

WATERVILLE-ELYSIAN-MORRISTOWN  
Middle School-Morristown Building

Student Handbook  
2023-2024

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# **WELCOME TO W-E-M MIDDLE SCHOOL!**

**The following pages have been put together to help students and their parents/guardians be informed of important policies and procedures for students at W-E-M Middle School. Please read the student handbook carefully, as students are responsible for the information. Have an excellent school year!**

## **Mission Statement for ISD #2143**

*The Mission of the Waterville-Elysian-Morristown School District is to inspire everyone who enters to achieve academic, social, and personal skills to become career, college, and community ready.*

## **Vision Statement for ISD#2143**

*An innovative, leading school district in which communities come together to provide cutting edge, collaborative, and effective education.*

## **WHAT STAFF EXPECT FROM WEM STUDENTS**

Show Bucs Pride  
Respect all staff and classmates.  
Come to class prepared.  
Cooperate with staff and with each other.  
Allow other students to learn by not disturbing them.  
Use appropriate language.  
Respect school property.  
Cooperate with substitute teachers.  
Follow classroom/team/school rules.

## **WHAT STUDENTS CAN EXPECT FROM THE STAFF AT WEM MIDDLE SCHOOL**

Our staff will ensure your safety in our school by being in hallways, study areas, and other parts of the school.

Teachers will provide assistance to students, monitor daily work, and keep you informed of your progress, in order to assist you in having a positive learning experience.

Our staff will take time to help students when they request assistance, by listening, caring and understanding.

Our staff will model behavior expected of our students. (Being in class on time, being prepared for class, showing respect toward students and co-workers, and being polite and courteous.)

Our staff will enforce school rules and expectations in a fair manner.

Our staff will hold you accountable for putting forth good effort in completing daily work, while also being responsible for making up tests, quizzes and assignments after being absent. We will provide you a school that values hard work, learning, and caring about each other, cooperation, teamwork, and citizenship.

### **FIFTH GRADE COURSES**

Homeroom	English (Required)
Social Studies (Required)	Science (Required)
Art (Required)	Math (Required)
Band (Elective)	Physical Education (Required)
Choir (Elective)	Media (Required)

### **SIXTH GRADE COURSES**

Homeroom	English (Required)
Social Studies (Required)	Science (Required)
Art (Required)	Math (Required)

Band (Elective)  
Choir (Elective)

Physical Education (Required)  
Media (Required)

### **SEVENTH GRADE COURSES**

Homeroom  
American History (Required)  
Survivor Skills  
Art (Required)  
Math (Required)  
Band (Elective)  
Choir (Elective)

English (Required)  
Family & Consumer Science (Required) BUCS  
Google Apps  
Life Science (Required)  
History of Music  
Physical Education (Required)  
Health (Required)

### **EIGHTH GRADE COURSES**

Homeroom  
BUCS Survivor Skills (Required)  
Art (Required)  
Band (Elective)  
Choir (Elective)  
Wildlife (Required)  
Earth Science (Required)

English (Required)  
History of Music (Required)  
Geography (Required)  
Health (Required)  
Math (Required)  
Physical Education (Required)

### **ATTENDANCE:**

The Board of Education, administration and faculty of School District #2143 believe that regular school attendance is related to success in academic work. In accordance with Minnesota Mandatory Attendance Law (MN Stat. 121.101) students are required to be full time students and attend assigned classes every day that school is in session. Attendance in educational settings is an important component of learning. Good attendance benefits students academically as well as socially. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility, which are all important components of success. Regular school attendance is essential if the student is to receive maximum benefit from his/her classes and teachers. Attending school is a full-time job for all students.

Much of the information students receive, and many of the skills students learn in school are not found in textbooks, but are presented by the teacher. Much of what a student misses because of absence cannot be made up, such as direct instruction, and interaction with teachers and peers.

Please schedule appointments outside of the school day. We ask for cooperation in getting students to school on time and on a regular basis.

Please help us by calling the office before 8:30 A.M. when your child is absent. The telephone number is 685-4222 messages can be left in the event the secretary is unavailable. An advance make-up slip may be obtained in the same manner. A school secretary will attempt to call the student's home, parent work-place, or the emergency phone number for every child not reporting to school.

Excused absences may include:

1. Illness
2. Sickness verified by a doctor
3. Death of a close friend or relative
4. Medical or dental appointments. Please try to make an after school time.
5. Court appearance
6. School sponsored events
7. Serious illness in a student's immediate family

Examples of absences which may not be allowable are as follows:

1. Oversleeping
2. Work
3. Truancy
4. Car troubles
5. Undefined personal reasons
6. Shopping
7. Hair and tanning appointments/Cosmetic Appointments
8. Errands
9. Other undocumented absences

In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

Because of the number of extenuating circumstances that may exist, the administration has the authority to deviate from any of the above attendance regulations and/or procedures if the administrator feels it is in the best interest of the student and/or school.

A parent's written excuse is to be presented when the student returns to school, a make-up slip is mandatory for a student's re-admittance to classes.

All students must be in attendance one-half (1/2) of the school day, beginning no later than at the start of the first period after lunch in order to attend or participate in an extracurricular activity during the school day and/or during that evening. If a student goes home sick during the school day, he/she cannot participate in extracurricular activities that day or evening.

If a student is going to be absent for more than the time specified above, prior approval is needed from the Principal. An unexcused absence for a portion of that day would eliminate the student from attendance and/or participation that evening.

### **Attendance**

Students will be allowed nine excused absences per semester (10%). Absences will need to be called into the office the day of the absence for it to be excused. In the event that a parent/guardian does not call in the student and it is within the first nine absences the student will be marked unexcused absence. On the tenth absence per semester the student will be unexcused unless a doctor's note can be provided to the office staff within 48 hours of the student returning

to school. **For each consecutive absence after nine (per semester) students will be marked unexcused unless a medical note is provided to the school office.**

An unexcused absence will result in a zero or no credit for any daily work, homework or tests. For each **excused** absence the student will be allowed **two additional school days** once the student returns to class to make up work before it becomes late.

A school secretary will attempt to call the student's home, parent work-place, or the emergency phone number for every child not reporting to school.

#### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY:**

Please schedule appointments outside of the school day. Parents are asked to come to the main office to pick up their child who is being released from school during the school day for any reason. Students are expected to return to the school immediately following completion of the activity for which the student was excused and report to the office with their parent or a note from the parent.

**Once a student arrives on school property, they are not to leave school property for any reason, without first obtaining permission from the Principal or Principal's designee.**

#### **HOMEROOM**

All middle school students will be assigned a homeroom teacher. The main purpose of the homeroom period is to establish caring relationships, in an effort to create a safe, respectful, and positive learning environment. The role of the homeroom advisor is to be actively involved in each of their homeroom student's education. They will be advocates for their students and will serve as a key link between the home and the school.

#### **BEFORE AND AFTER SCHOOL HOURS:**

No student is to be in the school before 8:00 A.M. Students arriving at 8:00 A.M. are to enter through the North doors (for bussed students) and the South doors (for students being transported by parent/guardian). All students will report to the cafeteria upon entering the building before school begins. Students are not allowed in the school after 3:30 P.M. unless they are under the direct supervision of a staff member or an adult pre-approved by administration.

#### **SUPERVISION:**

Students are to leave the building and school grounds immediately after dismissal at the end of the day. Students are not allowed in the building without adult supervision. Students participating in school activities must be supervised at all times by faculty members or adults pre-approved by the school administration. Students who wish to attend school events will not be allowed to wait in the building unattended by a parent until the event begins. Students should take all belongings with them at the end of the day as access to the building at large will be unavailable after 3:40 p.m. Monday-Friday and on the weekends.

**LAST PERIOD:**

During the last period of the day, coats, non-class related books, cell phones, etc. are to be left in the student's locker until school is dismissed at the end of the school day.

**PASSES:**

Students will need a pass to leave their classrooms during school hours. Passes are a privilege and misuse or abuse may result in loss of hallway privileges.

**VISITORS:**

It is the policy of the administration that there will be no student visitors from other schools. Adult visitors must report to the Principal's office immediately when entering the building and obtain permission to be in the building.

**GRADING SYSTEM:**

A grading system has been established based on an "A" through "F" system with the number values below. The number values are used to compute grade point average, honor roll, and class rank.

<b>A</b>	<b>93-100%</b>	<b>C</b>	<b>73-76%</b>
<b>A-</b>	<b>90-92%</b>	<b>C-</b>	<b>70-72%</b>
<b>B+</b>	<b>87-89%</b>	<b>D+</b>	<b>67-69%</b>
<b>B</b>	<b>83-86%</b>	<b>D</b>	<b>63-66%</b>
<b>B-</b>	<b>80-82%</b>	<b>D-</b>	<b>62-60%</b>
<b>C+</b>	<b>77-79%</b>	<b>F</b>	<b>59 and below</b>

Students with an average of 3.60 and above are listed on the "A" honor roll. Students with an average of 3.00 but less than 3.60 are listed on the "B" honor roll. (Please note that all classes are counted in honor roll computations.)

**PARENT ACCESS TO GRADES:**

Parents may access their child's grades online during each quarter in Schoology. Please e-mail Dan Lemcke at [dlemcke@wem.k12.mn.us](mailto:dlemcke@wem.k12.mn.us) and obtain a password for Schoology. Additionally, students will be provided daily assignment information for record; teachers will provide this information during open house and/or the first day of school. All course specific information will be posted in Schoology and accessible for students and parents.

**INCOMPLETES:**

A grade of incomplete may be given if a student would receive an F for a final nine week grade as a result of an incomplete assignment, project, or test due to an excused absence or other extenuating circumstance.

If a student is going to be given an incomplete, a reasonable amount of time should be given to the student to complete the work and a date set. If work is not completed by a set date, the incomplete would turn into an F. No incomplete grades will be given for a final grade at the end

of the school year.

**STUDENT RECORDS:**

Student records are available for examination by parents/guardians of any student under age 18. Twenty four hour written notice must be given. All inquiries about records shall be made to the Principal. Students and/or parents may add items of explanation regarding record information if they desire. See Public Notice on page 23.

When a student reaches age 18, the permission or consent and rights accorded to the parents of the students concerning school records shall thereafter be accorded to the student.

**TRANSCRIPTS:**

Transcripts may be obtained from the Principal's office. Written parental consent is required.

**SCHOOL COUNSELING SERVICES:**

School counseling services are available for every student in the school. Many of the services assist students in managing life challenges such as:

1. Peer Interactions
2. Home problems
3. School problems
4. Personal problems
5. Educational planning
6. Interpretation of test scores
7. Occupational and career information

Students wishing to visit with the counselor may contact the counselor to arrange an appointment.

**HEALTH SERVICES:**

The district provides a full-time consult and an on-site health assistant are available to attend to student health needs during the day. These needs may include the following:

- Illness
- General emergency care
- Medical records

In the event of illness or accident, parents will be contacted first. If the school is unable to contact the parent, the alternate persons on the emergency card will be called. Please notify the school when changes in telephone numbers and alternative persons occur during the school year.

Parents are responsible for reporting health issues concerning their child to the school nurse, secretary and Principal at the beginning of the school year.

In accordance with the Minnesota School Immunization Law, students may not enroll nor remain



enrolled in school without having provided documentation of immunization against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain legal exemptions. The nurse will ensure that all students meet the immunization requirements. If you have any questions, contact the school nurse.

#### **DOCTOR APPOINTMENTS:**

Parents are urged to make doctor appointments outside of the school day. When this is not possible, students are to bring an advance excuse from the parent. The student will be excused from school for the amount of time it takes to go to and from the doctor's office plus the appointment itself.

#### **ACCIDENT AND ILLNESS:**

If a student is injured during a class, the teacher is to be notified immediately. If a student is injured at any other time of the school day, the nearest school employee needs to be notified to help the student and report to the office. When outside help is needed, the Principal's office needs to be contacted. Students are not allowed to go home ill unless their parent/guardian has been called, and permission has been given to send the student home.

#### **INSURANCE:**

School District #2143 does not automatically provide insurance for students that are injured at school, on school grounds, or at school activities. Parents are urged to investigate the optional school insurance program that is available.

#### **STUDENT MEDICATION POLICY:**

The school district acknowledges that some students may require prescribed oral medication during the school day to function as near to their potential as possible. The school nurse or their designee will administer prescribed medications.

Medication will be given at school to students, when it is ordered by a physician in writing, and includes the name of the drug, the dose, the time the medication is to be taken, and the reason the medication is needed. This order must be renewed annually or when any change is made by the physician, unless the physician states the duration. The parent or guardian must provide a written request that the school comply with the physician's order. Medication must be provided in the original pharmacy container and labeled with the student's name, the name of physician, the medication, and the dosage to be given.

All medication will be stored in the office or in a designated area that will be locked. Emergency medications such as asthma inhalers and EpiPens may be carried by the student when there is a written agreement with the parent or guardian, as to where the medication will be kept, and how it will be used.

All Schedule II drugs (controlled substances such as Ritalin and Dexedrine) must be administered by the school nurse or designee at all grade levels. No student may carry or self administer these medications.

The school district reserves the right to refuse to administer or allow self-administration of medication, if the medication appears inappropriate or poses health and/or safety concerns for the individual student or the other students.

#### **INTERNET ACCEPTABLE USE POLICY:**

The purpose of this policy is to set forth policies and guidelines for acceptable use of the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The school district will provide guidance and instruction to students in its use; but is not responsible for the accuracy of information or its inappropriate use.

#### **INTERNET USE AGREEMENT:**

- A. The proper use of the Internet, and the educational value to be gained from the proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of a designated school official before a student may use a school account or resource to access the Internet.
- C. All students must have on file the School Board approved Internet Use Agreement before they are allowed to use WEM school computers.
- D. The Internet Use Agreement form must be read and signed by the user, the parent or guardian.

#### **VIOLATION OF INTERNET USE:**

- A. Privileges will be revoked as outlined in Bucs Pride Consequence Matrix.
- B. School disciplinary action may be taken and/or appropriate legal action may be taken.

#### **SOCIAL MEDIA:**

As a student at WEM Schools, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the WEM students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as your Student Handbook, School Board Policy #524, and Internet Acceptable Usage Agreement. As a WEM student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

## Morristown 5-8 Schoolwide Expectations Matrix

	Bathroom	Hallway	Lunchroom	Recess	Bus	Technology	Locker Room	Activities
Respectful	Use polite language with controlled volume	Use polite language with controlled volume	Use polite language with controlled volume	Use polite language	Use polite language with controlled volume	Respect all property, report any damages	Respect all property & leave no trace	Display appropriate manner, sportsmanship, and school spirit
	Privacy for all	Remove hats and keep hoods down	Wait patiently	Ask permission to go back into the building	Obey the bus driver	Keep personal devices in locker unless directed by an adult	Privacy for all	Hands and feet to self & follow directions
	Keep bathroom clean	Hands and feet to self  Walk	Be kind to everyone	Follow all adult directions  Be kind to everyone	Hands and feet to self	Follow directions the first time	Use kind words  Cameras and cell phones off	Be attentive to speaker  Field or Court is for players only
Responsible	Leave no trace	Go directly to where you need to be	One student at a time picks up tray and silverware	Be a problem solver	Place all trash in garbage	Protect your passwords, they are private	Clean up after yourself	Arrange rides for after event
	Report spills and problems to staff	Keep hallways clean and uncluttered	Dump garbage into cans	Dress for the weather	Be on time and wait patiently for the bus	Charge your Chromebook at home every day	Keep your belongings locked in your locker	
	Be quick		Clean up your space	Put equipment away		Do what you are supposed to be doing  School Chromebooks are for school use  Think before you post	Apply deodorant  Get in and out as quickly as possible  Use controlled volume	
Positive and Kind	Use good manners	Allow for classroom learning	Use good manners	Help with equipment	Take pride in environment	Be a digital leader	Be a good sport & say nice things	Use appropriate language and volume
	Take turns	Stand to the right if you need to stop	Pick up items that get dropped	Share recess equipment	Move over in the seat to let others find a spot to sit	Help classmates with directions / buttons when they are confused	Hold the door for the next person	Clap after performances
	Take pride in environment	Help classmates with spills  Take pride in environment	Take pride in environment	Invite others to play  Take pride in environment		Be kind	Encourage others	Take pride in environment
Safe	Keep water in sink	Keep the hall passable	Walk	Follow safety rules	Stay seated	Report poor choices	Walk	Stay in designated area
	Wash and dry hands	Right is polite	Eat your own food  Be seated until dismissal	Go directly to assigned area	Look forward during the bus ride	Consider your digital footprint  Passwords are private	Keep feet on the floor, benches are for sitting  Clean up all spills	

**EXTRA CURRICULAR ACTIVITIES:**

A variety of extracurricular opportunities are available for all students. We encourage students to take an active part in the many programs and organizations that are offered. Announcements will be made at the beginning of each season regarding practice sessions and meeting dates. All equipment issued to a student must be returned to the school at the end of the season. Lost or stolen equipment will be charged to the student. If your child quits an activity, please return all equipment immediately.

Transportation is provided for activities. If a student's parent is present at the activity and would like to take their son/daughter home with them from the event, it must be communicated and approved with coaches.

**DISCIPLINE AT EXTRACURRICULAR EVENTS:**

Anyone causing problems and/or creating disturbances at extra-curricular events may be instructed to vacate the premises by the administration or designated supervisor and a school consequence may be given. If problems continue by a specific individual, administration may suspend the student from attending future events.

**ACADEMIC INELIGIBILITY:**

- 1 Failing Grade (F): Student will not be allowed to participate in 2 events or for 2 weeks (whichever is greater).
- 2 Failing Grades (F): Student will not be allowed to participate in 3 events or for 3 weeks (whichever is greater).
- 3 Or More Failing Grades: Students will not be allowed to participate in extra-curricular activities the following trimester.

Students who are ineligible, may practice with the team during the ineligibility period. The student will be allowed to travel with the team but not dress in his/her uniform.

The administration may, if they feel it in the best interest of the student, allow any student to participate in extracurricular activities at any time.

**Seventh & Eighth Grade Dances:**

Student organizations may be given permission to sponsor school dances or parties at various times throughout the school year. Students leaving the building after the dance begins, will not be allowed to return.

1. Dances are for W-E-M seventh & eighth students only. Students absent during the day will not be admitted to the dance.
2. All school rules and dress codes apply to dances. Students earning bus or office discipline the day of the dance will not be allowed to attend the dance.
3. Inappropriate behavior will result in removal to the office, parents will be called and instructed to pick up the student.
4. Anyone removed from the dance may be banned from future extra-curricular

events including dances.

5. Once students enter the dance, they are to remain in the building until the dance is over or a parent comes in to the building to pick them up. School staff supervising the dance must be notified that the student is leaving.

6. Doors will close one half hour after the dance begins.

7. Students may have school consequences such as detention or suspension, for violations of the dance policy.

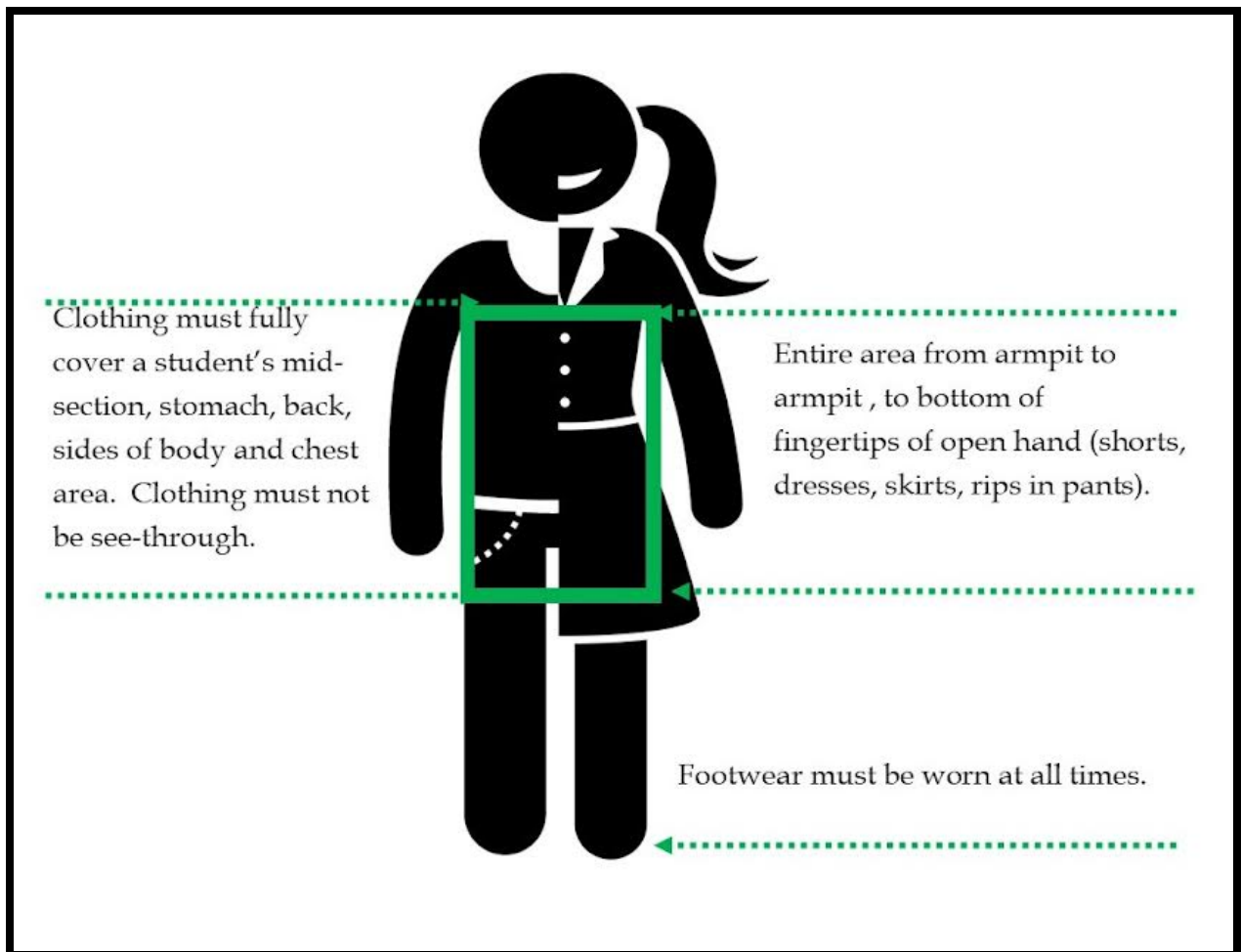
### **STUDENT DRESS AND APPEARANCE:**

**Our schools are a place for the business of education; students' grooming and dress must be appropriate to the school setting. Clothing items or lack thereof that are deemed distracting to the educational process may not be worn. Your individual dress, personal appearance, and cleanliness should reflect sensitivity to and respect for others. The principal/administrative designee will have the final say on all inappropriate attire.**

- Shorts, dresses, and skirts should be no shorter than the wearer's fingertips when arms are extended at the side.
- Shoes are required at all times. (tennis shoes or appropriately requested shoes for P.E. may be required.)
- Headwear is not to be worn in the building (includes bandanas and triangular scarves, stocking caps, or hoods) exceptions may be made at administrative discretion.
- Blankets are not to be "worn"/used during class time.
- Special safety equipment or protective clothing must be worn when required for the health and safety of students.
- Any clothing which is considered obscene, offensive, revealing, or has profanity will not be allowed.
- The wearing of armbands, buttons, or badges bearing slogans or sayings shall be permitted unless obscene according to current legal standard, libelous, or likely to create a clear and present danger because of the commission of lawful acts, or it disrupts the operation of the school.
- No clothing promoting drug/tobacco or alcohol-related information through pictures, words, or slogans.
- No face paint.
- No shoes, accessories, or apparel that would be damaging to school property.
- Headwear, backpacks, purses, jackets, and coats are to be left in the student's locker during the school day.
- Students may not wear clothing that exposes undergarments or is see-through.
- Crop tops will not be permitted.
- All shirts must cover all undergarments and must fully cover a student's mid-section, including stomach, back, sides of the body, and chest area.
- Rips and tears in pants should extend no higher than the bottom of the wearer's fingertips when arms are extended to the sides.
- Student dress should be professional to reflect a professional environment.

Students in violation of the dress code will be offered a change in clothing from items on-hand. If a student refuses they will be offered to change into their own clothing they have on-hand in the building or sent home to change. Any refusal to obey the dress policy will be sent home and marked unexcused. If a student is a repeat offender of the dress policy they will be issued a detention and a parent, student, counselor, and administrative meeting will be scheduled.

Visual Graphic of an example of the dress code is provided below. Further detail of the dress code is listed on page 13.



#### **ANIMALS:**

Students are not to bring animals to school for classes without at least one day of advanced approval from the Principal.

**THREATS:**

Any verbal, physical, electronic, or written threats towards staff or students will not be tolerated. Consequences for threats may include detention, suspension and/or expulsion. Incidents will be reported to local law enforcement officials.

**SNOWMOBILES, SKATEBOARDS, & ROLLER BLADES ON SCHOOL GROUNDS:**

Because of possible personal injury and damage to grounds, snowmobiles, skateboards and roller blade usage on school district properties are prohibited. The appropriate law enforcement personnel are authorized to enforce this policy.

**STUDY HALLS:**

Study hall is an opportunity for students to use school time to complete assignments. Assignments include not only short term assignments, but long term assignments as well. Students need to accept assistance in breaking long term assignments into short term goals, and use study hall time effectively.

In order to assume a uniform procedure in all study halls and to provide a quiet, orderly environment that is conducive to study, the following rules are to be followed by all students:

1. Students are expected to bring study materials daily to class.
2. A respectful environment must be kept at all times to provide an effective learning environment.
3. Attendance is required as for all class periods.
4. Students may not leave the study hall to visit another teacher, unless arrangements have been made in advance and a pass is provided.
5. A pass is required for students to leave the study hall. Pass privileges will be revoked for students who abuse hallway privileges or disturb other classrooms.
6. Students may not sleep during a study hall.
7. Teachers are responsible for supervising their individual study halls.
8. Students are to bring an AR book and read quietly, if they have completed all assignments.

**TEXTBOOK AND SUPPLIES:**

All required textbooks and some supplies are furnished to students free of charge. However, students will be expected to pay for abused books and supplies due to carelessness or neglect.

**FINES/BILLS:**

Costs for projects, lost books, fines for abuse of school property, and restitution for vandalism must be paid as soon as possible.

**LOST AND FOUND:**

Turn lost items into the office, and report lost items to the office immediately.

**CELL PHONES/ELECTRONICS:**

Students are discouraged from bringing cellphones to school. If a parent believes it is absolutely necessary for a student to have a cell phone for the purpose of contacting the parent after school

hours, the student must keep the cell phone turned off and locked in their locker during the school day. If during the day a student has a need to use their cell phone to text or call their parent, they may do so by asking permission and reporting to the office, where they will be given a private space to text or call their parents. **Parents needing to contact their children during school hours are asked to call the office and the message will be relayed to your child. WE RESPECTFULLY REQUEST THAT PARENTS REFRAIN FROM TEXTING AND/OR CALLING THEIR STUDENT DURING SCHOOL HOURS.**

Staff may confiscate phones when they are ringing, used during class, used in the halls, the bathroom or any other area ***without staff permission*** during the day. Phones will be returned to the student at the end of the school day. The student will be responsible for retrieving their phone from the office at day's end. The student may also receive a consequence for violation of phone usage. In the event a student has recurring issues with the use of a cell phone, administration may require a parent meeting prior to the phone being returned and/or the student may lose the privilege of bringing his/her phone to school.

Students will not be allowed to have cell phones in the classroom or use their cell phones in the hallways between class periods, per the student handbook cell phones are to be kept in backpacks. If a student is found using or having their cell phone on them during unpermitted times the action of staff members will be:

**First Offense**-Cell phone will be taken to the office and the student can pick it up at the end of the day.

**Second Offense**-Cell phone will be taken to the office, a parent/guardian will be notified. The phone will remain in the office until a parent/guardian is able to pick up the phone. A meeting may be set up if requested by staff or parent/guardian.

**Third Offense**-Cell phone will be checked in and out through the office daily.

7th and 8th graders have the privilege of using cell phones at lunch, before homeroom (8:25 a.m.) and at the last bell as students are dismissed from school for the day.

Electronics and earbuds (wireless earphones) will not be allowed for classroom use and wear. Other electronic devices will be allowed per staff's discretion. Some examples, but not limited to, Apple or Smart watches, iPods, iPads, etc. Appropriate use of electronic devices are allowed during lunch, before or after school. Use during unauthorized times (determined by staff discretion) will result in the device being confiscated and held until the end of the day. Upon the second and consecutive offenses, the parent must come into the office to reclaim the device.

#### **TELEPHONES:**

Office telephones are for business only. Students may use the phone in case of Emergency. Students must have permission from an adult in the office in order to use the phone. Except in the case of an emergency, students will NOT be called out of class to receive phone calls.



**VALUABLES:**

The school is not responsible for the loss of valuables. Do not bring valuables to school. If a student brings an article to school, the student is responsible to keep it in a safe place. Students should keep their items in a locked locker, and are cautioned from sharing their lock combination with others.

**LOCKERS:**

Each student will be assigned a hall locker. Students are expected to provide a lock for the locker. Students need to supply the Principal's office with a key or the combination to the lock. Students are urged NOT to bring expensive items to school; the school is not responsible for valuables. Students should keep their lock combinations to themselves. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out.

State Policy: School Lockers, Minn. Stat. § 121A.72. It is the policy of the state of Minnesota that: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

**FORBIDDEN ITEMS:**

The following items have no place at school or on a bus; knives, weapons of any kind, laser lights, matches, lighters, cigarettes, drugs, and illegal items. These items, plus anything else which causes problems at school, will be taken from students. Illegal substances will be turned over to the police. Detentions and/or suspensions will be assigned to students bringing or possessing forbidden items at school or on the bus. School Board policy will be followed.

**BREAKFAST PROGRAM:**

A breakfast program is available for students who choose to participate. Breakfast is served daily beginning at 8:00 A.M. Students participating in the school breakfast program should report to the cafeteria immediately upon arriving at school. Students are reminded that school starts at 8:25 A.M., and they are expected to be in their homeroom on time.

**LUNCH PROGRAM:**

A lunch with milk is available each school day. Students purchasing milk with their bag lunch should deposit some money in their lunch account to cover the cost of the milk.

**BRINGING FOOD TO SCHOOL:**

Students may not bring food or beverages to school except for personal use during the noon lunch period in the cafeteria or for after school snacks. Beverages are not allowed in the

lunchroom or instructional areas (including lockers and locker rooms). Students are allowed to use water bottles with water.

**SELLING FOOD:**

Students may not bring food items such as candy, etc. to school to sell to other students without first obtaining permission from the Principal.

**STUDENT TRANSPORTATION SAFETY POLICY:** Can be found on the district webpage.

**CHILD ABUSE POLICY:**

In accordance with Minnesota State Law it is the policy of the district to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the school, home, or community.

**Minnesota Statute Section 626.556.Subd.3**

**“A professional or his delegate, who is engaged in the practice of . . . education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, police department or the county sheriff.”**

**EMERGENCY SCHOOL CLOSING:**

School closings/late starts will be sent to you via JMC. Please be sure all contact information is accurate.

**STUDENT CONDUCT:**

Learning takes place best in a safe and orderly environment. The staff at W-E-M Middle School strive to create an atmosphere of safety and respect so that all students can receive the best quality education. School rules and enforcement, therefore, play an important role in the education process.

This is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. It is expected that students will treat other students, as well as adults, with respect in class, in the halls, on school buses, at all school activities, and on all district property.

**A RESPONSIBLE STUDENT DEMONSTRATES BUCS PRIDE:**

1. RESPECTS all staff, students and property
2. Takes RESPONSIBILITY for learning
3. Attends school, is on time each day, and has a POSITIVE attitude
4. Brings all materials to each class
5. Acts in a SAFE and healthy way
6. Responds promptly and courteously to the direction of any staff member

## CONSEQUENCES:

Violation of school rules will result in consequences. Disciplinary consequences can be assigned by any staff member. More serious offenses will be dealt with by the administration.

Consequences may include but are not limited to: meeting with the teacher/counselor/principal, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, removal from class, in-school suspension, out-of-school suspension, exclusion, and expulsion.

In discipline offenses referred to administration it is the responsibility of students to be willing to volunteer information and cooperate with school staff should they have important knowledge relating to such cases.

### Bucs Pride Infractions and Consequences

Level 1 Incidental Infractions	Level 2-Yellow Slip Minor Infractions	Level 3 - Brown Slip Major Violations	Level 4 - Brown Slip Illegal Violations
<i>Non-referred/Non-recorded</i>	<i>Recorded by Teachers or Staff</i>	<i>Recorded by Administration</i>	<i>Recorded by Administration &amp; possible referral to law enforcement</i>
<ul style="list-style-type: none"> <li>- Running</li> <li>- Loud voices/yelling</li> <li>- Hallway loitering</li> <li>- Off-task behavior</li> <li>- Name calling</li> <li>- Uncooperative behavior</li> <li>- Out of seat</li> <li>- Missing homework</li> <li>- Disruptive</li> <li>- Chewing gum or eating candy inappropriately</li> <li>- Tattling</li> <li>- Re-direction in lunchroom</li> <li>- Re-direction at recess</li> <li>- Re-direction in bathroom</li> <li>- Backpacks and coats in class</li> <li>- Inappropriate dress</li> <li>- Tardy</li> </ul>	<ul style="list-style-type: none"> <li>- Interfering with learning (instruction stopped to redirect)</li> <li>- Disrespectful (unkind/offensive comments or behaviors)</li> <li>- Insubordination (inward, silent refusal)</li> <li>- Defiance (outward, verbal refusal)</li> <li>- Dishonesty (lying and cheating)</li> <li>- Inappropriate gestures/language (implied or not)</li> <li>- Inappropriate use of technology (School-issued or personal)</li> <li>- Physical contact (horseplay or inappropriate touch)</li> <li>- Forgery (parent or staff member's signature)</li> <li>- Out of seat on bus</li> <li>- Bullying/Harassment (2nd offense refer to counselor)</li> <li>- Throwing objects (without intent to harm)</li> </ul>	<ul style="list-style-type: none"> <li>- Direct inappropriate language/gestures</li> <li>- Fighting/physical aggression</li> <li>- Spitting on others</li> <li>- Overt defiance</li> <li>- Property destruction/misuse</li> <li>- Harassment</li> <li>- referred from counselor</li> <li>- Bullying</li> <li>- referred from counselor</li> <li>- Theft</li> <li>- Skipping class</li> <li>- Departing</li> <li>- Throwing objects with intent to harm</li> <li>- Racial, ethnic, religious or sexual slurs</li> <li>- Academic dishonesty/cheating 2nd infraction</li> <li>- Cyber Bullying with school technology</li> <li>- Threatening the safety or wellbeing of others</li> <li>- Reference in gestures, conversation, writing, email, or pictures to weapons or acts of violence</li> <li>- Cyberbullying on home devices/personal accounts, depending upon content</li> </ul>	<ul style="list-style-type: none"> <li>- Drug use/possession</li> <li>- Weapon use/possession</li> <li>- Truancy</li> <li>- Arson</li> <li>- Bomb threat</li> <li>- Theft</li> <li>- Extreme property damage/vandalism</li> <li>- Combustibles</li> <li>- Assault/threats</li> <li>- Cyberbullying on home devices/personal accounts, depending upon content</li> </ul>
<i>Unlisted infractions or violations will be addressed Staff reserves the right to use professional judgment</i>			

(Buc Pride Infraction & Consequences found at the top of the next page)

**DETENTION ASSIGNED BY A TEACHER:**

If a student receives a detention from a teacher, the teacher will contact the parents to make arrangements for detention. Missing a detention may result in additional consequences. Detentions may be assigned before school, after school or during lunch.

**OFFICE DETENTION:**

Office detention is a consequence a student should expect to receive for disciplinary reasons. Office detentions will be held from 3:10-3:40. Students assigned office detention will be expected to arrange for transportation. Parents will be contacted by a school official. Failure to serve detentions will result in additional consequences.

**IN-SCHOOL SUSPENSION:**

In-School Suspension is a serious consequence that allows a student to remain in school for a highly structured, supervised study with very limited privileges.

1. Students will serve ISS in school for the assigned hours.
2. Students will do school work or read.
3. Students may be assigned community service in or on the outside of the school buildings.
4. Students will observe proper classroom conduct (Responsible, Respectful, Safe & Positive).
5. **Students will not have access to their chromebook, cell phone or any other electronic device (calculator omitted).**
6. **Students are required to be awake and working throughout their ISS assignment.**
7. **Students may be assigned community service on district grounds while serving ISS.**

**TITLE IX (1972)**

Title IX of the Educational Amendments of 1972 says the following:

“No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.....” with certain exceptions, the law bars sex discrimination in any academic, extra-curricular, research, occupational training, or other educational program (pre-school to post-graduate) operated by an organization or agency which receives or benefits from federal aid.

**SEXUAL HARASSMENT, RACIAL HARASSMENT, OR VIOLENCE**

1. Everyone at District 2143 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind.
2. A harasser may be a student or adult. Harassment may include the following:
  - a. name calling, jokes, or rumors
  - b. pulling on clothing
  - c. graffiti
  - d. notes or cartoons
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt

your feelings, or make you feel bad.

3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the superintendent.
4. You may also make a written report. It should be given to a teacher or the principal.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial, or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or takes actions to harm you because you reported.

#### **504**

WEM does not discriminate on the basis of disability. Each student is provided a free and appropriate education. A grievance procedure is in place for the resolution of complaints alleging any action prohibited by Section 504.

### **PUBLIC NOTICE .**

Independent School District No. 2143 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent or eligible student when notified of the right to a hearing;

- c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
- d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

2. Pursuant to applicable law, Independent School District No. 2143 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address, and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE “PRIVATE” (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
  - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
  - (2) **HOME ADDRESS;**

- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 2143 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *[DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL]*, BY *[INSERT DATE]* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING



**MILITARY RECRUITING OFFICERS AND POST-SECONDARY  
EDUCATIONAL INSTITUTIONS.**

*Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 514

Orig. 2003

Revised: \_\_\_\_\_

Rev. 2014

## **514 BULLYING PROHIBITION POLICY**

*[Note: School districts are required by statute to have a policy addressing bullying.]*

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply

throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district 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.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the Principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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; student discipline policy, student handbooks, PBIS Matrix and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s)

or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address

bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;



2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

### **Other Important Issues**

#### **SOCIAL MEDIA:**

As a student at WEM Schools, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the WEM students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as your Student Handbook, School Board Policy #524, and Internet Acceptable Usage Agreement. As a WEM student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

#### **GUIDELINES FOR STUDENTS:**

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at WEM you should:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.

- Be aware that community members, family, and potential, current and future employers and college admissions offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc...is liable (civil and criminal) for your actions as a minor as well.

#### **THINGS STUDENTS SHOULD AVOID:**

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct, is subject to consequences to be determined by the Administration, Principal and/or Activities Director. The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

The principal may deviate from any of the rules and regulations contained in this handbook, or new rules and regulations. The principal has the authority to decide on the type and amount of

disciplinary action to be given to a student depending upon the severity of the offense. This may include any or all of the disciplinary actions (listed or unlisted).