

**Waterville-Elysian-Morristown  
High School  
Student Handbook 2023-2024**

**500 East Paquin Street  
Waterville, Minnesota 56096  
Telephone: (507) 362-4431  
Fax: (507) 362-4561**

**Website: [www.wem.k12.mn.us](http://www.wem.k12.mn.us)**

**Dr. Jennifer Wilson, 7-12 Principal  
[jwilson@wem.k12.mn.us](mailto:jwilson@wem.k12.mn.us)**

**Contact Technology Department, Dan Lemcke, [dlemcke@wem.k12.mn.us](mailto:dlemcke@wem.k12.mn.us) for questions with passwords and usernames associated with parent or student portals.**

## **HOME OF THE BUCCANEERS**

### **Waterville-Elysian-Morristown School Song**

(To the tune of "The Marine's Hymn")

From the shores of Lake Sakatah  
Raise a cry of victory!  
Let us raise a sportsmen's battle,  
Fight with courage gallantly.  
Admiration and our praises  
Call for songs of loudest cheers.  
For we glory in the record  
Of the Valiant Buccaneers!

**SCHOOL COLORS-GREEN-WHITE-BLACK  
SCHOOL MASCOT –BUCCANEER**

### **WEM MISSION STATEMENT**

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

### **WEM VISION STATEMENT**

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

### **Purpose**

The purpose of this handbook is to ensure that our school operates efficiently and effectively and does the most for students. Certain rules and regulations must be recognized and accepted as necessary. Please check through the handbook, since you will be held responsible for all the policies included.

# Table of Contents

	Page
Responsibilities	2
Attendance	3
Co-Curricular Participation	5
Graduation Requirements and Standards	6
MHS and Student Council	8
Services Provided	9
Media Center/Social Networking Sites	10
General School Policies	11
Student Conduct Policy	13
Infraction Descriptions	15
Bullying Prohibition Policy	18
Parental Disclosure Notice	26

All policies can be reviewed in the Principal's Office and/or the Superintendent's Office. This Handbook gives the highlights of policies and is intended to inform students of their existence. Entire copies should be reviewed in the administrative offices.

### **SCHOOL STARTING AND DISMISSAL TIMES**

W-E-M Senior High

8:25-3:05

### **RESPONSIBILITIES**

#### **SCHOOL DISTRICT:**

- Provide qualified instructors and school administrators.
- Provide space and curriculum to meet basic needs.
- Provide a safe environment for all students to learn.

#### **PARENTS/GUARDIANS:**

- Send children to school daily – nourished, rested, and properly clothed. Contact the school by **9:00am** when the student is absent.
- Tend to student's medical needs and keep the school informed of special needs.
- Encourage students to do their best in all areas and see that homework is being completed.
- Attend conferences, communicate with the school when a child is having problems, and work cooperatively with the school to solve attendance problems that may arise.

#### **STUDENTS:**

With each of these rights go certain responsibilities. As participating persons in the educational process, the students will be responsible, respectful, safe, and positive.

#### **STUDENT CODE OF CONDUCT:**

*Responsible:* Students will be responsible for their own actions.

*Respectful:* Students will demonstrate respect for self, peers, all staff, guests, and property.

*Safe Actions:* Students will act in a safe manner at all times.

*Positive:* Students will maintain a positive attitude.

#### **Responsible:**

- Attend school daily and be on time to all classes and other school functions.
- Pursue and complete the course of study prescribed by the State and local district.
- Make necessary arrangements for making up work when absent from school.
- Adhere to all school rules.

#### **Respectful:**

- Volunteer information in disciplinary cases and cooperate with school staff.
- Protect and take care of the school's property.

#### **Safe Actions:**

- Maintain a safe school environment.
- Follow posted safety guidelines.

#### **Positive:**

- Express ideas in a manner that will not offend or slander others.
- Display **BUCS PRIDE** in all environments.

## ATTENDANCE

### CLASS ATTENDANCE AND LEARNING

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 (MN Statute 121A.40-121A.56). It is the student's responsibility to request any missed assignments due to an absence.

### ATTENDANCE PROCEDURES

Students will be allowed nine excused absences per semester (10%). Absences will need to be called into the office the day of **or before** 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 an 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.

**School sponsored events, bereavement and college visits are all considered excused, but a parent must call the office and follow protocol for the absence to be excused.**

An unexcused absence will result in a zero or no credit for any daily work and homework. **Formal assessments will be handled by the classroom teacher as outlined in their syllabus.**

**Students are required to pick-up a make-up slip from the office and share it with each teacher throughout the day. The make-up slip serves as a formal communication record between the office, teacher and student.**

### Late Work

For each subject area and class, **teachers will provide a late work policy for their classes and include in their syllabus.**

*Extended time for special circumstances, IEPs, 504 Plans, etc. will be discussed with one or more of the following: student, parent, case manager and/or staff member.*

### UNEXCUSED ABSENCES

The following are examples of absences that will not be excused **(but not limited to)**:

1. Truancy. An absence by a student which was not approved by the parent and/or school district (forging note/pass) as in leaving class without the approval of the teacher.
2. An absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures as in leaving school without first obtaining a Blue Pass.
3. Work at a business, except under a school-sponsored work release program.
4. More than **(5 minutes)** late to class without an excused pass, **all tardies will be marked unexcused unless a parent calls to excuse the student.**
5. Any other absence not included under the attendance procedures set out in this policy.
6. Removal of a student pursuant to a suspension. Students will complete make-up work and receive credit for that work. Work will be due the following day or upon returning to school.

### CONSEQUENCES OF UNEXCUSED ABSENCES

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, MN. Stat. 127.26-127.319. 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.

A student with unexcused absences will be subject to discipline in the following manner:

- After the **(third/fifth)** unexcused absence in a class, a student's parent(s) or guardian will be notified by mail and/or telephone to inform them of the absence. Students with truancy issues and their parents may meet with the Principal and School Board members to discuss their situation and decide on corrective measures.
- The student or his/her parents or guardian may, within three regular school days after the first notice by telephone or letter, request a conference with the principal regarding the student's absence(s). Any notification will state that the school strongly urges the student's parent or guardian to request such a conference.

### **TARDINESS**

Students are expected to be in their assigned area at the designated time. Failure to do so constitutes tardiness. The classroom teachers will report all tardies to the office through the attendance program. Three unexcused tardies in a quarter **will result in a 30 minute detention assigned from 3:10-3:40 on Wednesdays. Detentions may include school community service as assigned per administrator.** Each additional tardy after the served detention will be cumulative and detentions will be assigned weekly. Ongoing and excessive tardies will result in loss of school activities, ISS or another consequence determined by administration. Failure to attend detention as assigned will be handled with administration discretion.

### **ADMITTANCE PASSES**

Students are responsible to have a pass when going from one area of the school to another.

### **OFF GROUNDS PASSES**

Off-grounds passes (**blue passes**) are given to students so they may leave the school grounds. Students should be aware that being absent with a blue pass is NOT an exception to being counted as being absent. Upon returning to school the student will report to the high school office with the blue pass and obtain a make-up slip and admittance to class. Permission to leave school grounds may be received only from the office and approved by an administrator and the parent/guardian and must be obtained

**BEFORE you leave.**

### **CLOSED NOON HOUR**

All students are expected to stay on school property in designated areas during the school noon hour. Students are not excused to leave the school grounds to eat lunch as per WEM School Board Policy.

## **CO-CURRICULAR PARTICIPATION**

### **ACADEMIC ELIGIBILITY AT THE END OF THE QUARTER**

**1 Failing grade (F)** – Student will not be allowed to participate in 2 events or 2 weeks (whichever is greater).

**2 Failing grades (F)** – Student will not be allowed to participate in 3 events or 3 weeks (whichever is greater).

**3 Failing grades or more (F)** – Student will not be allowed to participate in Extracurricular Activities the following quarter.

### **PARTICIPATION CLARIFICATION/RELEASE FROM CLASS**

Students that are ineligible may practice with the team during the ineligibility period. The student will be allowed to travel with the team but not dress. Extenuating circumstances may be reviewed by the Principal and Activities Director to determine eligibility.

When teams need to be dismissed from class early to go to athletic events, no person who is academically ineligible will be dismissed with the team. They may go to the event once school is out, but may not miss school for an event. Students are not allowed to get out of school to go home to get athletic gear, etc. Blue passes will not be issued for this purpose.

## ATTENDANCE

In order for a student to be eligible to participate in a practice or a game that day, he/she must be in attendance for at least ½ (one-half) day beginning at the start of the first hour after lunch. The Principal/Activities Director may give permission to be absent to maintain eligibility for participation and the absence should be preapproved. An unexcused absence, during the day, may render the student ineligible for participation in games or practices the day it is discovered. Any student being placed in ISS or OSS will not be able to practice, participate in or attend any school activities that day/evening. This is not limited to participation, but spectating as well. Additional School Board approved attendance policies pertaining to co-curricular participation are in the Athletic Handbook.

## CO-CURRICULAR ACTIVITIES

The following list is a sample of the types of school-sponsored activities in which students may participate:

Boys/Girls Cross Country	Band (Concert & Marching)
Jazz/Pep Bands	Concert Choir
Men's & Women's Ensemble	Baseball
Boys/Girls Basketball	Boys/Girls Track & Field
Cheerleading	Danceline
Drama (Musicals)	FCCLA
Fellowship Christian Athletes	FFA
Boys/Girls Hockey	Football
Foreign Exchange Club (FEC)	Knowledge Bowl
Minnesota Honor Society	One Act Play
Softball	Gymnastics
Speech Competition	Student Council
Volleyball	Yearbook
Clay Target League	Wrestling
Soccer	

## GRADUATION REQUIREMENTS AND STANDARDS

### 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.

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.6	B- = 2.6	C- = 1.6	D- = .6
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0

Students with an average of 3.6 to 4.0 are listed on the A honor roll. Students with an average of 3.0 but less than 3.6 are listed on the B honor roll. WEM does not have a Weighted Grading Policy.

93 - 100 A

90 - 92 A-

87 - 89 B+

83 - 86 B

80 - 82 B-

77 - 79 C+

73 - 76 C

70 - 72 C-

67 - 69 D+

63 - 66 D

60 - 62 D-

### INCOMPLETES

Students have **one week** from the end of the quarter to make up for incompletes. Students who have been absent due to illness must have shown responsibility and effort in making up missed assignments in order to receive an incomplete. Students who have not yet met the Minnesota Academic Standards must have shown responsibility and effort in trying to achieve an understanding of the material in order to receive an incomplete. Students who do not complete the work required in the one week time limit may receive a failure or no credit. Students will be responsible to use their study time wisely so as not to get behind. Incompletes must be approved by the teacher prior to the grade report deadline.

### OFF CAMPUS SCHOOL ACTIVITIES or EXTRACURRICULAR EVENTS

Students who are failing 1 or more classes may not be released early in the school day to attend events and/or activities.

### SCHEDULE CHANGES

Students may be allowed to make schedule changes through the **first day** of each semester, if the change falls into criteria of schedule changes designated by the administration and school counselor.

### ADDING/DROPPING A CLASS

To add or drop a class a student must get approval from the principal/counselor. **Extenuating circumstances will be considered by the principal and counselor. Parent approval is required for a mid-year change for a year-long course. Any dropped class after the first day will result in an F.**

### STUDENT SCHEDULES

**Schedule requests based on personal preferences for staff will not be granted.**

**All freshmen are required to take a study hall/transitions for semester I.**

**Students will only be permitted to take an online course if WEM doesn't offer the course or if there's a conflict in scheduling prohibiting an on-track graduation pathway.**

**All students are required to enroll in at least six classes per semester with no more than one study hall for their seventh class. The exception to this includes a student who is enrolled in four or more PSEO or CollegeNOW classes and is on-track with credits and on-time graduation pathway.**

**The school counselor or administrator will send out schedule change request expectations ahead of each semester. For fall semester (semester I) expectations and instructions will be sent out prior to school starting via email.**

### STUDY HALLS

Study halls are considered classes. Students assigned to study halls are expected to be on time with all supplies. Each study hall teacher is responsible for the procedure for that study hall. Students will stay in their study hall to do their school work and work on their Chromebooks **following all school expectations.**

### GRADUATION REQUIREMENTS

To graduate from Waterville-Elysian-Morristown High School, a student must earn a minimum of 23 credits for the **graduating classes of 2024-2025** that include the distribution that follows:

English	4 Credits	Mathematics	3 Credits
Social Studies	3 ½ Credits	Science	3 Credits

Arts/Music	1 Credit	FACS	½ Credit
Health	½ Credit	Physical Education	1 Credit (1/2 credit each in 9-10 <sup>th</sup> grades)
Electives	6 ½ Credits		

**To graduate from Waterville-Elysian-Morristown High School, a student must earn a minimum of 24 credits for the graduating Class of 2026 and after that include the distribution that follows:**

English	4 Credits	Mathematics	3 Credits
Social Studies	3 ½ Credits	Science	3 Credits
Arts/Music	1 Credit	FACS	½ Credit
Health	½ Credit	Physical Education	1 Credit (1/2 credit each in 9-10 <sup>th</sup> grades)
Electives	7 ½ Credits		

Students are responsible for making sure they have met the necessary requirements for graduation.

### **CREDIT RECOVERY**

If a student fails a semester or full year of a course required for graduation, the student is expected to make up this credit during Night or Summer School prior to the next school year. If a student chooses not to make-up this credit they will repeat the course the following school year.

### **TRANSCRIPTS**

High school transcripts may be obtained from the high school principal's office or counselor's office.

### **MINNESOTA ACADEMIC STANDARDS**

All students must meet the Minnesota Academic Standards and local credit requirements provided by classes in order to graduate.

### **HONOR GRADUATES/VALEDICTORIAN/SALUTATORIAN**

#### **2023-2024 Phase I**

- Maintain a Valedictorian and Salutatorian for the Class of 2024
  - Valedictorian honors is earned by holding the top GPA amongst the class regardless of the number of credits or type of credits earned at or beyond handbook requirements (PSEO, General Ed, etc.).
  - Valedictorian honors will be offered the ability to speak at commencement.
  - Salutatorian honors are earned by holding the second best GPA in the class regardless of the number of credits or type of credits earned at or beyond handbook requirements (PSEO, General Ed, etc.).
  - Salutatorian honors will be offered the ability to speak at commencement.
  - There may be multiple Valedictorians and Salutatorians amongst the class based on the above criteria.
- Valedictorian and Salutatorian honors will be announced after Quarter 3 grades are confirmed.
- Students who have earned overall high school GPAs at or above 3.0 will be recognized as an honor student and receive honor cords. Students who have earned overall high school GPAs at or above 3.33 will be recognized as a high honor student and receive honor cords. Students who have earned overall high school GPAs at or above 3.667 as honor of distinction recipients will be determined after Quarter 3 grades are confirmed.
  - Any student who maintains a 4.0 GPA will receive recognition with a medallion.

#### **2024-2025 Phase II**

- Elimination of Valedictorian and Salutatorian, continuation of honors, high honors and honors of distinction recognition.
- Students who have earned overall high school GPAs at or above 3.0 will be recognized as an honor student and receive honor cords. Students who have earned overall high school GPAs at or above 3.33 will be recognized as a high honor student and receive honor cords. Students who have earned overall high school GPAs at or above 3.667 as honor of distinction recipients will be determined after Quarter 3 grades are confirmed.



- Any student who maintains a 4.0 GPA will receive recognition with a medallion.
- Student speakers at commencement will be open to the entire class of those in good standing and will meet the requirements for graduation at commencement. Students will be required to submit their speech and present to the principal and senior class advisors. The staff will select a student speaker(s) after all students who submit and present.

### **POSTSECONDARY ENROLLMENT OPTIONS PROGRAM (PSEO)**

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

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by the **last day of each school year** if they want to participate in PSEO for the following school year. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#).

To apply for PSEO for **the next school year** each student will need to fill out a MN Department of Education application as well as an application for the institution they wish to attend. All MN Department of Education applications can be picked up from the **WEM High School Counselor**.

**All applications, MN Department of Education and individual online institutions, must be completed and turned in to the WEM School Counselor. Deadlines will be the student's responsibility and they must submit all required application materials by the institution deadline.** Please see the high school counselor if you have questions.

### **COLLEGE NOW: SMSU CONCURRENT ENROLLMENT PROGRAM**

WEM High School offers the College Now Program through Southwest MN State University. Students have the opportunity to earn college credits. The students are registered online and follow the syllabi and textbooks required for these courses. The students complete papers and tests that meet SMSU's requirements. A SMSU professor is assigned to mentor and contact the high school teacher to discuss course requirements and other curricular issues. The credits earned while in high school may be transferred to other colleges across the country. Students may request a transcript from SMSU upon completion of these courses.

### **ONLINE EXPECTATIONS (Any PSEO Courses and online high school courses)**

Academic responsibility falls to the **student and parent**. This includes account creation, enrollment process, registration, obtaining books and supplies as well as the communication with the instructor. WEM has no control over the online teacher or online course curriculum. Academic notifications are sent to the student and parent. Online courses **do not** report quarter grades. A student receives their grade at the end of the semester. It is the responsibility of the parent/student to assure the final semester transcript is sent from the PSEO or online institution to WEM. If no grades/transcript is received the WEM academic system will record the course in the JMC management system as an F. WEM is not obligated to ensure that the student is passing their online courses.

Connecting with the online teacher with concerns about assignments, grading, late work or extensions falls to the student.

Students have a grace period of 10 days or 2 weeks of school (in the event of an abbreviated week) from the date of enrollment to drop their online courses. The final online grade earned by a student will show up on the student's WEM transcript. A student that drops after the 14 day grace period or does not successfully complete their online course will receive an **"F"** on their WEM transcript. Online grades count towards a student's GPA and class rank. If a student drops from their online class they will be placed in a study hall **and will be assigned a course at the appropriate grading period.**

If a student is taking an online course as part of their school day they will be assigned a study hall for that period. Students are expected to report to their study hall and then complete the course work on their Chromebook. If students are abusing their Chromebook privileges during this time their use will be suspended and the student will be responsible to complete their online coursework at home.

Students who choose to take an online class not instructed by a Waterville-Elysian-Morristown staff member will have the opportunity to schedule the course only during the designated hour where supervision is available in the building. Students taking an online class will need to report to a study hall during the hour designated on the master schedule. If the student chooses to leave campus vs. reporting to the designated study hall arrangements need to be made and approved prior to the semester starting with the school principal.

#### **TITLE IX (1972)**

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

"No person....shall, on the basis of sex, be excluded from the 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 (preschool to post-graduate) operated by an organization or agency which receives or benefits from federal aid.

### **MHS AND STUDENT COUNCIL**

#### **MINNESOTA HONOR SOCIETY INDUCTEES**

Criteria for becoming a member of the Minnesota Honor Society is as follows:

1. May apply in 10<sup>th</sup> grade.
2. Scholarship (must maintain a 3.4 Grade Point Average).
3. Leadership (includes areas of community work and offices held)
4. Character (includes honesty, responsibility, fairness, courtesy, tolerance and cooperation.)
5. Service (such as "what contributions has this candidate made to school, classmates and community?")

#### **STUDENT COUNCIL**

The student council is the governing student body which exists primarily for three purposes:

1. It acts as the student government.
2. It provides direction for the student body.
3. It advises the administration and faculty on matters concerning the student body.

The membership of the student council shall consist of: Grade 9 - 1 elected delegate, present president and past president; Grades 10 and 11 - 2 elected delegates, present president and past president; grade 12 – 3 elected delegates, present president and past president. All members of the student body not currently class officers are encouraged to consider running for a student council seat. **The final number of members is left up to the discretion of the advisor and may change from year to year to encourage the maximum amount of participation.**

## **STUDENT COUNCIL/CLASS OFFICER QUALIFICATIONS**

A failing grade will put the student on probation for one grading period. Failing more than one class in any grading period is automatic removal from office.

A Student Council/Class Officer member will be removed from his/her position upon receiving his/her second major infraction, a suspension, or not willingly participating in activities.

## **SERVICES PROVIDED**

### **LUNCH PROGRAM**

W-E-M has a closed lunch program. School lunch food or drink and food/drink brought into school must be consumed in the cafeteria. When the account is in deficit, the student will not be allowed to charge a la cart options.

### **SCHOOL COUNSELING SERVICES**

The goal of WEM's School Counseling Program is to meet the needs of ALL students, personally and academically, in an empathetic, proactive, accessible and professional manner. Our guidance curriculum promotes knowledge, attitudes and skills through instruction in three content areas: academic achievement, career development (K – 12) and personal/social growth. Curriculum instruction includes but is not limited to, classroom instruction; small-group presentations to parents or guardians; and collaborative activities with teachers, support personnel and other qualified educators. Additional services assist students in managing life challenges such as:

- Peer interactions
- Home and family concerns
- Personal issues
- Educational planning
- Occupational and career information
- **School-Linked Mental Health referrals/County Services referrals**

### **HEALTH SERVICES**

A school nurse and/or office personnel attend to student health issues during the day. In the event of illness or injury, school personnel will give only emergency care. Parents are responsible for any additional care that is needed. Parents of students with health concerns need to contact the school nurse at the beginning of the school year or when issues arise, to plan appropriate care for the student. Health concerns may include asthma, allergies, seizures, diabetes, recent surgery or any medication needed during the school day. All students must be in compliance with current Minnesota immunization laws to attend school. Please contact the school nurse if you have any questions.

### **MEDICAL PRESCRIPTIONS**

Medication will be given by the school nurse or by school office personnel only when the situation meets the following requirements:

- A written prescription is submitted by a doctor indicating the necessity of administering the medication during school hours.
- A written statement is submitted by the parent/guardian authorizing school personnel to administer the medication prescribed by the doctor.
- Medication must be in the original pharmacy container which has the pharmacy's name, student's name, physician's name, medication and the dosage to be given.
- This policy also includes aspirin, Tylenol, and any over-the-counter drug. See Student Medication Policy 516 for more information.

### **ACCIDENTS AND ILLNESS**

If students are injured during a class, the teacher should be notified immediately. If students are injured at any other time of the school day, they should notify the nearest school employee to help them. When outside help is needed, contact the principal's office. Students are allowed to go home ill with parent/guardian and office permission.

### **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**

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

### **SOCIAL NETWORKING SITES**

As a student at WEM High School, 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 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 online 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 online 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 as 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 online 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 emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- 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 online 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, **sounds, mocking physicalities or impairments** 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.

#### **VIOLATION OF INTERNET USAGE/SOCIAL MEDIA**

- Privileges will be revoked up to one calendar year from the date of the violation.
- School disciplinary action may be taken and/or appropriate legal action may be taken.

### **GENERAL SCHOOL POLICIES**

#### **BULLETIN ANNOUNCEMENTS/PHYSICAL SIGNAGE**

All student requests for announcements must be signed by the advisor to the group making the announcement **on the intercom or placed in the daily bulletin**. ALL requests should be given/mailed to the high school administrative assistant by 8:15 a.m.

**All signage on lockers or walls not core instructionally based must be approved and WEM embossed before hanging or posting by WEM Administration.**

#### **LOST AND FOUND**

Turn found items into the office and report lost items to the office immediately. WEM schools are not responsible for lost or stolen items. **Students should lock ALL lockers and vehicles at all times. Students are encouraged not to bring valuable personal items to school. WEM High School is not responsible for any lost or stolen property.**

#### **FRAGRANCE FREE**

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that WEM insures the well-being and safety of all its students to support a positive learning environment. In order to create a safer learning environment for students as well as a safer work environment for staff, WEM intends to protect the air quality of its campuses. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff.

There are many people who experience unpleasant physical effects from scented products and a growing number of people who suffer more severe reactions to these types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) and involves people who have developed an acute sensitivity to various chemicals in the environment. People with MCS experience a range of debilitating physical reactions, some even life-threatening, to chemicals used in a variety of scented materials, including fragrances and chemical products. WEM requests that all students and staff refrain from using products that do not promote a fragrance-free environment.

#### **DANCES/PARTIES**

Student organizations may be given permission to sponsor school dances or parties at various times throughout the school year. Dances/parties will end by 12:00 a.m., and no passes out of the building will be allowed. For students who wish to bring a student from another school, guest passes are available.

#### **STUDENT ASSEMBLIES**

Assemblies are held in the gym and auditorium during school hours and attendance is required. Students are to behave responsibly, respectfully, safely, and positively. Refer to the Behavior Matrix for expectations. Advisors are to sit in the same section as their advisees.

#### **LOCKERS**

1. Lockers are to be kept neat and clean at all times.
2. Do not at any time keep money or valuables in the locker.
3. Do not share your locker combination or locker with another student. Office staff must be notified of the combination or provided a spare key.
4. Opened cans or bottles of pop, juice, etc. are not to be kept in the locker.
5. Offensive posters, photos or signs are not to be displayed in the locker or on the locker at any time.
6. Lockers are school property and may legally be checked when and if necessary by administration/administration designee.
7. Students may be charged a fine if there is any damage done to the locker.

#### **FINES/BILLS**

The cost for projects, lost books, fines for abuse of school property and restitution for vandalism must be made with the school district within 30 days. Charges will occur in JMC.

### **PARKING**

W-E-M students/staff have the option of parking in the South Parking lot which the W-E-M School District leases and controls. The W-E-M School District is not responsible for any damage sustained while parked in the lot. The parking lot will be checked for illegal parking and violators will be towed at the owner's expense. In the case of a church funeral the parking lot will need to be vacated. Law enforcement will be present to help manage and enforce safety.

### **SCHOOL BUS PRIVILEGE**

Every student living more than one mile from the school may ride the school bus. The bus driver is responsible for each child getting to school safely. Students may lose the privilege if they do not behave responsibly, respectfully, safely, and positively. Refer to the Behavior Matrix for expectations. WEM's school buses are secure with surveillance video and film may be pulled to review any reported or suspected violations of school policy and student conduct.

## **STUDENT CONDUCT POLICY**

<b>M</b>	<b>Responsible</b>	<b>Respectful</b>
<b>i</b>	Copying	Disrupting class/Distracting others
<b>n</b>	Tardy	Talking out of turn
<b>o</b>	Not prepared for class	Rearranging room
<b>r</b>	Incomplete/late assignments	Budging in line
<b>l</b>	Phone/electronics use	Disrespectful actions
<b>n</b>	Unexcused Tardy	Wearing hat in the building
<b>f</b>		Swearing/Derogatory language
<b>r</b>	<b>Safe Actions</b>	<b>Positive</b>
<b>a</b>	Mild horseplay	Not following directions
<b>c</b>	Being unsafe	Clothing issues
<b>t</b>	Tipping chairs-feet on table	Inappropriate comments
<b>i</b>	Running in the hall	Using body to bump into others
<b>o</b>	Food in class	
<b>n</b>	Inappropriate use of equipment	

**\*Any minor infraction that is repeated can be considered a major infraction.**

Minor infractions are minor rule violations that will result in an **immediate** verbal correction with a possible consequence. Students who engage in minor behaviors may be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence delivered by the teacher or staff member designed to discourage the inappropriate behavior from occurring in the future. The incident may be documented using a minor form. Consequences for minor infractions may include but are not limited to:

Verbal Correction	Action Plan	Detention
Apology	Loss of Privileges	

**Progressive discipline for any proceeding infractions will be issued. Any detention issued will be served outside of the instructional student day, before/after school or lunch.**

M a j o r I n f r a c t i o n	Responsible	Respectful
	Lack of attendance/Skipping class Cheating on Test/Quiz/Project Technology violations	Destroying/damaging/defacing school/student property Insubordination Disrespect/Abusive Language toward staff or students Stealing
	Safe Actions	Positive
	Physical/fighting Drugs Weapons Threatening/Bomb Threat Sexual harassment	Harassment

Major infractions will not be tolerated and will result in an office discipline referral. **Major infractions will result in a disciplinary consequence** and may result in suspension but may also be corrected using a variety of logical consequences. Students who engage in major infractions will be referred to the principal/administrative designee for corrective action. After consulting with the parents and/or appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behavior. Consequences for major infraction may include but are not limited to:

- Verbal correction
- Loss of privileges
- Detention/ISS
- Restitution
- Police Referral
- Action Plan
- Apology
- Suspension from school
- Expulsion

**Major infractions with compounding reports throughout the school year with lack of behavior correction will result in a parent/student/staff meeting, out or in-school suspension impacting school participation in events such as BUCS Pride, WEM Activities (including ability to be a spectator at home or away events), Prom, etc.**

The school district administrator/designee or any principal may suspend a student for up to ten days for noncompliance with any rule or for conduct while at school under the supervision of a school authority which is not responsible, respectful, safe, or positive.



**A major infraction will include a student led meeting with the parent(s) or guardian, teacher and administrator. A reentry into class will occur only after the meeting takes place to assure a safe and neutral learning environment for all students and staff.**

### **Suspension and Expulsion**

Short term suspension may be imposed, in accordance with the procedural provisions of the Handbook, by the Principal/Administrative Designee or the discipline officer for noncompliance with school rule(s) or for conduct while at school or while under the supervision of a school authority which is not responsible, respectful, safe, or positive. The school board, in accordance with procedural provisions of this handbook, may suspend a student for more than ten days or expel them whenever it finds them responsible or repeated refusal or neglect to obey school rule(s), or conduct while at school or while under the supervision of a school authority which is not responsible, respectful, safe, or positive, and is satisfied that the interest of the school demands their expulsion. For each suspension the student will receive full credit for any assignments that were due in class or assigned during the suspension. For any suspension the parent/guardian must attend a meeting/phone conversation with the principal and their student to allow the student to be readmitted to school. At the time of suspension, administration will inform the student and parent on expectations for academic work, school support and return to school procedures. A written form will be provided at that time.

### **In School Suspension (ISS)**

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 are required to be awake and working throughout their ISS assignment.**
6. **Students may be assigned community service on district grounds while serving ISS.**

## **INFRACTION DESCRIPTIONS**

### **ALCOHOL AND DRUGS**

A student shall not possess, sell, transmit, or be under the influence of any mood altering chemical of any kind, nor shall they possess, sell or transmit any substances for mind altering use.

- On school grounds before, during or after school hours;
- On the school grounds at any other time when the school is being used by any school group;
- In school vehicles;
- Off the school grounds while the student is in attendance at school or any school function or is otherwise subject to the jurisdiction of school authorities. Use of drugs authorized by a medical prescription from a registered physician shall not be a violation of this rule.

### **BOMB THREAT**

Bomb threats are prohibited. Each student should be aware that Minnesota law provides that "whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by means of explosives shall be fined not more than \$1,000 or imprisoned not more than one year in the county jail.

### **BICYCLES**

Bicycles must be placed and locked in the bike racks.

### **DISRUPTION - \*Criminal offenses will be turned over to police\***

Disruption is defined as:

- Occupying any portion of the school premises with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
- Blocking the entrance or exit of any school building or property or corridor room so as to deprive others of access.
- Setting fire to or otherwise damage any school building or property.
- Preventing or attempting to prevent the convening or continued function of any school class, activity or lawful meeting or assembly on the school grounds.
- Preventing students from attending a class or activity.
- Except under the direct instruction of the principal or his designee, blocking normal pedestrian or vehicular traffic on the school grounds or adjacent grounds.
- Continuously and intentionally making noise or acting in any manner so as to interfere with a teacher's or staff member/monitor's ability to conduct their class or study area.
- Hate Symbols that are used to evoke feelings of hate or anger, or to spark fear or insecurity.
- Urging, encouraging or counseling other students to violate any of the preceding portions of this rule.
- Accusing or encouraging any other severe disruptions not listed above.

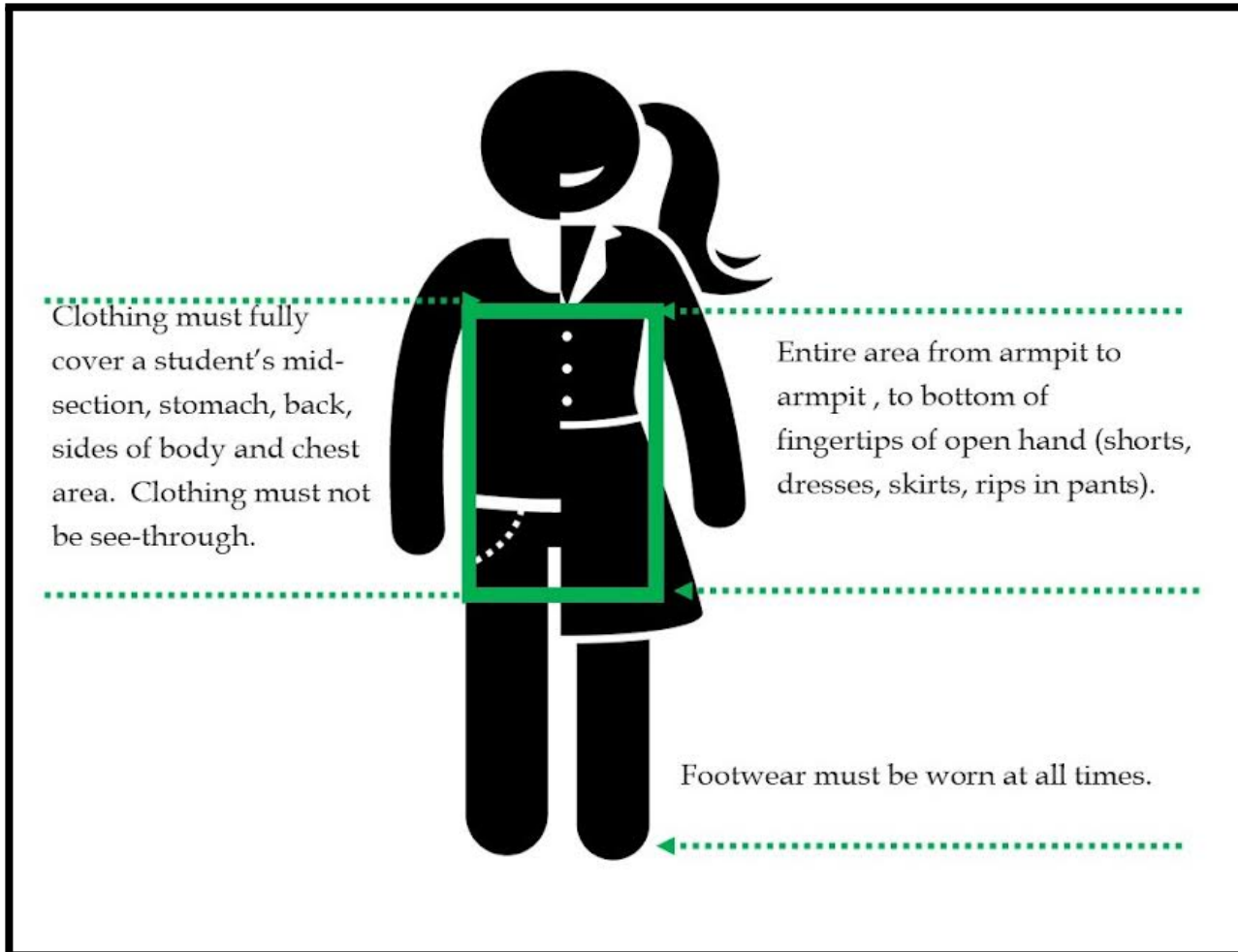
### **DRESS AND APPEARANCE**

**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.
- Any clothing that promotes nudity, pornography or represents the interpretation (examples include but not limited to Playboy, branding symbols).
- 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 18.



### ELECTRONICS

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 offense, the parent must come into the office to reclaim the device.

### Cell Phone Policy

Students will **be required to place their** cell phones in the classroom's designated **cell phone hanger**. Each staff member will include a cell phone policy in their syllabus.

**Cell phones are not allowed to be out and used while in the restrooms or locker rooms.**

**Earbuds or headphones are not allowed in the instructional areas unless otherwise permitted within special circumstances. Examples include (but not limited to) IEPs, 504 Plan, MCA testing, etc. Any hearing device must be appropriate and approved for academic testing per guidance on a test to test basis.**

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/earbuds will be taken to the office and the student can pick it up at the end of the day.

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

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

Cell phones/earbuds can be used at lunch, before first hour begins and at the last bell as students are dismissed from school for the day.

#### **FALSE ALARMS/911**

False alarms and discharging of fire extinguishers are prohibited.

#### **FORGING/MISUSING PASSES**

Forging passes, excuses and notes from home and/or misusing passes is prohibited. Forging of teacher's/principal/staff/parent's signatures is prohibited.

#### **GAMBLING**

No gambling is permitted on school grounds or at school sponsored functions. Card playing is not allowed in the media center or computer labs and is at the discretion of the study hall instructor.

#### **HARASSMENT/INSUBORDINATION**

No student shall engage in abusive behavior, invade another's privacy, and/or use vulgar language which in the factual context involved is disrupting, disrespectful, insubordinate, destructive or dangerous to the welfare of the school and the people involved in its daily operation and activities. No students shall use inappropriate language or behavior and possess or pass any inappropriate materials.

#### **IDENTIFICATION**

Students must identify themselves upon request of school personnel or duly assigned identification monitors. Students who do not identify themselves will be subject to penalties applicable to authorized persons on school grounds.

#### **LACK OF ATTENDANCE/SKIPPING CLASS**

Attendance at school, including home rooms and study halls, is required by state law and W-E-M School District policy, except for excused absences.

**LOITERING**

An unauthorized person found in the building shall be referred to the police if they do not leave immediately upon request. Students must leave the building when the school day is over, unless you are required to stay after – which will require you to be under faculty/advisor/coach supervision. Students who are waiting for a school activity to begin or are waiting for a parent/guardian are to remain in the lobby (not allowed upstairs).

**PHYSICAL THREAT OR VIOLENCE AND/OR FIGHTING**

Physical assault and battery (obvious willful attempt with force or violence to do harm to another), conduct without regard to the health and safety of others, written/verbal electronic threats, harassing other students, or inciting violence are prohibited on the school grounds, at school activities or in route to and from school on the bus.

**RESPECT FOR AUTHORITY**

All students will be expected to treat all school personnel with respect and cooperation. Profanity directed at school personnel will result in a suspension.

The Principal/Administrative Designee has the authority to decide on the type and amount of disciplinary action to be given to a student depending on the severity of the offense. New rules and regulations may be implemented by the Principal/Administrative Designee at any time.

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

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. A harasser may be a student or adult. Harassment may include the following verbal, physical, or written actions:

- Name calling, jokes, or rumors
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters, pictures or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

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

**SOLICITATION & COLLECTION OF FUNDS**

A student may solicit contributions or collect funds for any non-school purpose from students or personnel on the school grounds if the solicitation of such funds does not disrupt the normal education activities of the school, and permission has been granted by the office.

**SMOKING/CHEWING TOBACCO**

Use of tobacco products or non-tobacco products including e-cigarettes and vaping/nicotine devices, is not allowed in the building, on school grounds or on school property or during a school sponsored activity at any time.

**TOBACCO & MOOD ALTERING CHEMICAL VIOLATIONS**

Tobacco and Mood Altering Chemical Violations will receive penalties as determined by WEM School Policies and MSHSL guidelines. This pertains to MSHSL Category I, II and III Activities.

#### **THEFT AND VANDALISM**

A student shall not cause or attempt to cause damage to school or private property or steal, attempt to steal, school or private property either on the school grounds or during a school function off school grounds. The student shall within 30 days compensate for such damage. Students observing theft and vandalism on school property and to school property must report these illegal acts to school personnel.

#### **THROWING OBJECTS**

No student may place persons or property in jeopardy to bodily harm by spitting or throwing objects which may cause damage or injury. This includes snow balls, Frisbees, footballs, water balloons, coins, eggs, or other objects of similar nature including, but not limited to water bottles, squirt guns, syringes, shooting paper wads, rubber bands, pencils/writing utensils, etc.

#### **UNAUTHORIZED KEYS AND ENTRANCES**

Students shall not have possession of school keys or door code and shall not enter the building at unauthorized times.

#### **WEAPONS**

A student shall not possess, handle, discharge, display, use or threateningly use any firearm, explosive, matches, lighters, or weapons or transmit a knife, pistol, rifle, shotgun, laser lights, chains, sharp jewelry or any objects that reasonably can be considered a weapon: "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property; at a school activity or on a school bus. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others) knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, stun guns, ammunition. A student who finds a weapon on the way to school or on school property and takes the weapon immediately to the principal's office or notifies school staff shall not be considered in possession of a weapon.

### **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 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.

## **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.

#### **PUBLIC NOTICE- Parental Disclosure 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.***