursuant to Minnesota Statute 260C.007, subdivision 19. Upon receipt of a referral from the truancy officer, the County Attorney's Office may elect to file a truancy petition with the district court.
4. Under MN state statutes 124D.03 & 124D.08, **a district may terminate the enrollment of a non-resident student at the end of the school year if the student meets the definition of being habitually truant** (In the high school, that means 7 unexcused class periods in the same hour and in the elementary, that means 7 unexcused full days).

#### G. Participation or Attendance of Extracurricular Activities:

Students must be in attendance for **at least half of the school day** prior to an event or leave time in order to practice, perform, or attend drama, pep band, athletics, etc. Exceptions to absences include authorized field trips, confirmed medical appointments, etc. An exception to this rule will be made if a student brings the athletic director a signed medical excuse from their doctor that excuses the child of their absences **prior to participating** (A student will only be medically excused for at most a ½ day unless otherwise specifically noted by a medical professional). Students in violation of this rule will be suspended from the next activity or in the case that they already participated, the next similar activity.

Student athletes are expected to be just that, students first and athletes second. Students are expected to be in school during the course of the school day (including during lunch). Students should be responsible and bring all items they will need for practice, games, contests, events, etc. to school on time. Students should not be leaving school early (For any amount of time) to retrieve items, get food, etc. These absences violate the school's closed campus policy and are not allowed by the school nor will they be approved as excused absences. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses. Students that willfully break the school's closed campus policy, even with parent approval, may be subject to ineligibility in the upcoming game, contest, or event and may face other disciplinary measures

#### H. Checkout Procedures

1. **Students who leave the building during school hours for any reason (except early release) must have an out of building pass issued from the main office.** Any student leaving the building without this out of building pass will receive unexcused absences for every hour they are absent. These unexcused absences cannot be excused by later parent approval and may be subject to disciplinary action.
2. Parental permission must be obtained before permission to leave the building will be granted.
3. Under no circumstances is a student allowed to leave the building without first checking out through the office. Disciplinary action will be taken for those who violate this policy.

#### I. Check in Procedure

1. Students who have been absent are to bring a written excuse (indicating reason for their absence(s) ) signed by parent/guardian or medical professional to the office upon returning to school. They will receive a white slip that admits the student to class. This applies to students who return to school at any time during the day.
2. Disciplinary action may be taken for any student who is tardy and/or was absent and does not check into the office upon arrival at school.

K. In-school and out-of-school suspensions are disciplinary actions directed by the school but do not count against a student's attendance as long as they attend the entire session. Suspensions carry their own punishments such as **Loss of Student Status** or required parental meetings. Make-up work is required of suspended students.

**L. Participation Grade:**

As an integral part of the course and as an incentive to active involvement in classroom discussions and activities, many classes have a daily participation grade. Students who are absent may lose a portion up to all of these points.

**M. Class/Group Truancies:**

Group or class absences (skip days) will be considered truancy and will be dealt with accordingly. The school administration reserves the right to determine what constitutes truancy and to administer consequences for group or class truancies which may exceed individual truant behavior. Cases may exist where the school may not accept parent endorsement of a student absence/truancy.

Consequences may include, but are not limited to, make-up time, restrictions from participation in extracurricular activities and field trips (Including senior class trip), termination of National Honor Society membership, and being denied the ability to walk at graduation.

**N. Graduation Attendance Requirement:**

Graduating seniors participating in the graduation ceremony cannot have 25 absences (These absences don't include school functions or medically excused absences) or more in a class period over the course of the school year.

## **ILLNESS AT SCHOOL**

Should a student become ill while at school and is unable to attend classes, the student is to report to the nurse's office as soon as possible. The nurse is on duty daily. If a student should become ill when the nurse is not on duty, the student is to report to the main office secretary as soon as possible.

If necessary, the nurse or main office secretary will make arrangements for the student to go home. **Under no circumstances should a student leave for home without checking out through the main office.** (See "Check Out Procedures" above and "Passes: Out-of-Building Pass") If the nurse feels that student needs to go home the absence will be considered medically excused and won't count against the child's attendance.

Students must notify nurse or office staff if checking in or out of the nurse's office.

\*It is imperative that your child's emergency card stays up to date so that you can be notified in the event of an illness or emergency. Please notify the school if there are any changes that need to be made to your child's emergency card.

## **IMMUNIZATIONS**

Minnesota state law requires immunizations for students in kindergarten through 6th grade:

**DTaP:** (Tetanus, diphtheria, pertussis): **5 doses**

**Polio:** **4 doses**

**MMR:** (Measles, mumps, rubella): **2 doses** after birthday

**Hepatitis B:** **3 doses** over 6 months

**Varicella** (Chicken pox): **2 doses** after first birthday **OR** medical documentation of disease history

Minnesota state law required immunizations for students in 7th through 12th grade:

**DTaP:** (Tetanus, diphtheria, pertussis): **5 doses**

**Polio:** **4 doses**

**MMR:** (Measles, mumps, rubella): **2 doses** after birthday

**MCV4:** (Meningococcal) **1 dose** after completing 5th grade

**Hepatitis B:** **3 doses** over 6 months

**Tdap** (Tetanus, diphtheria, pertussis Booster) **1 dose** after completing 5th grade

**Varicella** (Chicken pox): **2 doses** after first birthday **OR** medical documentation of disease history

Minnesota immunization law: Statute 212A.15 sub.2 REQUIRES that in order for a child to enroll in school a parent must show they have received the required immunizations or an exemption. Please make sure that your child has all the necessary immunizations/paperwork into the nurse's office BEFORE your child attends class.

Immunization/exemption forms (exemption forms must be notarized) are available in the nurse's office or on the Wrenshall website, under services, then under health. Parents can call their child's doctor's office and have their immunization records faxed to the school (fax: 218-384-4293 Attn: NURSE)

### **ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL**

These steps must be completed before any medication will be given at school. Medication forms are available in the nurse's office. Whenever possible, medication should be given at home and every effort should be made to avoid school hours.

1. A "Wrenshall School Medication Administration Authorization" form must be fully completed annually (once per year) **and** when any change in the prescription or requirements for administration occurs. This form is available from the school nurse or can be found on the Wrenshall school website, under services, then under health.
2. All medication(s) must come to school in the original container, if prescription, it must also be labeled for the student in accordance with the law and must be administered in a manner consistent with the instructions on the label or an updated medication order by a medical doctor.
3. All medication(s) are provided by the parent or guardian. **The school does not supply any medications for students or faculty.**
4. **Medications are not to be carried by the students, and will be left with the appropriate school district personnel** (i.e.- school nurse, secretary, office staff, etc.). The only exceptions to the requirement that students cannot carry medications are: prescription asthma medications that are self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent.

#### **Non-Prescription:**

1. Elementary students must follow all steps listed above for both prescription and non-prescription medications; this includes Tylenol, Ibuprofen, Motrin, cold medications, etc. Elementary students do not have the ability to self administer medication or have medication on their person at all.
2. The school must receive signed authorization on the school's non-prescription medication form (This form can be obtained in the nurse's office) from a parent/guardian permitting high school students to self-administer specific medication(s). Elementary students do not have this ability and all medication must be administered by the school nurse.
3. No medications will be provided by the school.
4. Medications must be brought in the original bottle.
5. The school may revoke a student's privilege to possess and use non-prescription pain relievers if there is any concern of abuse of this privilege.

\*\*\*Any violations of these rules may result in disciplinary measures.

## **HEAD LICE POLICY**

Wrenshall School has a no nits, no head lice policy. We strongly suggest that **you** check your child's head for head lice and nits **weekly**. If you have any questions about how to do this or what to look for, you may contact the Wrenshall school nurse at extension 2005.

If you find head lice or nits on your child at home, please notify the school so we can check the other classroom students to prevent the spreading of lice as well as to prevent your child from being re-infected.

If head lice or nits are found at school these steps will be followed:

1. Parent/guardian or emergency contact will be called and the student will be sent home.
2. The child will be excluded from school until the day after treatment.
3. The child must be checked by appropriate school staff before being allowed back into the classroom. If nits or lice are found, students will be sent home.
4. You may contact the nurse to get methods, techniques, and tips for the treating of head lice.

## **ACCIDENTS AT SCHOOL**

If your child is seriously injured at school, you will be notified. If emergency treatment is needed, and we cannot contact you, we will notify your family physician or take the child to the hospital. The school carries no insurance on students and is not responsible for accidental injuries. Be certain the emergency information form is up to date and complete in the main office.

Emergency forms are sent to each family annually and should be returned immediately. It is important to your child(ren) that we have this updated information. Please notify the main office during the school year if phone numbers change, or if you have any special requests (i.e. hospital preference), who we should call first, special health problems, etc. **It's very important that you indicate on the emergency form, any current medical issues and medications.**

### **Reporting Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge (immediately) and to the school nurse or main office if possible. An accident report must be filed by the supervising adult within 24 hours and the completed form must be sent to the nurse's office.

## **VISION AND HEARING SCREENING**

Vision and hearing screening will be done in the fall for first, second, third, fifth, eighth and eleventh grades. A screening can also be done for any child anytime during the school year if a problem is suspected. Contact the school nurse at extension 2005 if you have questions or concerns.

## **DISCIPLINE PLAN INTRODUCTORY STATEMENT**

The school board, administration, instructional, and support staff of Wrenshall School recognize an obligation to provide its students an opportunity to enjoy a productive learning experience in a safe environment. In an effort to ensure our students the learning environment they deserve, a school-wide discipline plan has been developed for use at Wrenshall..

It is the position of the Wrenshall School Discipline Review Committee that a fair and equitable discipline policy will contribute to the quality of the educational experience at our school. Furthermore, it is our belief that all students have the ability to behave appropriately at school, and have a responsibility to behave in a manner that allows teachers to teach and students to learn while not violating the rights of others in the school community.

In order to ensure a safe school environment, a positive and productive atmosphere, and an equal opportunity, it is essential that certain rules, policies, and procedures be established for use in the school setting. This Student Handbook has been developed, with input from instructional staff, administration, school board, and other resources

over a period of years. The current Student Handbook has been revised by Administration and approved by the Board of Education.

The school board, administration, and staff will support school district personnel, who in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

## **RESTORATIVE JUSTICE/PRACTICES**

Wrenshall School District is modeling a more restorative approach to discipline.

**Restorative Practices-** A framework for a broad range of restorative justice approaches that proactively build a school community based on cooperation, mutual understanding, trust and respect, and respond to conflict by including all people impacted by a conflict in finding solutions that restore relationships and repair the harm done to the school community. These practices can be used to implement positive behavior in classrooms and on school campuses.

### **Restorative Justice/Practices:**

- Addresses misbehavior and harm in a way that strengthens relationships and enhances responsibility.
- Focuses on harm done rather than only rule-breaking.
- Gives voice to the person harmed and others impacted by the harm.
- Utilizes collaborative problem-solving approaches.

**Third Parties such as the Carlton County Restorative Justice Program may be permitted to provide assistance in regards to restorative practices.**

In order to ensure a sound and safe school environment essential to learning, it is critical that certain expectations, policies, and procedures be observed in the school setting.

Students should display respect in attitude, behavior, and language. Halls and classrooms shall be kept clean and safe. **Our expectations are never intended to restrict individuals; rather they are intended to protect their rights.** Expectations should be followed whether or not a teacher is present.

As school staff/students, we have an obligation to maintain and protect the facility and its contents. **We must and will take this role seriously!**

## **Student Behavior Expectations of Wrenshall School**

***Be Prompt and Prepared*** ~ Be on time and arrive with appropriate materials, including assignments completed on time to help you be successful.

***Respect all Staff Members*** ~ Be an active listener and follow directions promptly. Accept responsibility for your behavior.

***Respect the Rights of Others*** ~ Use appropriate voices. Listen and do not interrupt the speaker. Respect the opinion and point of view of others. Respect individual differences and sensitivities and refrain from harassment.

***Respect Property*** ~ Respect the personal property of individuals. Treat school property, materials, and equipment with respect. Assist in maintaining a clean school and environment.

***Display a Concern for Learning*** ~ Remain on task. Respect the rights of others to remain on task and learn. Respect the right of the teacher to teach.



**Display Appropriate Social Skills** ~ Accept disagreement, constructive criticism, and compliments gracefully. Display courtesy. Display tact. Display a concern for others.

**Bullying** ~ A student is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying behavior will not be tolerated and is subject to an appropriate consequence up to expulsion.

**Examples of bullying behaviors:**

	<b>Direct Bullying</b>	<b>Indirect Bullying</b>
<b>Physical:</b>	hitting, kicking, shoving, spitting	getting another person to assault someone
<b>Verbal:</b>	taunting, teasing, racial slurs, verbal sexual harassment	spreading rumors
<b>Non-Verbal:</b>	threatening, obscene gestures, eye rolling, seat saving	deliberate exclusion from group activities, cyber bullying

**Responsibility for Safe Behavior**

Students are expected to be physically under control at all times to avoid injury to themselves and others; thus running in halls, rough play, fighting, etc. are prohibited!

**Referral Slips**

Instructional staff and administration will have these in their possession. Referral slips will be issued to students following acts of inappropriate behavior. The purpose is to:

- address inappropriate student behavior
- inform parents of inappropriate behavior exhibited by their child
- serve as documentation for repeated acts of inappropriate behavior
- serve as a referral to the school counselor, psychologist, or Principal
- serve as documentation of consequences administered to students
- serve as documentation for the Discipline Review Committee

**Law enforcement will be contacted**

- In the event of an assault (verbal or physical)
- In the event of a weapons violation
- In the event of tobacco/alcohol/drug violations
- When a law appears to have been broken
- In the event of significant theft
- In the event of significant vandalism
- In the event of disorderly conduct on school premises

**County Attorney’s Office will be contacted**

- In the event of excessive absenteeism/truancy

**STUDENT BULLYING PROHIBITION POLICY**

**BULLYING PROHIBITION – POLICY 514:** 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. AN act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student's property
3. placing a student in reasonable fear of harm to his or her person or property, or
4. creating a hostile educational environment for a student

Discipline procedures for a student found to be in violation of this policy may include, but are not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

\*This also includes cyber-bullying and other forms of bullying via the internet, and social networking applications.

### **IS IT BULLYING?**

**Rude**=Inadvertently saying or doing something that hurts someone else

**Mean** = Purposefully saying or doing something to hurt someone once (or maybe twice).

**Bullying** = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

### **STANDARDS OF CONDUCT**

Standards of conduct are developed to ensure the district's aim for high achievement and for safe and welcoming environments. Disciplinary policies within the high school shall be enforced within the general guidelines as set forth in the grid below and are designed to prevent student's inappropriate behavior from recurring.

These guidelines clearly describe the various administrative actions that may be taken for violations of the law and the school district standards of behavior. Behavioral incidents requiring Office Intervention will be documented as an "office discipline referral"

The listing of minimum guidelines does not require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a violation. However, there should be a logical relationship between the severity of the offense and the administrative action.

The intent of this section is to list the guidelines for minimum disciplinary actions for each violation.

Out-of-school suspension is used for the purpose of creating separation and safety during investigation and intervention planning in response to a behavioral incident. At all age levels, use of out-of-school suspension should be paired with environmental, instructional, and/or restorative intervention.

The following grid represents the majority of violations that occur in the schools, but other violations may occur which will warrant disciplinary action. The Principal's discretion regarding the enforcement of policy will be used when age, culture, and development/ability are factors in behavioral issues.

**ACADEMIC DISHONESTY**

A student shall not cheat in any form on school grounds or in any school-related activity. This includes plagiarizing (copying from print, the Internet, or other electronic resources, purchasing or copying another person’s work, and paraphrasing without citing the source).

<p><b>1st offense</b> Teacher conference with student; teacher discretion for consequences</p>	<p><b>2nd offense</b> Notification of parent(s) or guardian(s) and/or conference; teacher discretion for consequences</p>	<p><b>3rd offense</b> Administrative conference; consideration for loss of credit; consideration for 1-3 day(s) suspension and intervention</p>
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**ALCOHOL**

A student shall not possess, use, transmit, or be under the influence of alcoholic beverages of any kind: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. • In a school zone as defined by Minnesota Statutes.

<p><b>1st offense</b> Notification of parent(s) or guardian(s); notification of police or probation officer; 1 day suspension with consideration of 2-3 days suspension and intervention</p>	<p><b>2nd offense</b> 1-3 day(s) suspension and intervention</p>	<p><b>3rd offense</b> 3-5 days suspension and intervention; consideration for expulsion (fourth offense)</p>
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**ASSAULT**

“Assault” is acting to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another

<p><b>1st offense</b> Notification of parent(s) or guardian(s) and police or probation officer; 1-3 day(s) suspension and intervention</p>	<p><b>2nd offense</b> Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 3-5 days suspension and intervention</p>	<p><b>3rd offense</b> Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 3-5 days suspension and intervention; consideration for expulsion</p>
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**BULLYING**

Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: • There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and • The conduct is repeated or forms a pattern; or The conduct materially and substantially interferes with a student’s educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Note: Bullying and conflicts are different. Conflicts are to disagree, argue, or fight. Conflicts have an increased balance of power, are usually spontaneous, and mutual.

<p><b>1st offense</b> Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention; conference with parent(s) or guardian(s) if suspended</p>	<p><b>2nd offense</b> 1-3 day(s) suspension and intervention</p>	<p><b>3rd offense</b> 1-3 day(s) suspension and intervention</p>
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**CELLPHONE**

Students may not use cell phones or personal electronic mobile devices during class time unless it is determined by the teacher that it is required for curriculum/course content. The school will not be responsible for lost, damaged or stolen devices. School administration will not spend time investigating any lost or stolen electronic devices.

<p><b>1st offense</b> Teacher will follow classroom policy</p>	<p><b>2nd offense</b> Teacher will give the student a cell phone ticket; the student will turn in the ticket and phone to the principal’s office for the remainder of the day.</p>	<p><b>3rd offense</b> Notification to parent(s) or guardian(s);after school detention</p>
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**CONTROLLED SUBSTANCE (PRESCRIPTION)**

A student shall not possess, use, transmit or be under the influence of a controlled substance that is not prescribed to the student by a licensed healthcare professional: • In a school zone as defined by Minnesota Statutes immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation.

<p>1st offense- Notification of parent(s) or guardian(s); 1- 3 day(s) suspension and intervention; referral to building resources; mandatory notification of police; consideration for expulsion. NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first offense.</p>	<p>2nd offense- 3 days suspension and intervention; referral to building resources; consideration for expulsion</p>	<p>3rd offense- 3 days suspension and intervention; referral to building resources; consideration for expulsion</p>
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**CYBER BULLYING**

Cyber Bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data – including a post on a social network, website, or forum – that is transmitted through a computer, cell phone, or other electronic device.

<p><u>1st offense</u> Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention</p>	<p><u>2nd offense</u> 1-3 day(s) suspension and intervention</p>	<p><u>3rd offense</u> 5 days suspension and intervention; consideration for expulsion</p>
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**DISRUPTIVE/DISORDERLY CONDUCT AND INSUBORDINATION**

A student shall not participate in actions, on or off campus, that interfere with the rights of others to an education, instruction, and/or with the effective operations of the school. Such actions include but are not limited to: **Disruption:**

Any behavior that significantly interrupts the education, instruction or effective operations of the school and or classroom (and is not better coded as another behavior).

**Some examples of disruptive behavior include:** Offensive language or gestures, profanity, explosive outbursts or rage.

Leaving the classroom without permission or school grounds without proper authorization. Consensual intimate sexual behaviors. Distributing unauthorized materials on school property. Play-fighting, which can appear real and/or alarm students and staff and/or lead to real conflicts or injuries. Insubordination: Persistent refusal to follow school rules or regulations, persistent refusal to follow directions given by a staff member or persistent confrontational and aggressive arguing with a staff member.

<p><u>1st offense</u> Student conference; consideration for notification of parent(s) or guardian(s); consideration for 1-3 day(s) detention or suspension and intervention.</p>	<p><u>2nd offense</u> student conference; consideration for notification of parent(s) or guardian(s); consideration for 3-5 days suspension and intervention</p>	<p><u>3rd offense</u> Student conference; consideration for notification of parent(s) or guardian(s); consideration for 5 days suspension and intervention</p>
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**DRESS CODE**

Attire or personal grooming that presents a risk to health, safety, property, interferes with education, or violates harassment and violence is prohibited. Please refer to dress code policy

<p><u>1st offense</u> Student conference; Notification of parent(s) or guardian(s)</p>	<p><u>2nd offense</u> Notification of parent(s) or guardian(s)</p>	<p><u>3rd offense</u> Consideration for detention; Further offenses will result in consideration for detention or suspension and intervention</p>
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**FIGHTING**

“Fighting” is mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

<p><u>1st offense</u> Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 1-3 day(s) suspension and intervention</p>	<p><u>2nd offense</u> 3-5 days suspension and intervention</p>	<p><u>3rd offense</u> 3-5 days suspension and intervention; consideration for expulsion</p>
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**HARASSMENT**

Physical or verbal conduct that: Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment. Or, has the purpose or effect of substantially interfering with an individual's work, business, or academic performance. Harassment may be sexual, related to "protected groups" (Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute) or general.

<p><u>1st offense</u> Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention; consideration for filing a complaint with building administration</p>	<p><u>2nd offense</u> Consideration for 1-3 day(s) suspension and intervention; mandatory filing of a complaint with building administration</p>	<p><u>3rd offense</u> Consideration for 3-5 days suspension and intervention</p>
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**HAZING**

"Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. "Student organization" means a group, club, or organization having students as its primary members or participants. Hazing may be reported to any staff member or administrator

<p>1st offense Student conference; notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention</p>	<p>2nd offense Consideration for 3-5 days suspension and intervention</p>	<p>3rd offense Consideration for 5 days suspension and intervention</p>
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**ILLEGAL DRUGS**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicants of any kind, look-alike Inspire Brilliance 87 drugs, or substances that may have the appearance of an illegal substance, such as catnip, oregano, flour, saccharin, or other items or paraphernalia: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. • In a school zone as defined by Minnesota Statutes.

<p><u>1st offense</u> Notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention; referral to building resources; notification of police. NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion</p>	<p><u>2nd offense</u> 1-3 day(s) suspension and intervention; referral to building resources</p>	<p><u>3rd offense</u> 3-5 day suspension and intervention; consideration for expulsion</p>
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**MOTOR VEHICLE INFRACTIONS**

Parking - A student shall not park in an unauthorized area on school property or park on school property without a valid school permit, or violate any school district policy with his/her vehicle. 2. Reckless or Careless Driving - A student shall not drive on or near school property in such a manner as to endanger persons or property. 3. Student vehicles may not display or promote illegal activities or substances. This includes any symbols or graphics that are affiliated with hate groups (Example: confederate flag or swastika)

<p>1st offense consideration for loss of parking privileges and towing at owner's expense; consideration for suspension and intervention; consideration for notification of police and parent(s) or guardian(s)</p>	<p>2nd offense</p>	<p>3rd offense</p>
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**PHOTOGRAPHIC OR RECORDING DEVICE MISUSE**

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. Use of a device that incites or encourages violence is prohibited. This prohibition includes the distribution of a picture(s)/recording that impinges upon the personal privacy of another. Also included is the creation, possession, or dissemination of sexually explicit images, videos, text messages or emails, usually by digital medium. Receipt of inappropriate data should be reported to Administration immediately. Use of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process depending upon severity of violation. Upon investigation by administration evidence may be reported to law enforcement.

<p><u>1st offense</u> Notification of parent(s) or guardian(s) and/or consideration for 1 day suspension and intervention</p>	<p><u>2nd offense</u> Consideration for 3-5 days suspension and intervention</p>	<p><u>3rd offense</u> Consideration for 5 days suspension and intervention; Consideration for expulsion</p>
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**THEFT**

A student shall not intentionally take, use, transfer, conceal, or retain possession of personal property of another without the other's consent and with intent to deprive the owner permanently of possession of the personal property.

<p><u>1st offense</u> Notification of parent(s) or guardian(s) and police, or probation officer, if applicable; required restitution by parent(s) or guardian(s) and student; consideration for 1-3 day(s) suspension and intervention. Note: Simple Theft: Items valued at less than \$20; notification of parent(s) or guardian(s)</p>	<p><u>2nd offense</u> 3 days suspension and intervention; required restitution by parent(s) or guardian(s) and student; consideration for expulsion</p>	<p><u>3rd offense</u> 3-5 days suspension and intervention; required restitution by parent(s) or guardian(s) and student; consideration for expulsion</p>
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**TOBACCO**

Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. In addition, it is prohibited to have tobacco products or tobacco related devices in public sight while in or on school district facilities. Exception - (MN Statute 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support.

<p><u>1st offense</u> *Notification of parent(s) or guardian(s) Mandatory notification of police; student conference;</p>	<p><u>2nd offense</u> 1 day suspension and intervention</p>	<p><u>3rd offense</u> 1-3 day(s) suspension and intervention</p>
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**TRESPASSING**

A student shall not be physically present in a school building without permission, after being requested to leave by a school official, or after suspension or expulsion.

<p><u>1st offense</u> Student conference; notification of parent(s) or guardian(s) and police; consideration for 1-2 day(s) suspension and intervention</p>	<p><u>2nd offense</u> Consideration for 1-3 day(s) suspension and intervention</p>	<p><u>3rd offense</u> Consideration for 3-5 days suspension and intervention</p>
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**VANDALISM**

A student shall not willfully cut, deface, or otherwise damage in any way any property, real or personal. This includes school busses. 2. A fee will be charged for lost or destroyed textbooks, workbooks, library books or other school property

<p><u>1st offense</u> Consideration of restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 1-3 day(s) suspension and intervention</p>	<p><u>2nd offense</u> Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 3-5 days suspension and intervention</p>	<p><u>3rd offense</u> Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 5 days suspension and intervention</p>
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### **VERBAL ABUSE**

A student shall not engage in name calling, insults, or otherwise obscene or harmful language/comments directed at someone or a group of people. Note: Need to differentiate from threats, bullying, harassment, and disruption/insubordinate

<u>1st offense</u>	<u>2nd offense</u>	<u>3rd offense</u>
Parent(s) or guardian(s) conference; consideration for one (1) day suspension and intervention. <b>Note: Engaging in obscene or abusive language directed towards a staff member will result in automatic mandatory suspension and intervention</b>	2 days suspension and intervention	3 days suspension and intervention

### **Definitions of Interventions and Disciplinary Actions**

**DETENTION** - A student may be asked to stay in during lunch/recess, or remain after school by a teacher or principal for the purpose of correcting a violation. Reasonable attempts will be made to contact parent(s) or guardian(s) prior to implementation.

**IN-SCHOOL SUSPENSION (ISS)** - An action by school administration where a child is temporarily removed from his or her regular classroom(s) but remains under the direct supervision of school personnel.

**OFFICE INTERVENTION** - Any disciplinary intervention resulting from a violation of district standards of conduct applied by building administration.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - An action by school administration prohibiting a student from attending school for a period of no more than 10 days. Each suspension action may include a re-entry meeting and readmission plan.

**PARENT(S) OR GUARDIAN(S) CONFERENCE** - A parent(s) or guardian(s) conference is required if a student has committed a serious rule violation or has been suspended out of school. If a parent or guardian is unable to be present, the principal shall contact the parent(s) or guardian(s). **REFERRAL TO SCHOOL BEHAVIOR TEAM OR CHILD STUDY TEAM** - Wrenshall School uses a multi-tiered system of support. Students can be referred to a small school team for academic or social-emotional-behavioral interventions. The process varies a bit at each school but includes a brief meeting, determining an intervention, trying it for approximately 30 school days, and reviewing outcomes.

**REFERRAL TO COMMUNITY SERVICE(S)** - School staff may work with parents or guardians to support the consideration of accessing community services. The process of helping a family connect to a community service, sharing information (with permission), or making introductions to a community service are all part of a "referral".

### **DETENTION**

Restrictions from the classroom or other school related activities, lunch/recess detention, after school detention, Saturday school, in-school suspension, out-of-school suspension, and/or other consequences deemed appropriate will be administered for inappropriate behavior. **Detention for the high school will be served on predetermined weekdays from 3:30 p.m. to 5:00 p.m.** Students who fail to serve detention that they were assigned may be assigned an additional detention to serve on top of the original detention missed. Failure to attend detention/s may result in continued lunch detentions, I.S.S., or Saturday School until the detentions owed have been made up. Students with detention/s will also experience "Loss of Student Status" (See Below) and may be prevented from walking at graduation until their detention/s and/or consequences are made up. **Consequences do not go away and will roll over to the following year if they have not been served.**

#### **Detention Expectations:**

1. Show up by 3:30 and follow the directions of the detention supervisor
2. Bring homework to work on
3. No verbal or non-verbal communication or noise making
4. No food, beverages, or gum
5. No electronic devices/phones
6. No sleeping or resting eyes
7. No picture books or magazines unless they are related to school work (supervisors discretion)
8. No leaving the room or getting out of seat
9. No resting head, kicking feet up, or lying down
10. No drawing unless it is related to a school assignment.

## **IN-SCHOOL SUSPENSION**

If directed to report to I.S.S., a student must go directly to the main office after they arrive on school grounds and wait for an I.S.S. supervisor to come get them.

Once assigned, the student may have to spend a full seven class periods in I.S.S., completing the consequence the following day if necessary. He or she will not be permitted back to class until the consequence is served. On some occasions, multiple days of I.S.S. or a combination of I.S.S. and other consequences may be assigned.

### **In-School Suspension Rules**

1. Report to the office immediately after arriving on school grounds
2. No verbal or non-verbal communication
3. No food, beverages, or gum
4. No electronic devices/phones
5. No sleeping or resting eyes
6. No picture books or magazines unless they are related to school work (supervisors discretion)
7. No leaving the room or getting out leaving your seat unless approved by the I.S.S. supervisor
8. No resting head, kicking feet up, or lying down
9. No drawing unless related to a school assignment
10. Must have work to do or something to read
11. Listen, respect and follow all instructions of the I.S.S. supervisor (Other rules are at the discretion of the I.S.S. supervisor)

### **Other In-School Suspension Expectations Include:**

--No hall-time without an adult

--Students that are assigned I.S.S. will receive credit for work they complete in a timely manner (at the discretion of the teacher) that they missed due to their having served I.S.S.

--If a student fails or refuses to serve an assigned I.S.S., he or she will not return to classes until the full ISS has been completed in a manner acceptable to administration. In such cases, the student will receive no class credit for missed assignments and they will be marked absent unexcused. Additional consequences may be assigned including additional suspensions.

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

Students who are assigned out-of-school suspension are subject to the following academic considerations on the day(s) of the suspension:

1. The teacher may require make-up of work missed and/or compensatory assignments.
2. Chapter or larger tests may be made up under usual make-up arrangements.
3. Saturday School may be assigned.

It is the student's obligation to follow up on academic work missed during suspension.

Students under out-of-school suspension are restricted from school grounds and all school related events/activities during the period of the suspension.



## **LOSS OF STUDENT STATUS**

Any student receiving an after school detention or suspension will receive “Loss of Student Status.” “Loss of Student Status” includes, but is not limited to restrictions from attending: class trips, certain band/choir functions, school functions (games, dances, programs, plays, concerts, recreation/fun nights, etc.), and curricular/extracurricular activities in general.

A student that receives an after school detention, I.S.S., O.S.S., etc. will immediately receive “Loss of Student Status” and as a result, will not be able to attend or participate in any school related events on the day the consequence was issued. Furthermore, the “Loss of Student Status” will not be removed until all consequences owed are served and requirements fulfilled.

## **ALCOHOLIC / NON ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

No student or guest of a student shall possess, consume, or show evidence of having used an alcoholic beverage or illegal drug during the school day, while in the school building, on school grounds, on the bus, at the bus stop, or at any school activity, regardless of age. Minnesota State High School League (MSHSL) consequences will result and referral to a law enforcement agency and/or juvenile court may also be made. Students may not possess or consume non-alcoholic wines, wine coolers, or beer on school property, at school functions, at bus stops, or in transportation to or from school related functions.

## **SMOKING / TOBACCO PRODUCTS**

Student possession and/or use of tobacco products are prohibited in the school building, on school grounds, at bus stops, on the bus, or at school activities (home or away). Students may not have tobacco products or devices that are known to deliver nicotine or tobacco in lockers or on their person.

Possession or smoking in the school building, on school grounds, at the bus stop, on the bus, or at any school function (home or away) will result in referral to law enforcement as well as the Minnesota State High School League (MSHSL). A referral to a juvenile court may also be made. Additional consequences can also be given at the administration’s discretion.

## **DRUG-FREE & WEAPON-FREE ZONE**

**Drug-Free and Weapon-Free Zone:** Minnesota Law considers the school as a drug-free and weapon-free zone. The zone includes school grounds and extends one city block, or 300 feet, beyond the boundaries of school property.

The law is tough on anyone caught selling or possessing illegal drugs in this zone. The law is also tough on anyone caught possessing or using a dangerous weapon in this area.

Juveniles convicted of these crimes, who are at least 14 years old, can be treated as an adult and sentenced in an adult court.

## **SCHOOL WEAPONS POLICY**

Students are forbidden to possess any instrument, in school, on school grounds, at the bus stop, on the bus, or at a school-sponsored activity, that is a weapon or ammunition.

Weapons violations include any kind of weapon (loaded or unloaded) or ammunition on a person, inside their locker, or in their vehicle including **pocket knives, hunting rifles, bows, etc.**, and any other dangerous article or substance being unlawfully used as a weapon against another.

**Offense:** For students in grades K-12, possession of a weapon will result in the following action by the school authority:

1. Notification of the police
2. Confiscation of the weapon if feasible
3. An initial suspension of 5 days & a conference with parent/guardian prior to the student returning to school
4. A recommendation for expulsion may be made by the Superintendent

"Possession" is defined as having a weapon on one's person or in an area subject to one's control on school property, at the bus stop, on the bus, or at a school-sponsored activity.

\*\*\*If a student has accidentally brought a weapon or ammunition to school they are to turn it in immediately to administration or an adult supervisor if administration isn't available (i.e.- on the school bus). If it is determined that it was a complete accident, no one was threatened or harmed, and the student turned it in immediately upon discovering it, no consequences will be administered. All weapons and ammunition turned over will not be given back to the student and parents will be called to come pick it up.

### **EXPULSION FOR POSSESSION OF FIREARM**

The Minnesota State Crime Bill of 1995 states: A school board must expel, for a period of at least one year, a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purpose of this section, a firearm is defined in United States Code, title 18, section 921.

### **SAFETY HAZARD VIOLATIONS**

Potential safety hazards exist for students in the following areas:

1. *Fire alarms* - Students who tamper with or set off the fire alarm system will be suspended and turned over to the appropriate local authorities for prosecution.
2. *Fire crackers* - Possession or use of any firecrackers, smoke bombs, or any other pyrotechnical device in the building, at the bus stop, on the bus, on school grounds or at school activities is forbidden because of the health and safety of the student body. Violators will be turned over to the appropriate local authorities for prosecution.
3. *Firearms and knives* - Guns and knives are not permitted on school property and will be confiscated. Law enforcement may be called depending on the circumstances.
4. *Threats & Assault*- Students that threaten physical violence against any staff member or student or actually assault a staff member or student will be assigned appropriate consequences that may include suspension or expulsion.

### **WRENSHALL SCHOOL DISTRICT NO. 100's POLICY AGAINST HARASSMENT, HAZING, DISCRIMINATION, AND VIOLENCE**

Everyone at Wrenshall School District No. 100 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment (includes harassment because of sexual orientation), as well as hazing, and violence of any kind.

1. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following, when related to religion, race, or sex:
  - name calling, jokes, or rumors
  - graffiti
  - notes or cartoons
  - unwelcome touching of a person or clothing
  - offensive or graphic posters, book covers, clothing, etc.
  - any words or actions that make a student or staff member feel uncomfortable, embarrassed, or upset.
2. If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher, counselor, administrator, or the district's Human Rights Officer as soon as possible.
3. Students may also make a written report. It should be given to a teacher, counselor, administrator, or the district's Human Rights Officer.

4. A student's right to privacy will be respected as much as possible.
5. We take all reports of religious, racial, or sexual harassment or violence seriously and will take all appropriate actions based on your report
6. The school district will also take action if anyone tries to intimidate you or tries to take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available on the school district's website and in the district office upon request.

**HARASSMENT, HAZING, DISCRIMINATION, AND  
VIOLENCE ARE AGAINST THE LAW**

**RELIGIOUS, RACIAL, SEXUAL HARASSMENT / VIOLENCE  
REPORTING FORM**

Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student or employee of the school district, or third person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence should fill out this form and return it to the Principal or the designated Human Rights Officer.

\_\_\_\_\_  
NAME OF PERSON(S) IDENTIFIED AS HARASSING

\_\_\_\_\_  
NAME OF PERSON(S) REPORTING HARASSMENT

\_\_\_\_\_  
NAME OF PERSON(S) ALLEGEDLY BEING HARASSED

\_\_\_\_\_  
TODAY'S DATE

Brief description of what has taken place (who – what – where – when – how) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use back of form if necessary) SIGNATURE \_\_\_\_\_

**Contact:**  
Superintendent- Kimberly Belcastro- (218) 384-4274 ext. 2003  
or Principal Michelle Blanchard (218) 384-4274 ext. 2101

## HAZING

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of **HARM** to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

The complete policy on hazing is on file in the district office and can be found on the school’s website.

## COUNSELING/SCHOOL SOCIAL WORK SERVICES

Services offered at Wrenshall include social and emotional, academic, career counseling, and guidance. In addition, the counselor/school social worker can assist in referrals to other agencies. Students wishing to see the counselor/school social worker are encouraged to stop by and sign up for an appointment.

## SECTION 504

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance.

ISD #100 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under this Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

A complete 504 policy is on file in the district office. Please contact district administration for more information on this policy

## CHILD ABUSE AND NEGLECT REPORTING

School District employees are **required** to report evidence of child physical or sexual abuse, neglect, emotional maltreatment, or prenatal exposure to controlled substances. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

The district administration, school nurse, counselor, and/or reporter of the incident may discuss the situation with the child or youth and emphasize that the school is not interested in accusing or punishing anyone, but rather, is interested in helping ensure that the maltreatment does not continue.

Upon receiving a report of suspected neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances, the reporter of the incident must call the proper authorities within 24 hours. Each local social service agency and law enforcement agency has legal authority to interview at school, without parental consent, the alleged victim and any other minors who currently reside with or who have resided with the alleged perpetrator.

## **INSUBORDINATION**

A serious infraction in the school setting occurs when a student refuses to comply with a directive of one in authority. **ALL** adult staff members have been given the authority to direct students. If the student feels the request is unfair, they are still required to **comply**; then, they should bring the matter to the attention of the teacher, counselor, Principal or superintendent at a later time.

## **STUDENT DRESS CODE POLICY**

**Students are expected to dress appropriately for the public school setting at all times.**

### **Headgear:**

Students (boys and girls) are not to wear hats, bandanas, hoods, or other head coverings within the building during the school day unless there is a special event and permission has been granted. **Hats are to be taken off the moment a student enters the school, kept in lockers during the school day, and not to be worn until the student has left the school.** Head coverings may be confiscated if not kept in the locker.

### **Clothing:**

Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors and illegal on school property, will not be allowed.

Objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to any group, evidences of gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed.

Physically revealing clothing is also unacceptable in the school setting. **This includes, but is not limited to, spaghetti straps, halter tops, cut-out shirts, and clothing that reveals underwear or bare midriffs.**

When an item of clothing is determined by school staff to be inappropriate it will be reported to administration. If administration then determines the attire is inappropriate, the student will be expected to turn the clothing inside-out, change, or cover prior to continuing participation at school. The student will be asked to refrain from wearing such items in the future. Failure to comply or repeated offenses will result in disciplinary action.

### **Shoes**

Shoes are to be worn in the school setting at all times.

### **Sunglasses**

Sunglasses are not necessary in the school building and are not to be worn in class or during indoor school functions.

### **Gang Related Apparel**

The School District, in its desire to keep students free from threats or harmful influence of gangs or other violent groups, believes that apparel identified as "gang-related" can be reasonably construed as hazardous to the health and safety of the school environment.

Gang symbols, signs, slang, attire, and graffiti will not be allowed in the school setting. Students, staff, and parents who have evidence of these influences in our school should report the concern to school administration immediately.

Behavior or dress suspected as being gang related will be reported to the Sheriff's Department.

### **Chains, Extreme Jewelry, Etc.**

Heavy link chains may not be worn as a necklace, bracelet, belt, or wallet attachment. If it is determined that the chain is heavy enough to be used as a weapon or could jeopardize the safety of the student in possession or any other student or staff member, the student will be asked to remove the item and refrain from wearing the item in the future. Failure to comply or repeated offenses will result in disciplinary action.

Spike collars, chains, heavy locks, some rings/earrings or other extreme wear, will not be allowed if determined to be hazardous to health/safety or is considered to create a distraction to the educational process.

### **Blankets**

Blankets are not allowed in school.

## **PASSES**

### **Corridor Pass**

Permits are required for building movement except during scheduled passing time between classes. If you have been detained by a teacher and anticipate being tardy to your next class, request a pass from the detaining teacher.

### **Absence Admit Slip**

An absence admit slip (excused or unexcused) will be issued by the high school office after an absence or tardy and is required for admittance to class.

### **Out-of-Building Pass**

This pass is issued to the student from the high school office. It is issued to students leaving the building during school hours for special appointments (i.e. medical or dental appointments, illness, court appearance, driver's exams, etc.) Students and parents are encouraged to transact personal business at times other than the normal school day. During school hours, students must sign out when leaving and sign back in when returning to school. Students are not to leave before receiving this pass from the office. Anyone leaving the building without receiving this pass is subject to disciplinary action.

Routine errands and incidental personal business should also be conducted before or after school. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses.

## **CLOSED CAMPUS**

The Wrenshall School operates as a K-12 closed campus. Grades 7-12 students will remain inside the building and on school grounds from the time of arrival at school in the morning until the close of school in the afternoon.

Students must have permission from the office to go to their cars during the school day. Anyone caught outside the building without permission (even in the parking lot) may be subject to disciplinary consequences.

Students leaving the school building without receiving permission from the office will be unexcused and may face consequences for violating the district's closed campus policy. Furthermore, parents/guardians cannot excuse these absences after the fact.

Students should be responsible and bring all items they will need for school, practice, games, contests, events, etc. to school on time. Students should not be leaving school early (For any amount of time) to retrieve items, get food, etc. These absences violate the school's closed campus policy and are not allowed by the school nor will they be

approved as excused absences. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses. Students that willfully break the school's closed campus policy, even with parent approval, may be subject to ineligibility in the upcoming game, contest, or event and may face other disciplinary measures.

### **LOCKERS AND LOCKS**

Students will be assigned a locker on the first day of school. Students are not to change lockers without approval. If the need to change lockers exists, students are expected to make the request with the Dean of Students or the main office. Students are expected to keep their lockers locked at all times as they are responsible for anything in the locker they were assigned. The school will sometimes sell locks for students to use.

### **LOCKER CONTENT / SECURITY**

It is suggested that students not keep valuable items or large sums of money in their locker. Students do have the opportunity to store valuables or money in the main office if they wish. The school is not responsible for any theft.

### **LOCKER DECORATIONS**

Many students choose to decorate the inside of their lockers. Pictures, posters, or other decorations should reflect the same expectations as the student dress policy. The student should refrain from posting items or photos advertising alcohol, drugs, or tobacco. Furthermore, students should also refrain from posting items or photos that are sexually suggestive, or contain inappropriate language. Physically revealing pictures or posters are also unacceptable. The student will have one opportunity to remove such items. Non-compliance or repeated behavior will lead to school officials taking action to remove the inappropriate material and possible disciplinary action.

Writing on the outside of lockers is not permitted and it will be the responsibility of the student who uses the locker to remove the graffiti.

### **LOCKER SEARCHES**

It is the policy of the State of Minnesota that: 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 students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker 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 must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **BACKPACKS**

Backpacks will **NOT** be allowed in the classrooms. They must be left in the student's locker, unless arrangements have been made with a teacher or administrator. If a backpack is brought to the classroom and there is a drug dog search, the bag must be left in the room.

### **BUS TRANSPORTATION**

All students are entitled to be emotionally and physically safe while being transported to and from school. Certain laws and regulations govern the operation of school buses. Minnesota Statute, section 123.7991 lists as one of seven concepts that: *Transportation by school bus is a privilege, not a right.* Safety on the buses is our prime consideration and thus riding privileges can be revoked.

Cooperation and appropriate, safe behavior on the bus is expected of all students.

### **Bus Rider Policy**

1. The bus driver is in complete charge while on the bus
2. All riders shall remain seated when the bus is in motion and keep head, hands, arms, etc. inside the bus.
3. Scuffling, fighting, and obscene language are forbidden.
4. Bus riders will not litter the bus with food or other debris.
5. Damage to the bus other than regular usage will be paid for by the persons responsible.
6. Students must be at the designated loading site at the scheduled times.
7. Students must follow the recommended procedure when crossing the roadway.
8. Students must wait until the bus comes to a complete stop before stepping off the curb to board.
9. Students are to get on the bus at their designated stops and not get off before arriving at school.
10. Students going home may get off the bus at another designated destination only with a parent/guardian note initialed by one of the administration.
11. Because busses are loaded to capacity in the mornings, students will not be allowed to bring friends and/or guests on the busses. If you have an overnight guest on a school night, you are responsible for their transportation to school the next morning. Evening routes allow for prearranged guests because of after school activities.
12. Every bus rider must abide by these rules or jeopardize their right to ride the bus.
13. Bus drivers will report all misconduct to the Principal and parents/guardians will be notified of the misconduct.

### **Consequences for Misbehavior on the Bus**

1. **1st Infraction:** Students will be warned about their behavior and parents will be notified.
2. **2nd Infraction:** Possible parent conference (Depending on the circumstances, the student may not be allowed to ride the bus until this occurs). If a parent conference is deemed unnecessary, parents will be notified of the behavior
3. **3rd Infraction:** Bus Suspension until the student and parents meet with school officials and consequences are completed. Students may also receive "Loss of Student Status" until consequences are completed.
4. **4th Infraction and Beyond:** Any additional misbehavior may result in bus suspensions of increased length or riding privileges being revoked.

**\*The administration reserves the right to skip any of the above steps depending on the severity of the infraction/s. This will be handled at the discretion of school administration.**

### **Fan Bus**

Students in high school will be taken to selected conference and district athletic contests for cost. The following rules will prevail:

1. Fan bus trips will be posted in the bulletins. Students must register and pay the transportation charge in advance of the event. Students may register in the main office during the school day.
2. Students riding a school bus to any school-sponsored event are reminded they are to ride the bus both ways. The only exception is if a parent or guardian has contacted the bus driver and wishes to take their son or daughter home. Students may not ride home with anyone but their parents or guardian.
3. All bus transportation rules/expectations will apply.



## BREAKFAST PROGRAM

**\*For the 21-22 school year all breakfast and lunch are free for students**

Breakfast is available to students who wish to eat at school in the morning and will be available in their classrooms for 7-12th. Students who qualify for free or reduced lunch, also qualify for free or reduced breakfast.

## LUNCH PROGRAM

The purpose of the school lunch program is to provide a well-balanced meal at a reasonable cost. School Lunches are to be prepaid through the district office secretary. Students are not allowed to bill on another student's account.

All lunches and beverages are to be consumed in the cafeteria. The only exception to this rule is high school students which are allowed to eat in the commons as long as they keep the area clean of garbage and spills. The student is responsible for discarding unused food, wrappers, and containers, and for returning trays and utensils to the washing station.

The school hot lunch program provides balanced nutritional meals for students K-12. Menus are planned using Federal guidelines and standards.

Menus are posted in strategic areas of the building for the convenience of our students. In addition, the district/community news publication, *IMAGES*, provides lunch menus monthly.

Billing ~ **All lunches and breakfasts will be on a pre-pay basis.** Think of it as a checking account. Whenever your child eats hot lunch or breakfast, the computer will deduct the proper amount from his/her account. When your child's account runs out of money, he or she will be given an alternative meal option. Accounts may be checked through Parent Portal. Bills will not be sent to the home. Notices will periodically be sent if a lunch account balance is in the negative.

**All students who eat school breakfasts/lunches must pre-pay for the breakfasts/lunches. If a student does not intend to eat school lunch or has not prepaid for a lunch, the student should bring a bag lunch.**

**\*In order to prevent food waste or shortages, it is the student's responsibility to sign up for a hot lunch or salad bar at the beginning of their 1<sup>st</sup> hour class. If a student is late to school, it is their responsibility to check in with the main office secretary and let him or her know whether they will be eating hot lunch or salad bar. Anyone that doesn't register in a timely manner will be served last and it may result in them not getting what they wanted.**

### Prices:

	<u>Elementary</u>	<u>High School</u>
Breakfast	\$1.25 (Kindergarten- Free)	\$1.25
Lunch	\$2.60	\$2.70
Reduced Breakfast	no charge	no charge
Reduced Lunch	no charge	no charge

**Milk Prices:** Extra milk/juice will be 45¢ for each 1/2-pint container

If you have questions regarding your lunch account, please contact the administrative assistant in the district office at 384-4274 ext: 2006.

## MORNING, NOON & OPEN GYM

Expectations for student participation in noon and morning gym will be set by the monitoring supervisor. Students using the gym must wear appropriate gym shoes and respect the facilities and all equipment. There must also be an adult supervisor (Approved by the school) present during any open gym.

The school may provide basketballs. Students are not allowed to remove any school equipment from the gym unless checked out by a coach, supervisor, or the Principal.

## MAIN ENTRY / MAIN LOBBY / COMMONS

Students are asked to refrain from gathering on the sidewalk and/or stairway outside the main entry. In addition, the lobby areas should not be congested prior to morning classes or during noon hour. Alternative gathering sites may include the gym lobby, commons, or appropriate hallways. Student cooperation in this effort will be greatly appreciated.

Students are prohibited from opening doors coming into the school for any students, staff, or guests (even if they know them) during the school day. All people entering the building after the school is in lockdown (Approximately at 8:20 a.m.) must be buzzed in by office staff. Students that are in violation of this may face consequences. Please keep in mind this rule is in place to protect the safety of all students and staff.

The student commons in the high school music wing has been designated as a quiet area. Students are encouraged to use this area for reading, study, and casual socialization when the time is appropriate and when permission has been given.

## TEACHING ASSISTANTS

Students may opt to serve as teaching assistants each semester. Teaching assistants must be responsible students who will report to the teacher or staff member promptly during the class time assigned. To be considered for a TA position, students must have at least a 2.5 GPA. Students will receive a pass/fail grade from the assigned teacher. Students may earn a **maximum of 4 credits** for being assigned a teacher assistant during their four years of high school.

## PARKING LOT

Students are to comply with the parking pattern established by painted lines in the lot. With the increased number of students driving, space is limited; therefore diagonal parking or not parking between the lines is unacceptable. Students will be given fair warning if they are out of compliance. Repeat offenses may result in the inability to park on school grounds or possibly even lead to the vehicle being towed at the owner's expense.

The parking lot is off limits to students as a gathering place during school hours and over the noon hour. If you break the closed campus rule and leave campus in your vehicle without permission you may lose the right to park in the school parking lot.

If you park in any school parking lot, or on school property, your vehicle may be exposed to the drug dog that visits the school periodically.

## **STUDENT DRIVING**

**All student drivers are required to fill out the Wrenshall Student parking pass. (Located in the back of the handbook. This should be read and signed by both student and parent/guardian.** Students who choose to drive to school are expected to drive with caution in the area of the School Zone. This is obviously in consideration for the safety of all in a busy traffic/pedestrian area.

Consequences for not complying with this request may include detention, suspension, parent conferences, losing the ability to park in the school parking lot, and/or referral to local law enforcement.

1. All drivers should operate their vehicles with caution in the School Zone.
2. Students may not drive vehicles while on school-sponsored trips or to or from vocational or paired/shared classes without the prior approval of the school administration.
3. Students are not to sit in, visit at, drive, or ride in motor vehicles during the school day (includes noon hour).
4. Student parking is provided in the lot across the street from the school's main entry. **The first two rows of parking spaces closest to the school are reserved for school staff and visitors only.**

Other directives/changes regarding student parking may be communicated during the school year based on need.

## **BEVERAGE POLICY**

There are beverage machines where soft drinks and fruit juices and water may be purchased. Students are responsible for monitoring litter and spills. A beverage violation occurs when a container is not disposed of properly or a spill is not cleaned up. Consuming a beverage in a computer lab will automatically become a beverage violation. When three or more violations occur in a day, the beverage machines will be turned off the following day. All beverage violations should be reported to the Principal

## **CHANGE**

Change will **not** be available in either the main office, the district office, or the business manager's office. Checks will also not be cashed. Students who use the pop machines should come to school with proper change.

## **TELEPHONES AND MESSAGES**

The office telephone is a business phone and will be used by students **only when necessary as determined by main office personnel**. Students will be called from class to receive **emergency messages only**. A common goal of teachers and parents is to develop in each child a sense of responsibility. We discourage and will limit calls home for items students have forgotten unless it is deemed essential by the child's teacher. Office phone use should be limited to matters affecting health and safety.

**Parents/guardians are asked to leave messages and not text students during school hours and not request students be pulled from class except in the case of an emergency.**

## **CELL PHONES & COMMUNICATION DEVICES**

Students are strongly encouraged to leave cell phones at home or locked up in their locker. However, if they decide to bring cell phones to class, they must turn them off upon entering the room and place them face down on their desk where they should remain until the end of class unless permission to use it is granted by the teacher/supervisor. Texting, phone calls, gaming, and use of phones are not allowed during class time (This includes all areas on school grounds- i.e. the hallways, bathrooms, etc.) without proper approval and then should only be used in the manner requested. For violations please refer to cell phone student codes of conduct.

**Picture phones are prohibited in locker rooms in compliance with MSHSL rules.**

**Classroom teachers reserve the right to follow their own classroom policies regarding device usage.**

**Students bringing communication devices to school should recognize the risk of theft. The school is not responsible for stolen property.**

## **AUDIO/VIDEO DEVICES**

Students may operate iPods, MP3 players, radios, tape players, CD players, and any similar devices only with headphones and only in the following circumstances: on the bus to and from school; in school prior to the start of classes in the morning, and after school.

Violations of the aforementioned policy will result in the same consequences as cell phone violations (See “Communication Devices”)

Classroom teachers reserve the right to follow their own classroom policies regarding device usage.

Students bringing audio/video devices to school should recognize the risk of theft. The school is not responsible for stolen property.

## **TEXTBOOKS, LIBRARY BOOKS, LUNCH ACCT. FINES/BILLS, NEGATIVE ACCOUNT BALANCES, ETC.**

Wrenshall students are provided with textbooks, reference books, workbooks, and a wide selection of library books. These should be treated with care to assure the future availability to other students. Students and parents are responsible for the care of the books issued to them and will be expected to pay fines up to the cost of replacement for lost or damaged books. Costs of new textbooks range from \$30 to over \$100 (An effort will be made to purchase used replacement texts). Students that lose textbooks may be required to pay replacement costs or their parents may be required to pay replacement costs before another text is issued.

Students that lose library books may be required to replace the missing books or their parents may be required to replace the missing books before they are allowed to take out additional library books.

It is the teacher’s discretion if classroom books need to be covered. Book covers should be replaced when the condition is such that it no longer protects the book. We would appreciate parent assistance in keeping student textbooks covered.

**Any fines, bills, or accounts must be paid in a timely manner or a student may be subject to loss of student status and may be prevented from walking during graduation.**

## **VALUABLES**

Students are encouraged to leave valuables and large sums of money at home. Student lockers and locker rooms are unfortunately not the most secure places in a building with so many people. Please consult with office staff if you wish to have items placed in safe keeping for the day.

## **THEFTS**

All thefts should be reported to school staff or administration immediately. **The school cannot and will not assume responsibility for theft of personal property.**

## **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection such as kissing, embracing, sitting on laps etc. are not acceptable in or around the school. Such behaviors may result in consequences deemed appropriate by the Principal. **It is expected that students and faculty will share in establishing an environment that encourages desirable school friendships.**

## **SCHOOL CLOSING & EMERGENCY ANNOUNCEMENTS**

Emergency school closings, information on late starts, etc. are broadcast over area television and radio stations. These stations are notified as soon as possible that school will be closed or delayed. **No announcement means school is in session.**

**Parents/guardians should arrange for and thoroughly discuss with their child what should be done if they are transported home early due to an emergency.** In addition, the school strongly encourages parents/guardians to have emergency transportation plans on file for each child.

**Please tune into one of the following stations and refrain from calling the school:**

**Radio - AM**  
KDAL 610 AM

**Radio – FM**  
KDAL 95.7 FM

**TV**  
KDLH Channel 3  
KBJR Channel 6  
WDIO Channel 10

The Instant Alert telephone notification system will also be utilized to inform families of any changes in the school day and to announce any other pertinent information.

### **FIRE/TORNADO/LOCKDOWN DRILLS**

Fire, tornado, and lockdown drills at regular intervals are required by law and are an important safety precaution to help ensure the safety of our students. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route or goes to their assigned spots as quickly and orderly as possible. The teacher in each classroom will give students proper instructions on how to carry out the drill. Students misbehaving or disrupting these drills will be subject to disciplinary consequences.

### **LOST AND FOUND**

Many of our students possess the same brand and/or color of jackets, snow pants, boots, backpacks, athletic gear, balls, etc. Labeling of personal items will minimize confusion in locating owners of lost items. Please label your child's possessions.

Items that have been turned in as lost will be kept in the lost and found which is located at the bottom of the elementary staircase next to the cafeteria. Each year numerous items from lost and found are unclaimed. Items left in lost and found for three weeks will be given to a local charity due to the lack of storage space. Students should check in the main office to recover lost textbooks or items of value.

### **VISITORS**

Any persons other than Wrenshall High School students, staff, or school board personnel, are regarded as visitors and must report to the main office for clearance before going anywhere in the building or on school grounds. This request is for the safety of our students.

If a parent arrives to pick up a student, he or she should report to the office and one of the office staff will go to the classroom to get the child. Parents should **not** go directly to the classroom.

No student guests will be allowed due to security and liability issues.

### **PETS**

If you would like to share a family pet with the class, please contact the teacher in advance to arrange for the visit. Once you arrive at school with the pet, be sure to have control over it at all times. A large group of excited children can cause some unusual reactions in pets. We generally ask parents/guardians to return the pet home with them on the same trip. Any extended stay for the pet should be pre-arranged with the classroom teacher.

**Unless the pet is part of a show and tell or a medical necessity, there should be no pets brought into the building or onto school grounds to protect the safety of our staff and students.**

Parents bringing pets are not to go directly to the classroom and are still required to first check in to the main office.

### **SCHOOL SUPPLIES**

Please bring notebooks, folders, pencils for your 7 classes and a lock for your locker. Teachers may also require other supplies. Please bring tennis shoes for outdoor or indoor gym class. Your backpack must be kept in your locker during the day.

### **CHANGE OF ADDRESS**

Changes of address, telephone number, or emergency information during the school year should be reported to the main office as soon as possible so that emergency forms and instant alert information can be updated.

### **COMPUTER ROOMS**

Our computer rooms are equipped with expensive and delicate machines. The rooms have also been furnished for the students' comfort. Please treat these areas with care. **Food and drink are prohibited in the computer rooms.** Any beverage consumed in a computer lab will result in a beverage violation. Responsible behavior in this area is expected. As the computer room is considered a classroom, all other classroom expectations apply.

### **COMPUTER USE / INTERNET**

Wrenshall students are provided the opportunity to access the Internet for educational research and information. Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Unless parents/guardians specifically request their child not to have Internet access (See Denial of Access Form), the school district will allow student access to the Internet.

The Computer and Internet Acceptable Use Policy establishes the policies and guidelines for acceptable, responsible, and safe use of the Wrenshall School District's technology resources. Violation of the policy, or any other inappropriate use of the system, may result in computer and/or Internet privileges being revoked. In addition, disciplinary action, and/or legal action may be taken.

## **APPENDIX**

### **Computer and Internet Acceptable Use Policy**

#### **PURPOSE**

The intent of this policy is to establish policies and guidelines for acceptable and safe use of the Wrenshall School District technology resources by students, staff, and any other users. Technology resources include all data, video, and telecommunication equipment and systems, including but not limited to computers, networks, Internet resources, printers, scanners, cameras, projectors, and telephones. This policy complies with guidelines of the Children's Internet Protection Act (CIPA) and other applicable federal and state regulations including FERPA-Family Education Rights and Privacy Act.

#### **GENERAL STATEMENT OF POLICY**

Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Access to the Internet enables students and employees to explore thousands of libraries, databases, and other information resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its proper use. Unless parents/guardians specifically request their child not to have Internet access, the school district will allow student access to the Internet.

## **RESPONSIBLE & ETHICAL USE**

### **A. Expectations and Responsibilities**

1. Use of school district Internet access is limited to educational purposes such as research, class assignments, instruction, collaborative educational projects, and professional development.
2. Users will protect their individual accounts by keeping passwords secure, not using another person's account, and reporting any computer account or security problems to a teacher, technology staff, administrator, supervisor, or other appropriate authority.
3. Users will respect the legal protection provided by copyright, trademark, and licenses.
4. All users will use school district services and facilities in a manner that does not interfere with or disrupt other network users, services, or equipment.
5. Users storing data and information on district diskettes, hard drives, or servers do so at their own risk. The district will not be responsible for any loss of data, assignments, or projects.
6. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the district's Internet access accounts.
7. Users will be polite, appropriate, and adhere to all generally accepted standards of courtesy and etiquette.
8. If a user inadvertently accesses unacceptable material or an unacceptable Internet site, the user should immediately notify the most immediate teacher, supervisor, tech director, or administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.
9. The School district does not support personal equipment. Users will not install any personal equipment or software on any district owned device or systems.

### **B. Unacceptable Uses and Restrictions**

1. Users will not 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. materials with 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 could cause damage, danger, or disruption to the educational process; or
  - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or may constitute harassment or discrimination.
2. Users will not 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, access codes, passwords, labeled photographs, any information that would make the individual's identity easily traceable, and any unauthorized disclosure, use, or dissemination of personal information regarding minors.
  - a. This includes, but is not limited to, any use or accessing of online social networking sites or social chat sites.
3. Users will not attempt to gain unauthorized access to the school district systems or any other

system (“hacking”) through the school district system.

4. Users will not knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
  5. Users will not attempt to login through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user.
  6. Users will not violate copyright laws or usage licensing agreements, or otherwise use another person’s intellectual property without the person’s prior approval or proper citation. This includes the downloading, copying, or exchanging of pirated Software or music to or from any School computer, and plagiarizing works found on the Internet.
  7. Users will not vandalize, damage, disable, or physically abuse the property of the school district, another person, or organization.
  8. Users will not access or attempt to gain access to unauthorized information or another person’s materials, information, or files without the direct permission of that person.
  9. Users will not knowingly waste school district technology resources and supplies including the printing of any information or images that are not for assigned School projects or purposes.
  10. Users will not purposefully interfere or disrupt school district technology equipment, software, or systems, which includes but is not limited to:
    - a. deliberately crashing machine(s);
    - b. spreading computer viruses, worms, or other malicious software (malware);
    - c. unauthorized security probing or evaluation activities;
    - d. wide-scale distribution of messages to forums or mailing lists unrelated to current classroom or school district topics.
  11. Users will not engage in any illegal act or violate any local, state, or federal statutes.
  12. Users will not use school district Internet access or accounts for unauthorized commercial use and/or financial gain unrelated to the mission of the School district.
- C. **Vandalism and harassment will not be tolerated.** Any instances of vandalism or harassment will result in the consequences listed in this policy or the Wrenshall Student Handbook.

*Vandalism* is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, school district, or other networks that are connected to the school district network. This includes, but is not limited to, the uploading or creating of computer viruses.

*Harassment* is defined as the persistent unwanted annoyance of another user, or the interference in any way of another user’s work.

## STUDENT EMAIL

- A. The school district provides student email accounts for educational purposes only. Provided email is limited in scope depending on student grade level.
  - Grades PK-6 can only send or receive emails from teachers and staff.



- Grades 7-9 will receive district email addresses only. These students will not be able to email persons outside of the district, including parents/guardians.
  - Grades 10-12 will receive fully functioning email addresses. These students will be able to email persons inside and outside of the district, including parents/ guardians.
- B. Student email communications are intended for educational purposes only. All email accounts belong to the school district and students are granted access at the sole discretion of the school district staff. All email communications are subject to monitoring for acceptable use.
- C. Students shall use their district provided email account for educational purposes only. Students should not use this account for personal uses including, but not limited to, private social networking, online dating, blogging, etc.
- D. Students are *not* allowed to access their personal email accounts from school computers.

### **LEARNING MANAGEMENT SYSTEM**

The school district utilizes a Learning Management System (LMS) to facilitate student collaboration and create a 21st century learning environment (Not all teachers use it). Students will be able to receive and turn in some assignments through the LMS. Parents may be able to access student work online by requesting a user account for Infinite Campus through the district Technology Director. Persons not listed in the student's official school file as parents or guardians will not be granted access.

### **CONSEQUENCES**

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 computer use or access privileges;
- payment for damages and repairs;
- discipline under other appropriate school district policies, including Suspension;
- suspension or termination of employment; or
- civil or criminal liability under other applicable laws.

### **FILTERING**

With respect to any of its computers with Internet access, the school district will monitor the online activities of minors 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.

*Harmful to minors* means any picture, image, graphic image file, or other visual depiction that:

- a) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, and/or other private bodily functions;
- b) 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
- c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

4. The district is obligated to monitor and/or review filtering activities.

5. The district implements several methods to help protect the network from harmful viruses and reduce the amount of spam email (email filter, firewalls etc.) A privacy disclaimer is attached to all outgoing email messages. All of these methods address the need to keep our system operational and protect the district from lawsuits.

### **LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the 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 and individual computers.
- B. Routine maintenance and monitoring of the School district's computer system may lead to a discovery that a user has violated a policy or the law.
- C. The technology network and equipment is owned and operated by the school district for the express use of staff and students in education-related activities. The district retains the right to monitor activity of users.
- D. An individual investigation or search may be conducted if the school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy. In addition, data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under state and federal law.
- E. Parents have the right to request to review the contents of their child's files. Parents have the right to request the termination of their child's computer access at any time.
- 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.
- G. The school district will cooperate fully with any legal requirements of any Federal Freedom of Information Act request, Family Educational Rights and Privacy Act (FERPA) request or Minnesota Data Practices Act request.

### **LIMITATION ON SCHOOL DISTRICT LIABILITY**

Wrenshall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically. Use of the school district computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including but not limited to: loss, damage, or unavailability of data stored on the district's diskettes, tapes, hard drives, mailboxes, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district computer system. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all technology, telecommunication systems, Internet, or computer use.

### **INTERNET USE AGREEMENT**

- A. The purpose 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 district.
- B. The school district will assume children have permission to use the Internet unless a signed Denial of Access Form (attached) is returned to the school. The form must be filed in the school office.
- C. If the Denial of Access form is not signed and returned, acceptance of all terms and conditions in this policy is implied.

**Wrenshall Public Schools**  
**DENIAL OF ACCESS FORM**

Please complete, sign, and return this form only if you ***DO NOT*** want your child/children to have access to the Internet.

Dear Parents or Guardians:

Access to the Internet has become a standard teaching tool that enables students to explore thousands of libraries, databases, and other resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The Wrenshall Public Schools will assume your child has your permission to use the Internet unless this form is returned to the School's main office.

The School district has taken precautions to attempt to limit access to inappropriate or offensive materials with educational filters. However with changing web addresses and site titles, it is impossible for the district to restrict access to all inappropriate or offensive materials at all times, If you or your child finds a site that is inappropriate or offensive to you, please report the site address to your child's teacher, the library media specialist, technology coordinator, or Principal.

Teachers and staff will use this document to monitor the parent's requests. Please be aware, however, that the Internet is used extensively for research including access to district purchased databases. If you return this form, your child/children's use of technology resources will be limited to word processing, specific computer applications, and other non-electronic resources.

I, \_\_\_\_\_ (print name), do not want my child/children to have access to the Internet.

Please list the children you do not wish to have access to the Internet, along with their grade. Return this form to the school's main office.

Children's Names	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian's Signature

Date

This restriction will remain in effect until the parent/guardian requests a release of access denial for their child/children in writing to the building Principal.

## **PARENT CONCERNS AND QUESTIONS PROTOCOL**

If you have a concern or question, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow the chain of command in our school. Here is a list of the steps to follow in order:

1. Talk to the staff member directly involved (bus driver, teacher, paraprofessional, coach, etc.)
2. If not resolved, contact the Principal
3. If not resolved, contact the Superintendent
4. If not resolved, contact the School Board

We do understand there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

### **Wrenshall School Board**

<b>Jack Eudy</b>	<b>Board Chair</b>
<b>Misty Bergman</b>	<b>Vice Chair</b>
<b>Nicole Krisak</b>	<b>Board Treasurer</b>
<b>Deb Washnesky</b>	<b>Board Clerk</b>
<b>Alice Kloepfer</b>	<b>Board Member</b>
<b>Cindy Bourne</b>	<b>Member</b>

## Wrenshall Student Parking 21-22

**In an effort to increase safety measures for students who drive a vehicle to school a parking form needs to be on file (Please submit to Josie)**

**Please read over the student handbook rules as listed below.**

Students who choose to drive to school are expected to drive with caution in the area of the School Zone. This is obviously in consideration for the safety of all in a busy traffic/pedestrian area.

Consequences for not complying with this request may include detention, suspension, parent conferences, losing the ability to park in the school parking lot, and/or referral to local law enforcement.

1. All drivers should operate their vehicles with caution in the School Zone.
2. Students may not drive vehicles while on school-sponsored trips or to or from vocational or paired/shared classes without the prior approval of the school administration.
3. Students are not to sit in, visit at, drive, or ride in motor vehicles during the school day (includes noon hour).
4. The parking lot is off limits to students as a gathering place during school hours and over the noon hour. If you break the closed campus rule and leave campus in your vehicle without permission you may lose the right to park in the school parking lot.
5. If you park in any school parking lot, or on school property, your vehicle may be exposed to the drug dog that visits the school periodically.
6. Student parking will be allowed to park in the main lot. **\* Once construction is completed students will begin parking in the new multipurpose space (old pool parking) lot.**

**Other directives/changes regarding student parking may be communicated during the school year based on need.**

**Student Name** \_\_\_\_\_

**Car Make and Model** \_\_\_\_\_

**License Plate Number** \_\_\_\_\_

**I have read and understand the Student Parking Policy and will follow all expectations listed.**

**Signed Student** \_\_\_\_\_

**Signed Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_