

# Student/Parent Handbook for Students in Grades 6 - 12

2025-2026

*School Board approved 8.12.24*



## **PRINCIPAL'S FOREWORD TO PARENTS AND STUDENTS**

Dear Parents and Students:

On behalf of the faculty and staff, I am pleased to welcome you to the new school year. Join us in our efforts to expand that “***Wolf Pride***” throughout our classrooms and extra-curricular events.

This handbook has been developed to give you a better understanding of the policies of Walker-Hackensack-Akeley School District 113 and the W-H-A Middle/High School’s procedures for working with those policies. Our goal is to provide a safe, respectful, and productive learning environment in which students can thrive. In an effort to do this it is essential that all staff, students and parents understand our expectations so that we can work together to help our students grow and succeed personally and academically. I encourage you to make success a habit for yourself by making good choices every day. Read the handbook carefully. This handbook can’t address all issues that might take place in school but it does provide information on most of our policies and procedures. Let me know if you have any questions or concerns. All District Policies can be found on the district’s website at [www.wha.k12.mn.us](http://www.wha.k12.mn.us). On another note: I urge you to get involved and participate in your school. Whether in sports, fine arts or other extra-curricular activities, your experience at W-H-A Middle/High School will be much more memorable and enjoyable if you get involved.

Julie Granberg  
MS/HS Principal  
Walker-Hackensack-Akeley Schools

## **WHA MISSION STATEMENT**

“Walker Hackensack Akeley School is a safe, caring environment where all students learn to become productive citizens and lifelong learners”

*\*It is our intention that decisions and policies made in the WHA district must reflect the philosophy of our vision statement.*

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[\*] *Notice required by statute*

[\*\*] *Notice required by policy*

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[\*] Notice required by statute

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## PART I GENERAL INFORMATION

### ARRIVAL AND DISMISSAL HOURS

Students, parents and all visitors are asked to enter through DOOR #1, our main doors. Students are asked not to come into the building before 8:10 a.m. Students must remain in the commons area until the first bell of the day. Students are asked to be out of the building by 3:30 P.M. unless they are scheduled to be under the direction of a faculty member. Students are encouraged not to drive to school. Those that do, cannot use their vehicle during the school day without approval. Students may park on the street as laws permit. Student cars found parked in locations reserved for staff, visitors or the handicapped will be ticketed and/or towed. Students who are provided bus transportation are requested not to drive to school. When students arrive on the school bus, they are required to remain on school grounds until school begins.

### CALENDAR

2025-2026



Board Approved 1/13/25

IMPORTANT DATES

Aug. 5-6	New Teacher Workshop
Aug. 25-28	Teacher in Service-No Students
Sept. 01	Labor Day-No School
Sept. 02	First Day of School (6-12th)
Sept. 04	First Day of School (1-5th)
Sept. 08	First Day of School (PreK-K)
Oct. 01	Early Out
Oct. 15	Teacher in Service-No Students
Oct. 16-17	MEA Break-No School
Nov. 03	1st Day of Qtr
Nov. 05	Early Out
Nov. 07	Teacher in Service-No Students
Nov. 6 & 11	Parent Teacher Conf. (3:30-7:30 pm)
Nov.27-28	Thanksgiving Break-No School
Dec. 03	Early Out
Dec. 22-Jan. 4	Christmas Break-No School
Jan. 19	Teacher in Service-No Students
Jan. 20	1st Day of Qtr
Jan. 30	Early Out
Feb. 16	Teacher in Service-No Students
Mar. 04	Early Out
Mar. 09	Teacher in Service-No Students
Mar. 10 & 12	Parent Teacher Conf. (3:30-7:30 pm)
Mar. 16-20	Spring Break-No School
Mar. 30	1st Day of Qtr
Apr. 01	Early Out
Apr. 03	Good Friday (Easter Break)-No School
May 06	Early Out
May 22	Graduation
May 25	Memorial Day-No School
Jun 02	Last Day of School for students
Jun 03	Teacher in Service-No Students

170=Student Days182=Teacher Days

July '25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T=4S=21

August '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T=4S=21

September '25

T=21S=21

October '25

T=21S=20

November '25

T=(conf)19S=17

December '25

T=15S=15

January '26

T=20S=19

February '26

T=20S=19

March '26

T=(conf)18S=16

April '26

T=21S=21

May '26

T=20S=20

June '26

T=3S=2

\*\*Program end dates: 3 yr old express= May 26th, 4 yr old= May 28th

Yearly Calendar Template © 2019 Vertex42.com. Free to Print.

## **CELL PHONES, COMPUTERS & OTHER ELECTRONIC DEVICES**

Students are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds/air pods to school. If students choose to bring a cell phone/device to school the expectations are as follows:

**Students in grades 6-8:** Cell phones, electronic devices (including smart watches) and earbuds/air pods will remain off and in student lockers during the school day, including lunch.

**Students in grades 9-12:** Cell phones, electronic devices (including smart watches) and earbuds/air pods will remain off/out of ears during the instructional periods. Students may use their devices during passing time and lunch. Use of cell phones and electronic devices are not permitted in the bathrooms or locker rooms.

### **Unauthorized Use for students in grades 6-12:**

If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member, with the exception of students in grades 9-12 who are allowed to use phones and/or electronic devices during passing time and lunch.

- First Infraction: The device will be taken to the office and the student will pick it up at the end of the school day.
- Second Infraction: The device will be taken to the office and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Third Infraction: The device will be taken to the office and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Fourth Infraction: Cell phone/device plan created. Phone/device may be held by administration during days or not allowed on site. Parents/ Guardians devise a plan together with school administration.

### **School Responsibility**

- Lost, Stolen, or Damaged Devices: The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

### **Additional Rules**

- Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- Phone Calls: Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.

### **Extenuating Circumstances**

- In the case of medical necessity or emergency, a student should have a health plan on file.

### **Compliance**

- By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

Any student in violation of the District's policy is subject to consequences to be determined by the Administration, Principal, and/or Athletic Director. Note: The Minnesota High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters

## **CHROMEBOOK INITIATIVE**

The Walker-Hackensack-Akeley School District #113 has implemented a 1:1 Chromebooks for students in grades 6-12. Currently parents/guardians and students are responsible for the damage, stolen or lost devices and accessories

## **UNRETURNED BOOKS & CHROMEBOOKS**

A letter will be sent home at the end of each quarter and /school year to parents of students who have not returned Chromebooks. The letter will state the title & cost of the book and/or the cost of the Chromebook and accessories. A Chromebook may be loaned to a student depending on availability and number of incidents.

## **CHROMEBOOK PROCEDURE FOR DAMAGED OR LOST**

- 1st incident - covered by district
- 2nd incident - \$50 paid by student/family
- 3rd incident - \$125 paid by student/family
- 4th incident or lost device - \$200 paid by student/family

The procedure for a damaged or lost Chromebook will carry over from year-to-year

## **[CHROMEBOOK AGREEMENT](#)**

## **CLASS ASSIGNMENTS**

Classroom assignments are within the school district's discretion. Students will register for class and the Campus system will support the IT department in making students schedules. Students will receive their schedule during open house night at the beginning of the school year. Students have the opportunity to change up the schedule, the academic dean and principal will have discretion about placement of the student in classes, if requests for changes to classroom assignments will be considered, and, if so, the factors that will affect this decision. Student can make changes to the assigned classes the first week of the new semester. The academic dean will start with seniors and work through all grade levels 6-12 to ensure students are in classes that are fit for them. Not all requests will be granted for every student.

## **COMPLAINTS**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## **DISCRIMINATION POLICY**

It is the policy of WHA Public School to comply with federal and state law prohibiting discrimination and with the requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the WHA Public School shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from any education program or activity, or in employment, or recruitment, consideration, or selection therefore, whether full time or part time, under an education program or activity for which the school is responsible.

## **E-LEARNING PLAN**

### **What is a Flexible E-Learning Day?**

An "e-learning day" is a school day facilitated through a BINGO board (Pk-5) and online instruction and access provided by the students' individual teachers (6-12) due to inclement weather. A school district that chooses to have e-learning days may have up to five e-learning days in one school year (per state statute).

### **Why Flexible E-Learning Days?**

Flexible learning days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather. Flexible learning days cannot replace the face-to-face time students have with their teachers, but it can provide better continuity when school is interrupted. Flexible learning days also negate the need for makeup school days, helping families more effectively plan activities.

### **What is the Process?**

Parents/Guardians will receive an automated notification, based on contact information provided to the school by each family, indicating school will be closed. Announcements will be made on Twin Cities television stations, and the school district web page ([www.wha.k12.mn.us](http://www.wha.k12.mn.us)), as early as possible that school will be closed. Students should not report to school, but should engage in flexible learning activities as assigned.

### **What does the day look like for my student?**

- Grades 6 - 12
  - Students in grades 6 - 12: Students in Grades 6-12 will engage in learning via [Google Meet](#). Assignments that are given on that day will have 24 hours to complete if the student attended class and if a student was absent they would have 2 days to complete the work from the snow day.

### **6-12 Student/Family expectations -**

1. This should be a day of learning and instruction, not busy work. Focused on review or more practice, **not new instruction or new topics**.
2. Students should access the Google link at the regularly scheduled time.
3. Staff will provide 5-10 minutes of direct instruction on the day's learning goal.
4. Students can then be let go to complete and work on the assignments.
5. Staff will be available during that class period to monitor instant messages, emails or be in the google meet to be available for questions by students.



**What is Staff Availability on an E-Learning Day?**

Teachers and other licensed professionals will be available by email or via the grade-appropriate digital learning platform (Seesaw or Google Classroom) during regular school hours. The staff directory on the district website includes all district email addresses.

**EMERGENCY INFORMATION**

Emergency information is kept on file for each individual to be used throughout the year to contact parents for different issues. Please fill out the form provided with any new or updated information and return to the office.

**EIGHTEEN-YEAR-OLD STUDENTS**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

**EQUAL ACCESS TO SCHOOL FACILITIES**

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

**FEE**

Public education in Minnesota is free to all students who are residents. Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

1. A project in art, home economics, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to take such projects with approval of the instructor. The student may elect to take such projects home, and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.
2. Cost of school equipment destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
4. Rental charges, on school-owned music instruments, if the student is using the instrument.
5. Cost of field trips which are made available from time to time but are not required as a part of a course, should the student elect to participate in the field trip.
6. Costs of the school paper, yearbook, graduation announcements or class rings, should the student elect to order any of these items.
7. Admission fees for concerts, plays, athletic events and other programs or activities which the student may attend at this option.
8. Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes and other items of personal equipment.
9. Unreturned Books: A letter will be sent home at the end of the school year to parents of students who have not returned library and/or textbooks, stating the title & cost of the book. They will have the opportunity to use a book during the day but must return the book to the teacher each day.
10. Students are provided with a required student planner at the beginning of the school year.
11. Use of musical instruments owned or rented by the school district.

These procedures are in accordance with the Minnesota Public School Fee Law, MSA 120.71-120.76e.\

Students will be charged for chromebooks, textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact Jaime Duffy in the IT Department or high school secretary at 547-1311

**FIELD TRIPS**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grade levels will schedule field trips for their grade level and be approved by the school principal before planning the trip.

### **FORBIDDEN ITEMS**

The following items have no place at school: knives, weapons of any kind (including look-a-likes), cigarettes, chewing tobacco, e-cigarettes, vaping devices, lighters or matches, laser pens, drugs/alcohol, water guns, baseballs (hardballs), pornography. These items, plus anything else, which causes problems of control at school, will be taken from the students and appropriate discipline measures will be administered. Cell phones may be used before and after school and during the lunch period (except noon detention and in-school suspension), but may not be used during class periods except with the classroom teacher's permission. Parents will be notified and may come to the school to collect forbidden item(s).

Roller blades, skateboards, and shoes with wheels in the soles of shoes are not allowed in the building at any time, and will be confiscated by school personnel and brought to the office. Parents will be asked to come to retrieve the articles.

### **FUNDRAISING**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the *high school principal*. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

- All fundraising groups must submit a funding raising request form to the principal prior to fundraising.
- All fundraising groups will be given recommendations on healthy alternatives to selling candy.
- Items being sold that do not meet the District's Nutrition Standards (USDA Dietary Guidelines for Americans) may be acceptable when offered on an intermittent basis.
- Candy is defined as an item that has sugar or sugar sources (such as syrup, sweeteners, honey, fructose, glucose, lactose, maltose, molasses, etc.) listed as one of the first two ingredients.
- One candy sale per group, per year will be permitted.
- One candy sale in the whole school, per month will be allowed and must be scheduled on the school intranet.
- A candy sale is expected to last no more than 3 – 4 weeks.
- Sales of fundraising food items are prohibited during the school day but are permitted at the conclusion of the instructional day.

### **GIFTS TO EMPLOYEES**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

### **GRADUATION CEREMONY**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

### **INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. WHA policy states that an administrator or agent of administrator will attempt to contact parents in the event law enforcement needs to interview their child at school, unless the safety of students, staff, other individuals and/or property is immediately threatened.

### **LIBRARY AND MEDIA CENTER**

The library/media center is open before and after school. The library space is used as our online college in the school's space. Students may only be in the library during the hours of 8:20-3:05 with permission from the teacher in charge of online college classes. Teachers must communicate with the online college teacher to make arrangements for other students to be in the library.

The Media Center offers students opportunities to do extensive research and promotes reading for pleasure. The number of books a student can check out depends on their grade level. 6-12 grade = 3 books Students are responsible for lost or damaged books.

## **LOST AND FOUND**

A lost and found area will be set aside for lost items. Please direct your child to look for lost items in the lost and found. Any items not claimed by June 15 will be donated to an appropriate charity.

## **LUNCH**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school.

- Middle School lunch is 11:33-12:08
- High School lunch 11:03-11:33

Students may receive lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Students are not allowed to leave the school grounds during the lunch period.

## **MESSAGES TO STUDENTS**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

## **MONEY/PERSONAL ITEMS**

We cannot ensure the security of personal items in lockers or desks. The school will not be responsible for damaged or lost items. Students may bring such items to the office for safe keeping.

## **NONDISCRIMINATION [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS [\*\*]**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **PARENT AND TEACHER CONFERENCES**

Parent/teacher conferences are held at mid-semester to discuss student progress. We strongly urge parents to attend. Teachers will call students about academic progress during the semester to inform parents of how well the student is doing. Your student's records are also available on Campus. If you would like to sign up with the Campus Portal program to monitor your student's progress, please contact the high school office (547-1311).

## **PARENT RIGHT TO KNOW [\*]**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **PARENT VOLUNTEERS/BUILDING VISITORS**

Parents/guardians are welcome in the schools and are encouraged to volunteer or visit your students' classrooms. To visit in the school district, parents/guardians should speak to the attendance secretary at door 1.

Visitors in the building or on the school grounds during school hours must register at one of the school offices. All persons entering the building, must enter through DOOR #1 and meet with our attendance secretary. If permission is denied and the visitor lingers, he will be considered a trespasser and subject to legal action.

School Visitors: Students will not be allowed to bring any visitors to school during the school day. Visitors may come for lunch (at their expense) and should receive a visitor's pass from the high school office in advance.

To volunteer in the school building or classroom, parents/guardians should contact the high school principal or student's teacher. Parents/guardians who volunteer at the school should sign in at door 1 with the attendance secretary before entering a classroom or building. Volunteers should be escorted to the place in which they are going.

### **Guest Passes**

Students who wish to bring a guest to a school dance or Prom must complete a guest pass request form prior to approval being given. K-6 students are not allowed to attend.

## **VISITORS IN DISTRICT BUILDINGS**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the attendance secretary upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at door **1** and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

## **PLEDGE OF ALLEGIANCE [\*]**

According to Minnesota Statutes 121A.11 Students will recite the Pledge of Allegiance to the flag of the United States of America daily during morning announcements.. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **PUBLIC DISPLAY OF AFFECTION**

WHA approves of a friendly, wholesome relationship, but when it comes to the point of embracing and fondling in public, we strongly disapprove. Questionable or socially unacceptable display of public affection will not be tolerated. Students are to refrain from such behavior, while in attendance at WHA High School. Persistent cases will be reported to and dealt with by the administration.

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

### **1. A GENERAL OVERVIEW OF PBIS**

School-wide Positive Behavioral interventions and Supports (PBIS) is a proactive, team based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of database problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

### **2. MISSION STATEMENT**

*"Walker Hackensack Akeley School is a safe, caring environment where all students learn to become productive citizens and lifelong learners"*

### **3. FEATURES OF SCHOOL-WIDE PBIS**

- Teach and model behavior expectations
- Create systems for providing regular positive feedback
- Acknowledge students when they are doing the right thing
- Establish regular, predictable, positive learning and teaching environments
- Develop environments that support academic success and improve social competence

### **4. SCHOOL-WIDE PBIS AT WHA**

- School climate encourages opportunities for success for students and staff
- Regular pep rallies reinforcing positive behaviors
- Building-wide reward system (stamps, tickets, etc.)
- Visual displays throughout the building focusing on **Wolf Pack Pride--Be Ready, Be Respectful and Be Responsible**

<b>HS Wolf Pack Pride</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Commons</b>	<b>Meals</b>	<b>Bathroom</b>	<b>Assemblies</b>	<b>Bus/Van</b>
<b>R E A D Y</b>	Study Daily  Bring appropriate materials to class  Be on time  Be prepared to participate	Have an agenda, or a pass from a teacher as a pass  Use locker at scheduled times	Be on task  Bring appropriate materials  Remain seated	Bring appropriate money or lunch bag  Make healthy choices  Begin eating right away	Have an agenda, or a pass from a teacher as a pass  Bring only necessary materials	Be on time  Bring only necessary materials  Turn off and put away phones and iPads  Enter/exit with inside voices	Be on time Plan ahead to have something to do on the ride  Face forward  Wear weather appropriate clothing to and from school  Remove headphones when getting on and off the bus/van
<b>R E S P E C T F U L</b>	Be polite and ready to listen  Use encouraging and kind words  Use an inside voice  Maintain your personal space	Keep to the right of the hallway  Keep center passing lane clear  Be helpful  Be aware of your surroundings  Keep hands and feet to yourself	Use an inside voice and appropriate language  Be mindful of others and their personal space	Use an inside voice  Allow others to sit at your table  Be polite: Say "Please" and "Thank you"	Be polite and respect privacy  Be quick  Use an inside voice  Use bathroom equipment appropriately	Sit appropriately  Voices off or inside voice when appropriate  Listen respectfully  Keep hands and feet to yourself  Be polite and kind	Use kind encouraging words  Use appropriate language  Listen to the driver  Use an inside voice  Keep hands and feet to yourself

<b>R E S P O N S I B L E</b>	Have homework and classwork completed	Use an inside voice	Keep area clean	Keep area clean	Plan ahead and use bathroom during lunch or break periods	Remain seated until dismissed	Follow directions
	Accept consequences without arguing or complaining	Use appropriate language at all times	Throw away trash in appropriate receptacles	Throw away trash and recycle		Show positive attitude and good sportsmanship	Keep bus/van clean
	Use electronics (phone/iPad) only as instructed	Take most direct route	Stand up for others when they are being bullied	Report problems to an adult immediately	Wash your hands		Remain seated
	Follow classroom expectations	Speak up against negative teasing/bullying	Move in an appropriate manner	Push in your chair	Throw away trash in appropriate receptacle		Walk to and from bus/van
	Take belongings after class			Move in an appropriate manner			Report unsafe/bullying situations to an adult immediately

### SCHOOL ELEVATORS

Students must have permission to use the school elevators. Permission will be granted for students with physical limitations, moving equipment, etc. Students using the elevators without permission will serve detention and may lose pass privileges. Parents will be contacted.

### SCHOOL SAFE ZONE

WHA public school lies within an area designated as a safe zone by the Minnesota State legislature. This means that there are increased penalties and stronger sentencing guidelines for those convicted for the sale, use and/or possession of illegal drugs or dangerous weapons within 300 feet or one block of the school's property lines. The safe zones are the result of a law by the Minnesota State legislature which applies to all Minnesota schools, both private and public, as well as all parks and public housing units.

### SCHEDULE:

#### REGULAR SCHOOL DAY

Breakfast	P1	P2	P3	P4	P5	P6	P7
8:10-8:21	8:25-9:15	9:19-10:09 (50)	10:13-11:03(50 )	11:03-12:23 (50 min class/30minlun ch)	12:27-1:17 (51)	1:21-2:11(50)	2:15-3:05(50)

#### 2 HOUR EARLY DISMISSAL 25-26 SCHOOL YEAR

Breakfast	P1	P2	P3	P4	P5	P6	Lunch	P7
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8:10-8:21	8:25-8:58	9:02-9:35	9:39-10:12	10:16-10:49	10:53-11:26	11:30-12:03	12:03-12:33 MS P7 HS	12:37 - 1:10 HS Lunch P7 MS
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### ***2 HOUR LATE START SCHEDULE***

Breakfast	P1	P2	P3	P4	P5	P6	P7
	10:25-10:58	11:02-11:35	11:39-12:12	12:16-12:46 12:16-12:46 9-12 Lunch  12:46-1:16 6-8 Lunch	1:20-1:53	1:57 -2:30	2:34-3:07

### **SCHOOL ACTIVITIES**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The WHA School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Jeremy Digiovanni in the athletic office.

### **SCHOOL CLOSING PROCEDURES**

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over social media, Leech Lake television and the principal will send out a Campus notice that will come as a text and to your email on file in the Campus program.

### **STUDENTS BUILDING PASSES & PERMITS**

**Building Passes.** A student must have a pass by the teacher whenever he/she must leave class. To go to another area, the student must first have a note or pass from the teacher in charge of that area, with the time indicated that it is all right for that student to have a pass to that area. Ordinarily, a maximum of five minutes is allowed for an emergency. Students in an unassigned area without a pass by a staff member are considered skipping.

**Out of Building Passes.** In order for students to leave during the school day students must get a pass from the principal's office or attendance office. To be granted an out of building pass, the student must bring a signed note from home with the time and reason for leaving the school building or parents must phone the high school office. Sign out in the office when you leave, then sign in when you return.

## **SEARCHES**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, [506](#) which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER [\*]**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students’ convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. [502](#)

### **DESKS**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students’ convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

### **PERSONAL POSSESSIONS AND STUDENT’S PERSON**

The personal possessions of a student and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **VEHICLES ON CAMPUS [\*\*]**

### **PATROLS AND INSPECTIONS**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **SEARCH OF THE INTERIOR OF A STUDENT’S MOTOR VEHICLE**

The interior of a student’s motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student’s control upon a school official’s request.

## **STUDENT PUBLICATIONS AND MATERIALS**

The school district’s policy is to protect students’ free speech rights while, at the same time, preserving the district’s obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

### **DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES [\*\*]**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete “Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees” policy [904](#), [505](#) as a direct link or visit the school website.

### **SCHOOL-SPONSORED MEDIA**

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:



1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

## STUDENT RECORDS [\*]

The school has on file your grades, attendance, standardized test scores, and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and your parent or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the file.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

All students' records will be treated in accordance with provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 session, Laws of the State of Minnesota.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the **district office**. The Family Educational Rights and Privacy Act (FERPA) allows Walker Hackensack Akeley Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Walker Hackensack Akeley Schools to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media's request of information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational

agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. Walker Hackensack Akeley Schools has designated the following information as directory information:

- Student’s name
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in official school activities
- Weight and height of athletic team members
- Degrees, honors and awards received
- Any photograph, video or recording of a student’s likeness

If you would like to opt-out of the release and use of directory information, Walker Hackensack Akeley Schools must receive an opt-out form by the end of the first month of a new school year. An opt-out form is available on the District’s website or in the main office of each school.

### **STUDENT SURVEYS [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see “Student Surveys” (*Appendix 4*). A complete copy of the school district’s “Student Surveys” policy 520 may be obtained on the school website.

### **TELEPHONE USE**

Students should not be interrupted during school hours by outside calls and messages except in case of an emergency. If it is necessary to reach your child during the day between 8:15 a.m. and 3:15 p.m., you should call the office and the school secretary will relay your message to the student. Students may use the office phone with permission from their teacher, outside of class time. It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message requesting the teacher to contact them at his/her convenience. Teachers generally are not available to come to the telephone while class is in session. This may prove necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time the call is made.

### **VIDEO AND AUDIO RECORDING SCHOOL BUSES**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students’ misconduct on the bus.

### **PLACES OTHER THAN BUSES**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

### **WHA ATHLETIC EVENT ATTENDANCE POLICY FOR STUDENTS**

Our goal is to provide a fun, safe, and engaging opportunity for students and families to support our high school athletes as they perform in extra-curricular activities. Families with students in grades Pk-8 are strongly encouraged to have their children attend WHA home athletic events with an adult who will be responsible for the student(s) during the game. The purpose of students attending these events is to watch and support our student-athletes in their competitions. All spectators are expected to follow the Code of Conduct outlined below. **Students are not permitted to remain at school unsupervised between the end of the school day and the start of games.** Thank you for your support for our student athletes.

### **WHA and MSHSL Spectator Code of Conduct**

The spectator will:

1. Respect the American flag and the National Anthem.
2. Spectators must wear appropriate clothing outlined in school policy. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.

3. The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
4. Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
5. Handheld signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deem to be in poor taste will be removed. • Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted.
6. Artificial noisemakers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed. • Laser lights are strictly prohibited.
7. Respect off limit areas and be present as a supportive spectator in appropriate areas.
8. Students are not permitted to bring footballs, soccer balls, etc. to games. Balls will be confiscated at the gate or by administration if brought to the venue.
9. Comply with and demonstrate appropriate school behavior expectations outlined in the student handbook. All school rules apply any time students are attending a school activity, during or outside of the school day.

Those who do not comply with the above behavior expectations or that are in some other way deemed inappropriate as determined by school/tournament personnel will be expected to leave school grounds. On-going or repeated violations will subject to the following:

**Consequences for Infractions of Student Code of Conduct may include but are not limited to:**

1. Redirection by event supervisor
2. Removal of individual from remainder of event
3. Exclusion from attendance at future events with duration at discretion of the school
4. Referral to law enforcement for legal violations

**Section 504 Coordinator:** Sarah Johnson, 301 4<sup>th</sup> Street, Walker, MN 56484; [sarahjohnson@whaschools.org](mailto:sarahjohnson@whaschools.org).

**Alternate Section 504 Coordinator:** Kevin Wellen, Superintendent, 301 4<sup>th</sup> Street, Walker, MN 56484; 218-547-4201; [kevinwellen@whaschools.org](mailto:kevinwellen@whaschools.org)

**Title IX Coordinator:** Jeremy Digiovanni, Activities Director, 301 4<sup>th</sup> Street, Walker, MN 56484; 218-547-4216; [jeremydigiovanni@whaschools.org](mailto:jeremydigiovanni@whaschools.org)

**Alternate Title IX Coordinator:** Kevin Wellen, Superintendent, 301 4<sup>th</sup> Street, Walker, MN 56484; 218-547-4201; [kevinwellen@whaschools.org](mailto:kevinwellen@whaschools.org)

## **PART II — ACADEMICS**

### **ACADEMIC CHEATING**

Cheating on assignments and/or tests or other school work is a serious problem. It distorts your and the teacher's view of what you know or have learned. It puts other students who do their work on their own at a disadvantage by giving you an unfair advantage. It is the act of willfully obtaining, giving or using information to obtain an unfair advantage on a test or an assignment. It is considered cheating to write a paper and to not list information and ideas used in that paper which are not your own. Anytime such information is used and not credited to a source, it is called plagiarism. In cooperative learning groups, in the judgment of the teacher, it is considered cheating if you do not participate as an active member of the group but yet derive credit from the work of the group. You are expected to pull your own weight in such groups. If you are found to have cheated on a test or an assignment, you will be given an incomplete for that work. You may also be subject to other disciplinary consequences such as removal from the class, reduction of grade, or possible suspension. It is the responsibility of students to understand what is meant by this policy and to report to the appropriate teacher incidents of cheating which have compromised work in the class. Knowledge of cheating and failure to report may subject you to the consequences for cheating. Do your own work, take your own tests, and don't let anyone else use or copy your work.

### **ACADEMIC PROGRESS REPORTS**

Students' grades will be reported 4 times per year at the quarter and end of semester. Report cards will be handed out at conferences or mailed at the end of the semester. Report cards will not be mailed at quarter breaks. Your student's records are also available on Campus. If you would like to sign up with the Campus Portal program to monitor your student's progress, please contact the high school office (547-1311). Parent/teacher conferences are held at mid-semester to discuss student progress. We strongly urge parents to attend. Teachers will call students about academic progress during the semester to inform parents of how well the student is doing.

Your student's records are also available on Campus. If you would like to sign up with the Campus Portal program to monitor your student's progress, please contact the high school office (547-1311).

### **CHANGING PROGRAMS/DROPPING CLASSES**

Schedule changes may occur at the following times: Semester classes must be attended for the entire semester. If it is necessary to drop a semester class, it must be done during the first week of the semester. Program changes can be made by the counselor and/or the principal when it is in the best interest of the student. However, changes made outside of expressed timelines will result in a withdrawal/fail for that class. Students will be allowed to drop a class only if they maintain six credits per quarter or are seniors on track for graduation. Students who take an approved academic intervention course must complete the course before exiting or dropping a class. These classes typically do not offer credit

### **CHEATING AND PLAGIARISM**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy [506](#) as a direct link or visit the school website.

### **CLASS RANK/ACADEMIC STANDING**

As of January 12, 1998 the Walker-Hackensack-Akeley High School will no longer report the class rank of our students. However, we acknowledge that certain post-secondary institutions require this data for admission and scholarships. Therefore, class rank will be released only at parent or student request.

### **EXTENDED SCHOOL YEAR OPPORTUNITIES**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your student's case manager.

### **GRADES AND CLASSES**

Students' grades will be reported 4 times per year at the end of each quarter and at the end of the semester. Report cards will be available on Campus at the end of each quarter and at the end of the semester for review. Students will be able to get their report cards at conference times in November and March. Report cards will be mailed out at the end of each semester to the address that is in Campus.

## NON-RESIDENT ENROLLMENT

Non-resident students will be considered for enrollment when prior records have been received and approved by the school district. Applications will not be considered at any time, except in the first week of any semester.

## ONLINE CLASSES

Online classes are available to WHA students from various providers including college classes from Northwest Technical College. Students will complete online classes in a WHA computer lab under the supervision of a proctor. Successful online students are self-motivated to complete course work without frequent teacher intervention. Students who fail an online class, may not take additional online courses without permission of the principal.

## COLLEGE IN THE HIGH SCHOOL CLASSES

WHA high school offers several CIHS classes; most are semester classes with the exception of the math classes.

The following classes will be offered at the Walker-Hackensack-Akeley High School for college credit:

CIHS Comp (3 credits, prerequisite Pre-College English) through Southwest MN State University, Marshall

CIHS Lit (3 credits, prerequisite Pre-College English) through Southwest MN State University, Marshall

CIHS Sociology (3 credits) through Southwest State University

CIHS Economics (3 credits) through Southwest State University

CIHS College Trigonometry (3 credits all year classes, prerequisite Geometry and Algebra II) through University of MN Crookston

CIHS College Calculus (3 credits all year classes, prerequisite Trigonometry and Pre-Calculus) through University of MN Crookston

## TEACHING ASSISTANTS & WORK BASED LEARNING

Students in grades 11-12 who have an opening in their schedule may participate in the Teaching Assistant Program. Those who choose to do so may earn a .25 credit per semester and receive a letter grade. The office will place the student with a teacher, seeking input from the student on placement; however, the office holds the final say in placement. **Students are strictly prohibited from grading assignments and programming scores into the Campus grading system.** Students must be passing classes and on track for graduation to be a TA. A student may only have one TA assignment per day and only one TA per semester. The purpose for the TA is to support the community of learners at WHA. Students are not allowed to leave campus for any reason during the open time in the schedule for which they are being a TA.

Students must be enrolled in a Work Experience class in order to participate in work based learning. Students may not exceed the number of class periods/hours allowed per state law.

## GRADING POLICY

Students who have an excused or exempt absence will have one additional day for everyday excused/exempt absence to make up an assessment before the assessment is marked incomplete.

### Systems with grading, homework, and deadlines:

- Homework (Formative and relevant):
  - 30% maximum of total grade
  - Teachers will establish deadlines for formative assessments. If a formative assessment is not completed by the due date, then the assessment will be subject to a grade reduction.
  - All formative assessments must be completed before the end of each quarter in order to earn any credit for that assessment.
- Summative (Tests):
  - 70% minimum of total grade
  - Teachers will establish deadlines for summative assessments. If a summative assessment is not completed by the due date, then the assessment will be subject to a retake (the student must follow the retake process).
    - Students who did not make a legitimate attempt will receive a '0' and an 'I' (incomplete) designation.
    - Students who fail the assessment will receive the earned percentage and an 'I' (incomplete) designation.
- Retakes/Makeups:
  - In order to retake a summative assessment, all formative work for that unit must be completed.
  - Students must complete the retake requirements as specified by the classroom teacher.
  - All summative assessment retakes/makeups must be completed before the end of each semester in order to earn any credit for that assessment (based on teacher discretion).

- Regardless of the score of the initial assessment, students will be allowed two total retakes:
  - First Retake: up to 100%
  - Second Retake: up to 90%
- Staff shall enter missing work from a student excused absence as an “M” for missing assignment. This will signify this must be completed and does count for or against the students grade until the work is completed.
- Extra Credit: Teachers shall not provide extra credit. If a student would like to improve their grade, they should complete formative or summative assessments.
- Absences: For every excused day of absence, students will be allowed one day for formative and summative assessment completion.

## Grading Scale

- Grades will be administered on a **50 point scale**. Criteria for plus and minus grades
- | <b>100 - 90</b>   | <b>89 - 80</b>     | <b>79 - 70</b>     | <b>69 - 60</b>      | <b>59 - 50</b>  |
|-------------------|--------------------|--------------------|---------------------|-----------------|
| <b>A 90-91.99</b> | <b>B- 80-81.99</b> | <b>C- 70-71.99</b> | <b>D- 60-61.999</b> | <b>F 59.99-</b> |
| <b>A 92-97.99</b> | <b>B 82 -87.99</b> | <b>C 72-77.99</b>  | <b>D 62-67.999</b>  |                 |
| <b>A+ 98-100</b>  | <b>B+88-89.99</b>  | <b>C+ 78-79.99</b> | <b>D+ 68-69.99</b>  |                 |

## GRADUATION REQUIREMENTS [\*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Walker Hackensack Akeley High School. All students must also take the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in 6th grade. Parents may opt out of the statewide assessments for their student(s) by completing the form in Appendix 12 and returning it to the school district office.

## HIGH SCHOOL (9-12) COURSE REQUIREMENTS FOR GRADUATION

<b>ENGLISH</b>	4 credits
<b>SOCIAL STUDIES</b>	3.5 credits
<i>Must Include: U.S. History (1 credit), Civics (.5), World History (1) Geography (5), &amp; Economics (5)</i>	
<b>SCIENCE</b>	3 credits
<i>1 year of: Earth Science Biology, Chemistry or Physics. A career and technical education course may fulfill a science credit.</i>	
<b>MATH</b>	3 credits
<i>Must include: Algebra, Algebra II, Geometry, Statistics and Probability. A career and technical education course may fulfill a mathematics credit.</i>	
<b>PHYSICAL ED.</b>	1 credit
<b>HEALTH</b>	.5 credit
<b>ELECTIVES</b>	8 credits
<b>VISUAL/MUSIC/MEDIA</b>	1 credit
<b>PERSONAL FINANCE</b>	.5 credit
Must be from the following: Art, Choir, Band	

### Total: 24 minimum to graduate

Each semester a student passes equals .5 credit. Students must pass both semesters to earn a full credit. The total minimum number of credits required to graduate is 24. They must fit into the specific categories listed above.

All students must carry a load of seven credit classes per day per semester. Any class load that is less than or greater than this must be approved by the Counselor and Principal.

The minimum credit standard to be on track for graduation is indicated below.

### Ninth Grade Year:

End of first semester:	3 credits.
End of second semester:	6 credits.

### Tenth Grade Year:

End of first semester:	9 credits.
End of second semester:	12 credits.

Eleventh Grade Year:  
End of first semester: 15 credits.  
End of second semester: 18 credits.

Twelfth Grade Year:  
End of first semester: 21 credits.  
End of second semester: 24 credits.

Students who fail 3 credits in a year will be recommended for academic intervention in order to achieve credit recovery.

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

## **Minnesota Academic Standards**

All students must satisfactorily complete the following required Minnesota Academic Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

## **School District Required and Elective Standards**

All students must satisfactorily complete the following school district required and elective standards:

Health (K-12);  
School District Standards, Career and Technical Education (K-12); and  
School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the high school principal or academic dean.

## **HONOR ROLL**

At the end of each marking period, the honor roll is determined. To be on the 'A' Honor Roll students must have an average of 3.67 to 4.0. To be on the 'B' Honor Roll students must have an average of 3.00 to 3.667. Only those subjects meeting five days per week are calculated for honor roll purposes. The student must complete 6 credits per quarter to be eligible for the honor roll. Students with incompletes will not be figured for the Honor Roll.

## **PROMOTION AND RETENTION**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the high school principal at 547-1311

## **POSTSECONDARY ENROLLMENT OPTIONS**

Tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the academic dean of students or high school principal by March 31, to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not

notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact academic dean of students, by calling the school at 547-1311

### **SUMMER SCHOOL/CREDIT RECOVERY**

The school district may provide summer school learning opportunities. Students who have failed 2 or more classes will be invited to credit recovery summer school. The academic dean along with classroom teachers and principal will make a list of students and send personal letters to the family to inform them of the opportunity to make up credits in the summer. There are two sessions, one 8 day session in June and another 8 day session in August for students to attend. The students can attend all 16 days if they have enough credits to make up.

## **PART III — RULES AND DISCIPLINE**

### **ATTENDANCE [\*\*]**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” [503](#) as linked here, or you can visit the school website for all policies

### **GENERAL STATEMENT OF POLICY**

#### **A. Responsibilities:**

##### **1. Student’s Responsibility.**

It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, students are responsible for completing make-up assignments, tests and quizzes within one school day for each day that they are absent & excused unless previous arrangements have been made with the classroom teacher.

##### **2. Parent or Guardian’s Responsibility.**

It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Please notify the teacher and the school office at least 3 days prior to withdrawing your student from attending the WHA district. You are asked to indicate the last date of attendance and the name of the new school or school district. This will enable us to properly close our school records on your child.

##### **3. Teacher’s Responsibility.**

It is the teacher’s responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is the teacher’s responsibility to provide any student who has been absent & excused with any missed assignments upon request. Finally, it is the teacher’s responsibility to work cooperatively with the student’s parent or guardian and the student to solve any attendance problems that may arise.

##### **4. Administrator’s Responsibility.**

a. It is the administrator’s responsibility to require students to attend all assigned classes and study halls. It is also the administrator’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day’s absences stating the status of each. Finally, it is the administrator’s responsibility to inform the student’s parent or guardian of the student’s attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120.101, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

**NOTE: exceptions will be made as appropriate for students with disabilities who are on IEPs or 504 plans.**

### **ASSAULT**

A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of up to ten (10) days for students in grades 6-12.

A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons”.

A student fighting with another person will be suspended from the classroom or from the building for up to ten (10) days.

Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking or pushing.



Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of the policy with “weapons”. Direct attack on another person: Students in grades 6-12 will be initially suspended for up to ten (10) days and will be recommended to the Superintendent for expulsion. Incidents of assault, battery, or fighting will be reported to the police for documentation, follow-up and possible prosecution.

For detailed information, see the school district’s “Assault” policy [514](#) as a direct link here or visit the school website.

**APPLICATION:** This policy shall apply to all students while on school property, while at a school related or sponsored function or activity and/or while being transported  
Students in grades 6-12 who engage in fighting with to or from school or any such activity when the transportation is provided by the district, its employees or its bus contract carrier.

### **BULLYING PROHIBITION [\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” policy [403](#), as a direct link here or visit the school website.

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

### **BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR [\*\*]**

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver’s directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.

- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES**

Students are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds/air pods to school. If students choose to bring a cell phone/device to school the expectations are as follows:

**Students in grades 6-8:** Cell phones, electronic devices (including smart watches) and earbuds/air pods will remain off and in student lockers during the school day, including lunch.

**Students in grades 9-12:** Cell phones, electronic devices (including smart watches) and earbuds/air pods will remain off/out of ears during the instructional periods. Students may use their devices during passing time and lunch. Use of cell phones and electronic devices are not permitted in the bathrooms or locker rooms.

### **Unauthorized Use for students in grades 6-12:**

If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member, with the exception of students in grades 9-12 who are allowed to use phones and/or electronic devices during passing time and lunch.

- First Infraction: The device will be taken to the office and the student will pick it up at the end of the school day.
- Second Infraction: The device will be taken to the office and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Third Infraction: The device will be taken to the office and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Fourth Infraction: Cell phone/device plan created. Phone/device may be held by administration during days or not allowed on site. Parents/ Guardians devise a plan together with school administration.

### **School Responsibility**

- Lost, Stolen, or Damaged Devices: The School is not responsible for, nor is it required to investigate, any **lost, stolen, or damaged electronic devices brought onto school grounds or the bus.**

### **Additional Rules**

- Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- Phone Calls: Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.

### **Extenuating Circumstances**

- In the case of medical necessity or emergency, a student should have a health plan on file.

### **Compliance**

- By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

Any student in violation of the District's policy is subject to consequences to be determined by the Administration, Principal, and/or Athletic Director. Note: The Minnesota High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters

## **DISCIPLINE [\*]**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy [506](#) as a direct link or visit the website.

## DETENTION

Detention is quiet study time served during scheduled lunch time. The typical duration of a 'detention' is 30 minutes; however, this time may be adjusted as per the wishes of the Building Principal. If a student is assigned detention and does not serve it as instructed, then the student may be given ISS, OSS or receive other consequences as deemed appropriate by the Building Principal.

## DRESS AND APPEARANCE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., phy. ed. or the classroom).
- Students must wear shoes at all times. Footwear must be appropriate for the activity.

### Dress code:

- **Hats/Hoods:**
  - Allowed in Hallways/Commons/Cafeteria, **OFF** in Classrooms/Learning Environment
- **Clothing:**
  - Clothing must be appropriate for the learning environment; it must not distract from the learning environment.
  - NO: Drug, Alcohol (Promoting Drinking/Smoking), Sex-related, Violence, Swearing or Vulgar language/imagery.

If the administration believes a student's appearance, grooming, mode of dress, jewelry and/or accessories interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. School organized student groups may recommend a form of dress for students considered appropriate for a special event and make such a recommendation to the administration for approval. For detailed information on the Dress Code and consequences for violations, see the "Dress Code" policy [504](#), as a direct link or visit the website.

## DRUG-FREE SCHOOL AND WORKPLACE

The school district is a Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices is prohibited. Vaping Awareness and Prevention Instruction may be provided.

A violation of this policy does not occur when an American Indian adult lights tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An American Indian is a person who is a member of an American Indian tribe as defined under Minnesota law.

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy [418](#) as a direct link or visit the school website. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## HARASSMENT AND VIOLENCE PROHIBITION SCHOOL POLICY

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy school personnel including school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict or attempt to inflict religious, racial or sexual harassment, sexual violence or violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Alleged acts should be reported immediately to the District Human Rights Office.

Detailed information on the school district's "Harassment and Violence Prohibition" policy [413](#) as a direct link or visit the school website.

## **HAZING PROHIBITION**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's

### **GENERAL STATEMENT OF POLICY**

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.

### **Definitions**

1. '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. The term hazing includes, but is not limited to:
2. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
3. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
5. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
6. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
7. 'Student organization' means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### **SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or other pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning suspension, exclusion, expulsion, transfer, remediation, termination of discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Detailed information on the school district's "Hazing" policy [526](#) as a direct link or visit the school website.

### **INTERNET ACCEPTABLE USE**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy 524 is available on the district website.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

- identify each curriculum, testing, or assessment technology provider with access to educational data;
- identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
- include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form **to receive their device**.

### **TECHNOLOGY, COMPUTER, INTERNET GUIDELINES**

1. Computer/internet users will follow the WHA District Acceptable Use policy.
2. To use computers, students will need to have a computer use agreement signed by student and parent and on file with the Technology Director.
3. Unauthorized use of computers by students will result in loss of computer privileges for two weeks and doubles for each infraction thereafter.
4. Unacceptable uses of computers are defined in the District Acceptable Use policy. Examples include:
  - \* Accessing pornographic, obscene or sexually explicit material that is harmful to minors.
  - \* Access or download material that advocates violence or discrimination toward other people (hate literature).
  - \* Post false or defamatory information about a person or organizations, or to harass, or engage in personal attacks, including prejudicial or discriminatory attacks.
  - \* Download music, shareware, or plug-ins.
  - \* Unauthorized use of chat rooms or email accounts.
  - \* Engage in any illegal act.
  - \* Access another person's account, files or information.
5. If a student prints unauthorized materials, computer privileges will be revoked.
6. Loss of computer privileges will affect all computer use including online classes and classes such as business and art where computers are used as part of instruction. Administration discretion will be used to determine acceptable use of electronic devices.

It is impossible to foresee all circumstances related to electronic devices and internet use, administration has the direction to make decisions based on the offense.

Detailed information on the school district's "Internet, acceptable use and safety" policy [524](#) as a direct link or visit the school website.

## **PARKING ON SCHOOL DISTRICT PROPERTY**

### **Students**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the high school principal, assistant principal or dean of academics,
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy [506](#) as a direct link or visit the school website

### **VISITORS**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

## **REPRISAL or RETALIATION**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

"Student Discipline" policy [506](#), please see the school district's "Hazing Prohibition" policy [526](#) as direct link or visit the school website.

## **STUDENTS WITH DISABILITIES**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

## **STUDENT “PRANKS”**

The discipline policy is designed to ensure student and staff safety, prevent disruptions to the educational environment, and protect public property. In light of its purpose, the District considers all violations of its discipline policy to be very serious, even if the violation is alleged to be a “prank” or does not result in actual harm to students or staff, disruption to the educational environment, or property damage. “Pranks” by seniors or other students that violate the District’s discipline policy and/or the law will be dealt with in accordance with the discipline policy. The District enforces its discipline policy uniformly against all violators, including, but not limited to, seniors who engage in “senior pranks.”

## **SUSPENSIONS**

### **IN-SCHOOL SUSPENSION**

Students can be suspended from the regular school program only through the procedure outlined in the Minnesota Pupil Fair Dismissal Act of 1974 as amended. According to the Fair Dismissal Act, a student may be dismissed on any of the following grounds:

- a. willful violation of any reasonable school board regulation
- b. willful conduct that significantly disrupts the rights of others to an education.
- c. willful conduct that endangers the student or other students, or surrounding persons, or the property of the school.

Rather than always assigning “out-of-school suspensions” the school will provide an “in-school-suspension” room where suspended students would report for their day(s) of suspension.

During in-school suspension the student will work on class work assigned by the classroom teachers. Electronic devices may be used for class/school assignments only. Phones will be collected from students at the beginning of ISS and will be returned when ISS is completed. The student’s physical movement would be restricted to the “in-school suspension” room and all social contacts provided by the normal school environment would thereby be taken away. The student would be under constant supervision. Between period class breaks would be eliminated and restroom privileges monitored closely. The students would be permitted hot lunch privileges but their lunch would be eaten in in-school suspension.

Prior to the student beginning to serve the time assigned in “in school suspension”, all of the student’s classroom teachers will be notified of the suspension and are requested to provide the supervisor with the student’s assigned course work for the duration of the suspension.

The objectives of the “in-school suspension” plan are:

1. to reduce the number of out of school suspensions
2. to diminish the number of students repeating certain offenses
3. to eliminate the student satisfaction with being sent home; students suspended because of attendance problems consider an “out of school suspension” a reward rather than a punishment.
4. to provide direct supervision while being suspended
5. to provide an opportunity for keeping up with class work while being suspended.

### **IN-SCHOOL SUSPENSION RULES**

Because of your inappropriate behavior, you have been sent to this room for a “suspension”. The logical consequences of your actions will be:

1. You are expected to continue working on your assignments throughout the day, or parents will be notified.
2. Do not leave your seat. If there is a question or problem, raise your hand.
3. Restroom privileges are limited.
4. Lunch will be provided to you to eat in the room.
5. The supervisor will dismiss you at the end of the day.
6. You may participate in after-school activities after a day of ISS if you have made reasonable progress toward work goals.

According to the Fair Dismissal Act, a student may be dismissed on any of the following grounds:

- a. willful violation of any reasonable school board regulation.
- b. willful conduct that significantly disrupts the rights of others to an education.
- c. willful conduct that endangers the student or other students, or surrounding persons, or the property of the school.

Students who will not follow in-school suspension rules will be sent home for the remainder of the suspension period.

### **SUSPENSION-EXPULSION**

Occasionally, it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by



MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

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

- Willful violation of any reasonable school board regulation.
- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers the student or other students or surrounding persons; or school property.

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to 10 days by the principal following a brief hearing in the office.

Expulsions may be imposed by the school board upon recommendation by the principal. Expulsions may be for the calendar year, and may occur after the school board has held a hearing in accordance with the law. Copies of the law are available in the principal's office.

A ten-day suspension with recommendation for expulsion is an option in any case deemed to be severe. The Building Principal or his/her designee shall make the final decision.

Any un-served detention, ISS, or OSS will be served during the week following the last day of school, or will result in OSS the first 2 days of the next school year. Any OSS assigned during the last week of school, not completed, will be served at the beginning of the next school year. Any student convicted of a felony with intent to violence shall be expelled for the remainder of the school year.

### **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

The school district will provide transportation, at the expense of the school district, for all resident students who live more than 2 miles from school. Transportation will be provided on all regularly scheduled school days or make-up days and early out and late start days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

The following rules and regulations have been adopted by the Walker-Hackensack-Akeley District #113 School Board. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least five minutes prior to the scheduled time. It is a privilege to ride school buses in Walker-Hackensack-Akeley School District #113.

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. Bus suspensions not completed by the end of the school year will continue to the beginning of the next school year.

**A.** Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

**B.** The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

**C.** While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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



D. While riding a school bus, all riders must comply with the following rules:

1. Follow the driver's directions at all times.
2. Remain seated facing forward while the bus is in motion.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep arms, legs, and belongings to yourself and out of the aisle.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

### **TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION [\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, [419](#) as a direct link or visit the school website. Contact the high school principal at 547-1311, if you have questions or wish to report violations.

### **TRESPASS NOTICE**

District 113 reserves the right to deny any person access to district buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and substantially interferes with district programs, classes, activities or other events. Upon determination by school district authorities that a person's behavior represents such, a trespass notice can be served on that person limiting access to district buildings and grounds for a specified period of time. Notification of such trespass notice will be given to local law enforcement authorities. If the said person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed. All students placed on out-of-school suspension will also be served a trespass notice to cover the duration of the suspension.

Unless a student is accompanied by a District employee, has express written permission from the building Principal, or Superintendent, or is otherwise authorized, students are not permitted to enter, or be in, any District building after the building's doors have been locked for the night, prior to the building's doors being unlocked in the morning, or at any other time when students are not generally permitted in the building.

### **VANDALISM**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

### **WEAPONS PROHIBITION**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Laser pens may be considered weapons because they can cause eye damage. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students.

The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

- immediate out-of-school suspension;
- confiscation of the weapon;
- immediate notification of police;
- parent or guardian notification; and
- recommendation to the superintendent of dismissal for a period of time not to exceed one year.

The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, [501](#) contact the high school principal at 547-1311

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

Possession of a weapon will result in:

1. An initial suspension of up to ten (10) days.
2. Confiscation of the weapon.
3. Contacting the police department.
4. A recommendation to the Superintendent that the student be expelled from school.

“Possession” refers to having a weapon on one’s person or

#### Administrative Discretion

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### **CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS**

#### Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

#### Other Non-Students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **PART IV — HEALTH AND SAFETY**

### **ACCIDENTS**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the high school principal and lead nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **ACCIDENT & HEALTH PROCEDURES**

1. At the present time, without an Accident Benefit Plan the parents and students are responsible for any medical care given for injury sustained during the school day. If an Accident Benefit Plan was purchased by the parent/guardian, a benefit for each injury requiring medical attention, which occurs at school during regular hours and when the student is under the supervision of a teacher, will be covered according to the benefit allowed under the policy. It is important that an injury be reported to the teacher in charge.
2. Pupils who leave the school during the day because of illness or medical or dental appointments must notify the school nurse. If the nurse is not in, the student must report to the principal’s office.

3. Students who must go to the nurse's office must get a pass from a teacher before leaving. They are not to go between classes without leaving word to the teacher who will be in charge of the next class.

**School Health Service:** School health services strengthen and facilitate the educational process by improving and protecting the health status of students and school personnel. The school nurse works in partnership with educational staff to provide students with high quality and consistent health care and health management.

**Emergency forms:** Each year, the school office and health services must have an updated emergency form on file for each student detailing emergency contact and health information. Emergency information can be updated at any time during the school year. Please contact the school nurse or office if your student's information should change.

**Health Conditions:** The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify the school nurse about their student's specific health needs. The school nurse, parents and student will work together to determine how to best manage health conditions and plan for any potential life-threatening emergencies.

**Illness/Injury:** Please use the following guidelines to determine when your child should be kept home from school:

- Fever of 100 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal without fever reducing medications
- Vomiting and diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your healthcare provider before sending the child to school

If your child is ill at home, please call the school office daily to report the reason for absence. This is especially important if your child has a communicable illness such as strep throat or influenza. When a student becomes ill or is injured at school, first aid and illness management will be provided in accordance with school nursing best practice standards.

**Medications:** Students are not usually permitted to administer their own medication at school. Some exceptions are made for asthma and allergy management on a case-by-case basis. Administration of medication during school hours must be authorized in writing by the parent/guardian. Prescription medications also require a written order from the prescribing health care provider. Medication Authorization forms are available from the school nurse. All medications must be brought to school in original labeled prescription or over-the-counter containers. No medications can be dispensed when provided in envelopes, plastic bags, etc.

Students may carry and self-administer asthma inhalers with signed authorization by the prescribing physician and parent/guardian. All inhalers must be properly labeled, carried by the student at all times or kept locked in his/her locker. The school nurse will have nasal naloxone available for an emergency.

**Screening (Vision and Hearing):** Students will be screened according to Minnesota Department of Health recommendations. Parents or teachers can also request vision or hearing screening at any time if they have a concern about their child. Parents will be notified if their child does not pass vision or hearing screening and a follow-up is recommended with a health professional.

### **ASBESTOS MANAGEMENT PLAN [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the high school principal or lead custodian and is available on the district's website.

### **CRISIS MANAGEMENT**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **EMERGENCY CONTACT INFORMATION**

**Emergency forms:** Each year, the school office and health services must have an updated emergency form on file for each student detailing emergency contact and health information. Emergency information can be updated at any time during the school year. Please contact the school nurse or office if your student's information should change.

## **HEALTH INFORMATION**

### **FIRST AID**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) outside each gym and on the second floor in the high school and middle school. Tampering with any AED is prohibited and may result in discipline.

### **COMMUNICABLE DISEASES**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **HEALTH SERVICE**

The student health office is staffed by a trained two nurses one has BSN Jenny Jackson and the other is an LPN, Courtney Brock. A parent/guardian should notify the school attendance secretary, if his/her child is unable to attend school because of illness.

### **IMMUNIZATIONS**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the main office at 547-1311 to be directed to the health office.

### **MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

### **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the building and grounds director.

### **SUICIDE PREVENTION INFORMATION**

The school district will hand out information to all students 6-12 with the contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services. These numbers may be placed in each student's binder or planner depending on the grade level.

### **VENDING MACHINE SNACK GUIDELINES**

Vending machines stocked with healthy options can help students learn how to make nutritious food choices on their own. District #113 food vending machine offerings will be consistent with the *USDA Dietary Guidelines for Americans*.

- Any food item placed in vending machines on school grounds will have no more than 30% of its total calories derived from fat.

- Any food item placed in vending machines on school grounds will have no more than 10% of its total calories derived from saturated fat.
- Any food item placed in vending machines on school grounds will have no more than 50% of its total carbohydrate calories come from refined sugar.
- Natural sugars found in products will receive positive reviews. Dietary fiber found in products will receive positive reviews. Items containing high vitamins and minerals will receive positive reviews.

### **SAFETY:**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **SERVICES**

### **SPEECH & HEARING THERAPY**

Comprehensive speech therapy services, including screening, diagnostic evaluations, and therapy are available to those children who are experiencing difficulty with communication. Enrollment for services as well as frequency of the therapy session is based on the student's needs as evaluated by the clinician.

### **SPECIAL EDUCATION CLASSES**

Special education services are available for those children who qualify under state requirements. Eligibility for the service must be established by appropriate assessment and a team decision with parent participation. These students are included in the regular classroom for many daily activities.

### **PSYCHOLOGICAL SERVICES**

The school system has available, on a limited basis, the services of a psychological consultant. Parents or staff members may refer children who exhibit emotional or intellectual characteristics, which indicate the need for diagnostic evaluation by the psychologist.

### **SOCIAL WORKERS AND ACADEMIC DEAN**

The social worker and academic dean is available to students to provide support and guidance during their high school career. The academic dean also helps students plan their course work and schedules and is there to advise them.

### **STUDENT ASSISTANCE PROGRAM**

Students who are finding things difficult to cope with because of depression, drug or alcohol problems, family difficulties, or other crisis situations, may request assistance through a counselor, administrator, teacher, or any staff member that they feel comfortable with and trust.

Parents, teachers or other students may also refer a student they know is involved in a situation too difficult to handle alone. All referrals will be handled sensitively and confidentially.

## PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS [\*]



### Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

#### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

#### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

#### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

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## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



([education.mn.gov](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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