

Wrenshall Board of Education Work
Session
Wednesday, September 3, 2025 6:00 PM
Central

Wrenshall School Library Media Center
207 Pioneer Drive
Wrenshall, MN 55797

1. Call to Order
2. Preview of Regular Meeting Agenda for August 11.
 - 2.a. Board Committee Reports
3. Strategic Planning
 - 3.a. Budget Update
 - 3.b. Para & P.T. Kitchen position
 - 3.c. Legislative Policy Updates
4. Review Elementary & High School Handbooks
5. Cell Phone Policy & Protocol
6. District Organizational Chart
7. MSBA School Board Recognition Month
8. Adjournment



CD Quick Quote

08/28/2025

PTMA Financial Solutions
2135 CityGate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Wrenshall ISD 100
207 Pioneer Drive
Wrenshall, MN 55797

PMA Client #: MN02-31265-0101
Phone: (218) 384-4274
Fax:

CD - 151 Days, Maturing on 01/26/2026

Treasury to 1/22/26 = 3.88%, Term Series II = 4.08%

Bank	Backing	FDIC #	City, State	Invested	Net Interest	Total	Net Rate
Western Alliance Bank	FDIC	57512	Oakland, CA	\$245,800.00	\$4,097.99	\$249,897.99	4.030
Cendera Bank, National Association	FDIC	3098	Bells, TX	\$154,200.00	\$2,567.82	\$156,767.82	4.025
Totals & Weighted Avg for Term:				\$400,000.00	\$6,665.81	\$406,665.81	4.028

Summary

Invested	Net Interest	Total
\$400,000.00	\$6,665.81	\$406,665.81
Quick Quote Total:		
\$400,000.00	\$6,665.81	\$406,665.81

The information contained herein is based on sources, which we believe to be reliable, but is not guaranteed by us and is not considered all-inclusive. It is not to be construed as an offer, or the solicitation of an offer, to sell or buy securities herein mentioned

Updated: 7/8/25

	FY 26 Adopted			FY 26 Revised			
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	
General Fund							
Fund 1 General	4,999,462	4,857,681	141,781	5,131,960	5,025,439	106,521	
Fund 3 Transportation	253,307	432,272	(178,965)	253,307	433,595	(180,288)	
Fund 5 Capital Expenditures	149,909	155,196	(5,287)	149,909	188,558	(38,649)	
Total General Fund	5,402,678	\$ 5,445,149	(42,471)	5,535,176	5,647,592	(112,416)	-1.99%
Food Service Fund 2	216,700	215,346	1,354	216,700	219,040	(2,340)	
Community Service Fund 4	188,427	190,043	(1,616)	206,764	194,417	12,347	
Debt Service Fund 7	966,060	947,210	18,850	966,060	947,210	18,850	
	6,773,865	\$ 6,797,748	(23,883)	-0.35% 6,924,700	7,008,259	(83,559)	-1.19%
Net Change in Surplus (Deficit)				150,835	210,511	(59,676)	

Changes:

Revenues

Fund 1

211 Gen Ed Aid	\$ (141,713.00)	Compensatory Rev
300 Rev State	\$ 18,000.00	American Indian Education Aid + 2,000 Reduction in School Library Aid
369 Hourly Unemployment	\$ (20,000.00)	Summer unemployment- fully funded
401 Title ESEA	\$ 11,215.00	Reduction in Title Funds
		(132,498)

Fund 4

050 Fees	864	
300 ECFE, SR, Preschool Screening	(18,001)	Pathways
369 Misc State Rev (Wrens Club)	(1,200)	(18,337)

Total increase/ (decrease) \$ 150,835.00

Expenses

Fund 1

1%,2% Wages & Benefits	\$ 125,723.00	
ICS	\$ 5,000.00	
Boiler Operator	\$ 18,000.00	
303 Fed Subaward <\$25,000	\$ 3,721.00	SPED Coop Budget
305 Consulting Fees/Services	\$ 3,119.00	American Indian Education Expenses & Hillyard Gym Floor
311 Prof & Tech Services	\$ 417.00	SPED Coop Budget
314 MN Telecommunications		
315 Repairs & Maint- Computer/Tech		
340 Property Insurance	\$ 3,197.00	
341 Liability Insurance	\$ 990.00	
350 Repairs & Maint- Maintenance		
365 American Ind Ed Travel Staff Dev		
366 Travel		
369 Entry Fees/Student Travel		
391 Reimbursement to MN Districts		
394 To Non-Ed Agency		
396,397 Sped Sal Pur From Other Distr	\$ 2,573.00	SPED Coop Budget
401 General Supplies	\$ 2,756.00	SPED Coop Budget
405 Non-Instructional Software	\$ 2,188.00	SPED Coop Budget
406 Instructional Software		
430 Instructional Supplies		
440 Fuel for Buildings		
455 Non-Inst Tech Supplies		
490 Food		
530 Equipment		
556 Instructional Tech Hdware		
570 Land Leases	\$ 74.00	SPED Coop Budget
740 Loan Interest		

0100 WRENSHALL District207 PIONEER DRIVE, WRENSHALL, MN 55797-0068
Generated on 09/03/2025 09:47:27 AM Page 1 of 1**Student Enrollment Summary Report**

Effective Date: 09/03/2025 Enrollment Types: P, S, N

Total Race/Ethnicities: 4 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 158/171/329

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**Wrenshall Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	3/2/5	1/0/1	-	-	-	9/13/22	0/1/1	13/16/29
02	1/0/1	1/0/1	-	-	-	8/10/18	1/2/3	11/12/23
03	1/0/1	-	-	-	-	15/12/27	0/2/2	16/14/30
04	-	1/0/1	-	-	-	5/9/14	2/4/6	8/13/21
05	-	0/1/1	-	-	-	13/12/25	-	13/13/26
06	0/1/1	1/0/1	-	-	-	7/12/19	1/0/1	9/13/22
KA	0/1/1	-	-	-	-	7/13/20	-	7/14/21
All Grades	5/4/9	4/1/5	-	-	-	64/81/145	4/9/13	77/95/172

Wrenshall High School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	-	0/1/1	-	-	-	9/12/21	1/2/3	10/15/25
08	-	1/0/1	-	-	-	15/9/24	0/1/1	16/10/26
09	0/1/1	0/1/1	-	-	-	12/12/24	1/2/3	13/16/29
10	-	-	-	-	-	13/8/21	0/1/1	13/9/22
11	1/0/1	0/1/1	-	-	-	14/11/25	0/1/1	15/13/28
12	1/1/2	1/0/1	-	-	-	10/12/22	2/0/2	14/13/27
All Grades	2/2/4	2/3/5	-	-	-	73/64/137	4/7/11	81/76/157

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Wrenshall Elementary	27	15.70%
Wrenshall High School	20	12.74%
Total	47	14.29%



Wrenshaw High School (Grades 7-12) Device Checkout Contract 2025-26

Wrenshaw Schools will supply your child with a Chromebook device, case, and charger for both school and home use. When a device is checked out, students must login under the isd100.org domain to access school information only.

In order to check out a device, the student and parent/guardian must agree to the following:

1. I understand that I am completely responsible for the device while it is checked out.
2. I understand that I should use the device only while logged in under the isd100.org domain.
3. I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added). **If labels/stickers are added or removed, or identifying information blocked out on the device, a nuisance fee of \$15 will be assessed.**
4. I understand the device should not be placed or stored in extreme temperatures.
5. I understand the device should not be stored in wet or humid areas.
6. I understand that I am not permitted to loan the device to anyone else.
7. I agree to follow the Wrenshaw School District Acceptable Use Policy.
<https://www.isd100.org/academics/student-handbook/>
8. I agree to return the device in the same condition in which it was checked out.
9. The device is to be returned immediately upon the end of the school year

Please return to:

- Kris Anderson - Tech
- Chloe Swanson – Library
- Josie Hlava - Main Office

Chromebook Replacement

Each student may be issued a refurbished Chromebook at the beginning of the school year. This device will be used by the student until end of life of the device (typically 4 years). If the device is damaged, the student will be assessed for the repair cost of the device or the replacement cost of the device.

Estimated Replacement Cost (Refurbished)	\$85.00
Google “G” Suite per License	\$38.00
Total Replacement Cost	\$123.00

Once the school district has received the money for the repair or replacement of the device, the student will be issued replacement Chromebook.

Student Last Name _____ Student First Name _____ Grade _____

Items Received

- Chromebook (\$85.00)
- Google “G” Suite License (38.00)
- Power Cord (\$39)
- Stylus (\$25)
- Case (\$15)

I have discussed this contract with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring my child’s activity at home. If the device is not returned or is damaged, you will be responsible for replacement and/or repair.

Student Signature: _____ **Date:** _____

Signature (Parent): _____ **Date:** _____

Parent’s Address: _____

Parent’s Phone () _____ - _____

Parent’s Email Address: _____

Staff/Faculty Signature: _____ **Date:** _____

Chromebook ID # _____

This form is available digitally on our website ISD100.org

WRENSHALL ELEMENTARY
STUDENT AND FAMILY HANDBOOK

25-26



207 PIONEER DRIVE WRENSHALL, MN 55797

218-384-4274

FAX: 218-384-4293

MISSION~A SMALL SCHOOL WHERE WE CULTIVATE BIG FUTURES.

VISION~CELEBRATING AND INVESTING IN EACH STUDENT TO LAY THE FOUNDATION FOR LIMITLESS OPPORTUNITIES.

TABLE OF CONTENTS

Part I: General Information

Annual School events.....	20
Arrival/Dismissal times.....	8
Athletics/Activities.....	20
Birthdays/Treats.....	10
Bringing items to school	10
Bus Transportation.....	11
Change of Address.....	9
Child Nutrition Services.....	12
Communication	11
Community Education.....	20
Computer/Internet- Denial of Access.....	18
Computer/Internet/Email Usage Policy.....	13
Computer Rooms.....	13
Denial of Access Form.....	19
Elementary Early Departure or Pickup.....	9
Elementary Entrance Age.....	8
Employment Volunteer Background Checks.....	12
Entrance/Clearance of Building.....	8
Food in the classroom.....	13
Introduction.....	3
Learning Management System.....	16
Letter from your Principal.....	7
Library Books.....	9
Lost & Found.....	10
Media Center.....	13
Parent Concerns/Questions.....	9
Pets.....	10
School Calendar Link.....	11
Staff.....	4-6
Technology.....	13
Visitors.....	12
Wrens Club (Latchkey).....	13
Wrenshall School Board.....	53

Part II: Academics

Assessments.....	24
Attendance.....	21
Conferences.....	24
Field Trips.....	24
Homework tips.....	26
Parent Involvement.....	23
Parent-Teacher Conferences.....	24
PK-6 Outdoor classroom.....	26
Resources for students/families.....	25
School Supplies.....	24
Section 504.....	26
Special Education.....	25
Title 1.....	26

Part- III: Building Culture/Climate

Audio/Video devices.....	34
Bullying.....	31
Cell phones.....	33
Detention.....	28
Discipline Policy.....	41
Discrimination Policy.....	37
Dress code.....	34
Drug Free/Weapon Free Zone.....	37
Expectations at Events & Assemblies... ..	35
Harassment Policy.....	38
Hazing.....	38
Learning and Discipline.....	41
Insubordination.....	35
ISS/OSS.....	42
Positive Behavior Intervention.....	29
Restorative Justice/Practices.....	29
Safety Hazard Violations.....	37
Standards of Conduct/Expectations.....	28
Student expectations.....	35
Students of the month.....	31
Suspensions.....	44
Theft.....	31
Valuables.....	31
Weapons policy/expulsion.....	37

Part IV: Health/Wellness and Safety

Accidents at School.....	47
Child Abuse/Reporting.....	49
Communicable Diseases Info.....	50
Emergency Contact information.....	40
Fire/Tornado/Lock Down Drills.....	45
Head Lice.....	47
Illness at School.....	46
Immunizations.....	50
Medication Administration.....	51
Recess Rules/Attire for Morning & Noon.....	44-46
Reporting Accidents.....	49
School Closing/Emergency Announcements.....	47-48
School Patrol.....	45
Vision & Hearing Screening.....	48

Staff Directory

<p><u>Superintendent</u> Dr. Frank Schill Ext. 2003 fschill@isd100.org</p>	<p><u>K-12 Principal</u> Michelle Blanchard Ext. 2101 mblanchard@isd100.org</p>
<p><u>School Guidance Counselor</u> Erik Holter ext eholter@isd100.org</p>	<p><u>Family School Worker</u> Ext.3301 @isd100.org</p>
<p><u>Main Office Manager</u> Josie Hlava Ext. 2000 jhalava@isd100.org</p>	<p><u>Student Records/MARRS</u> Trish Swanson Ext.2002 tswanson@isd100.org</p>
<p><u>District Office Clerk</u> Rosy Bradley Ext. 2006 rbradley@isd100.org</p>	<p><u>Business Manager</u> Beth Peterson Ext. 2001 bpeterson@isd100.org</p>
<p><u>School Nurse</u> Danielle Arneson Ext.2005 darneson@isd100.org</p>	<p><u>Images Newspaper</u> Erin Riley ext 3102 images@isd100.org</p>
<p><u>American Indian Liaison</u> <u>Kevin Kot</u> kkot@isd100.org</p>	<p><u>Community Ed Coordinator</u> <u>Katie Beck</u> kbeck@isd100.org</p>

Teachers	Grade	Email
Jillian Engstrom Brula Shirley Vanguilder	Early Childhood Teacher Teacher Aide	jengstrombrula@isd100.org svanguilder@isd100.org
Anna George	Kindergarten	ageorge@isd100.org
Chloe Olesen	First Grade	colesen@isd100.org
Natalie Cass	First Grade	ncass@isd100.org
Nikki Rowland	Second Grade	nrowland@isd100.org
Theresa Vermeersch	Third Grade	tvermeersch@isd100.org
Suzy Berger	Fourth Grade	sberger@isd100.org
Ross Tollgaard	Fifth Grade	rtollgaard@isd100.org
Kenny Mattinen	Sixth Grade	kmattinen@isd100.org
Molly Kidd	Art Elementary Specialist	mkidd@isd100.org
Laura Lembke	Phy Ed. Elementary Specialist	jbartczak@isd100.org
Deb Fenlason	Elementary Music/Band	trahkola@isd100.org
Chloe Swanson	Library/ Elementary Specialist	cswanson@isd100.org
Delaney Knudson	Elementary Special Education	nhinchliff@isd100.org
Kaitlyn Hellman	Elementary Special Education	khellman@isd100.org
Sheri Fossen	Title 1/Earlychildhood Special Ed.	sfossen@isd100.org
Kelli Perrault	Paraprofessional/Title 1	kperrault@isd100.org
Lauren Borg	Paraprofessional	lborg@isd100.org
Sara Hietala	Paraprofessional	shiетtila@isd100.org
Renee Duncan	Paraprofessional	rduncan@isd100.org
Renee House	Food Service Director/Head Cook	rhousel@isd100.org
Erin Riley	Images Newspaper	images@isd100.org

Letter from your Principal

Dear Wrenshall Families,

It is my pleasure to welcome you to a new school year at Wrenshall School. We look forward to working together to ensure that every student has a rewarding and successful experience as a Wrenshall Wren.

At Wrenshall, we believe children learn best in an environment built on **mutual respect, safety, and partnership** between students, families, and staff. Together, we can create a school community where students experience the excitement of learning and grow both academically and socially.

As we begin this year, we continue to strengthen our **Wrens Strong Positive Behavior Intervention framework** in the elementary grades, which promotes a common language and clear expectations for all students centered around Respect, Effort and Belonging. We are also implementing **Restorative Practices**, which focus on repairing harm, resolving conflict, and building strong relationships within our school community. These efforts ensure that our students not only thrive academically but also feel supported and safe.

This **Parent/Student Handbook** is designed to be a helpful guide to your child's school experience. After reviewing it, I encourage you to stay engaged and actively involved in your child's education. Together, there is no limit to what our students can achieve.

Best wishes for a successful and rewarding school year!

In Partnership,
Principal Blanchard

Part I: General Information



ELEMENTARY ENTRANCE AGE

Students may enroll in school at Wrenshall Elementary provided they are at least five years old on September 1st for Kindergarten, or at least six years of age for first grade. Please contact the school for more details.

Arrival and Dismissal Times

Buses arrive	8:00 – 8:15 a.m.
Breakfast served/cafeteria	8:00 – 8:20 a.m.
Classes begin	8:30 a.m.
Lunch and recess (2 Sections)	10:50 a.m-11:55 a.m..
Walkers dismissed	3:05 p.m.
Bus students dismissed	3:10 p.m.
Buses depart	3:20 p.m.

ENTRANCE AND END OF THE DAY PROCEDURES

If your child does not ride the bus please time his or her arrival for no earlier than 8:00 a.m. Although teachers arrive earlier they are not supervising hallways or the playground. Their time is spent preparing for the day.

Classes begin at 8:30 a.m. and we ask that students **not** arrive earlier than 8:00 a.m. as supervision of students isn't provided until that time. Elementary students arriving prior to 8:00 a.m. may only do so if they are attending Wrens Club (Advanced scheduling is required).

The building is to be cleared by 3:15 p.m. each day, unless you have an appointment with a teacher or an after-school activity.

Elementary students are to proceed directly home or to the residence of after-school care following 3:08 dismissal. Elementary students are not to stay after school unless their parent/guardian has made arrangements with the child's teacher, Principal or the student is involved in extracurricular activities. **Any non-participants must be accompanied by parents. Notes must be sent if students are staying for an after school activity.**

Students that are released early to walk home are expected to leave school grounds when dismissed.

***The school is not liable for injuries sustained on school grounds after 3:15 p.m. for any students that are not involved in extracurricular activities.

ELEMENTARY EARLY DEPARTURE OR ALTERNATE PICKUP

Changes to Student Dismissal

Any change to your child's usual dismissal routine (e.g., another adult picking them up) **requires a note or call from a parent/guardian**. Please notify classroom teachers by **2:30 p.m.**

For safety:

- Parents/guardians picking up children early must **report to the main office**, not the classroom.
- Students will be sent to the office for release.
- Students may **not make their own plans during the day** to go somewhere other than home.

These procedures help prevent confusion, minimize classroom interruptions, and ensure your child's safety.

PARENT CONCERNS AND QUESTIONS

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

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

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

LIBRARY BOOKS

Our media center contains study areas and a wide variety of literature for all students to access separated by grade level and interest level. Students that lose library books may be required to replace the missing books or their parents may be required to replace the missing books before they are allowed to take out additional library books.

CHANGE OF ADDRESS

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

LOST AND FOUND

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

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

BIRTHDAYS/SEASONAL PARTIES

If acceptable, classrooms acknowledge your child's birthdays and seasonal events throughout the year.

Treats for your child's birthday are traditional but not mandatory. All treats need to be store bought and in the original package. Each classroom will communicate more details.

Please be aware of Peanut free classrooms, avoid any treats with peanuts and nuts or anything processed in a plant with peanuts or nuts. In an attempt to respect the feelings of all students we request: Mail or text invites from home (they will not be passed out in school.

BRINGING ITEMS TO SCHOOL

Students should be reminded not to bring valuable or dangerous items to school. We cannot safeguard valuable items. Our students should not bring items from home unless approved by the teacher or Principal.

PETS

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

BUS TRANSPORTATION

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

Bus Rider Policy

For everyone's safety, students are expected to follow bus rules at all times.

- The bus driver is in charge—follow directions promptly.

- Stay seated while the bus is moving; keep head, hands, and arms inside.
- No scuffling, fighting, or inappropriate language.
- Keep the bus clean—no littering or damaging property. (Students pay for damage they cause.)
- Be on time at your stop and follow safe procedures when crossing the road.
- Wait until the bus stops completely before boarding.
- Ride only from your assigned stop and get off only at school unless you have prior office approval.
- After-school guest riders must be prearranged; morning routes do not allow guests.
- Misconduct will be reported to the principal, and parents will be notified. Repeated violations may result in loss of bus privileges.

Consequences for Misbehavior on the Bus

Kindergarten through 6th grade

First Offense: The driver has given your student a verbal warning, and a bus incident report will be sent home. Students may be moved to a different seat.

Second Offense: One-day bus suspension.

Third Offense: Three-day bus suspension; conference with student, parent, school, driver.

Fourth Offense: Five-day bus suspension.

Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

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

SCHOOL CALENDAR

The school board adopts the school calendar annually.

Follow this Link: <https://www.isd100.net/>

COMMUNICATION

We strive to be consistent with our families with communication. Our staff is required to initiate consistent communication with families via phone calls, notes, apps, school website, student achievement reports and conferences. The *Images* newspaper is sent out once a month to our community and families who have enrolled students in our district.

CHILD NUTRITION SERVICES

The purpose of the Wrenshall Food Program is to provide well-balanced meals at a reasonable cost. All meals and beverages are to be consumed in the cafeteria. Students are responsible for discarding unused food, wrappers, containers and returning trays and utensils to the washing station. All students can receive one breakfast and one lunch free daily. MDE Free School Meals Program FAQ <https://education.mn.gov/MDE/dse/FNS/SNP/free/>

EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS

We have opportunities for employment throughout the year please visit the school website. We welcome volunteers to support our classrooms during the school year. Background checks are required before employment or volunteering takes place.

VISITING SCHOOL

Minnesota State law requires all visitors/volunteers to check into the school. During school hours visitors must check in with the main office and receive a visitors pass and sign out before they leave the building. If you need to pick up your child during the day, please check in with the office and the receptionist will **call your child down**.

FOOD IN THE CLASSROOM

Students may bring in a healthy snack each day. Teachers allow time during the day for children to have a healthy snack. Snacks high in sugar/and or caffeine are discouraged. We recommend a snack from one of the food groups: Fruits, grain, vegetables, protein, dairy. Please see our Wellness Policy 533 at isd100.net

TECHNOLOGY

MEDIA CENTER

Our Media Center is located on the first floor.

We offer both digital and print resources for our students.

Elementary students go to the library for book check out and for literacy instruction.

COMPUTER AREA

Please treat these areas with care. **Food and drink are prohibited in the computer rooms.** Any beverage consumed in a computer lab will result in a beverage violation. Responsible behavior in this area is expected. As the computer room is considered a classroom, all other classroom expectations apply.

COMPUTER USE / INTERNET

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

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

APPENDIX

Computer and Internet Acceptable Use Policy

PURPOSE

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

GENERAL STATEMENT OF POLICY

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

RESPONSIBLE & ETHICAL USE

A. Expectations and Responsibilities

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

site, the user should immediately notify the most immediate teacher, supervisor, tech director, or administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

9. The School district does not support personal equipment. Users will not install any personal equipment or software on any district- owned device or system.

B. Unacceptable Uses and Restrictions

1. Users will not access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. materials with obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or could cause damage, danger, or disruption to the educational process; or
 - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or may constitute harassment or discrimination.
2. Users will not post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to addresses, telephone numbers, access codes, passwords, labeled photographs, any information that would make the individual's identity easily traceable, and any unauthorized disclosure, use, or dissemination of personal information regarding minors.
 - a. This includes, but is not limited to, any use or accessing of online social networking sites or social chat sites.
3. Users will not attempt to gain unauthorized access to the school district systems or any other system ("hacking") through the school district system.
4. Users will not knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not attempt to login through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
6. Users will not violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or proper citation. This includes the downloading, copying, or exchanging of pirated Software or music to or from any School computer, and plagiarizing works found on the Internet.
7. Users will not vandalize, damage, disable, or physically abuse the property of the school district, another person, or organization.

8. Users will not access or attempt to gain access to unauthorized information or another person's materials, information, or files without the direct permission of that person.
 9. Users will not knowingly waste school district technology resources and supplies including the printing of any information or images that are not for assigned School projects or purposes.
 10. Users will not purposefully interfere or disrupt school district technology equipment, software, or systems, which includes but is not limited to:
 - a. deliberately crashing machine(s);
 - b. spreading computer viruses, worms, or other malicious software (malware);
 - c. unauthorized security probing or evaluation activities;
 - d. wide-scale distribution of messages to forums or mailing lists unrelated to current classroom or school district topics.
 11. Users will not engage in any illegal act or violate any local, state, or federal statutes.
 12. Users will not use school district Internet access or accounts for unauthorized commercial use and/or financial gain unrelated to the mission of the School district.
- C. **Vandalism and harassment will not be tolerated.** Any instances of vandalism or harassment will result in the consequences listed in this policy or the Wrenshall Student Handbook.

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

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

STUDENT EMAIL

- A. The school district provides student email accounts for educational purposes only. Provided email is limited in scope depending on student grade level.
 - Grades PK-6 can only send and receive emails from teachers and staff.
 - Grades 7-9 will receive district email addresses only. These students will not be able to email persons outside of the district, including parents/guardians.
 - Grades 10-12 will receive fully functioning email addresses. These students will be able to email persons inside and outside of the district, including parents/

guardians.

- B. Student email communications are intended for educational purposes only. All email accounts belong to the school district and students are granted access at the sole discretion of the school district staff. All email communications are subject to monitoring for acceptable use.
- C. Students shall use their district provided email account for educational purposes only. Students should not use this account for personal uses including, but not limited to, private social networking, online dating, blogging, etc.
- D. Students are *not* allowed to access their personal email accounts from school computers.

LEARNING MANAGEMENT SYSTEM

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

CONSEQUENCES

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

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

FILTERING

With respect to any of its computers with Internet access, the school district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

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

- a) taken as a whole and with respect to minors appeals to a prurient interest in

nudity, sex, and/or other private bodily functions;

- b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

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

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

LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system and individual computers.
- B. Routine maintenance and monitoring of the School district's computer system may lead to a discovery that a user has violated a policy or the law.
- C. The technology network and equipment is owned and operated by the school district for the express use of staff and students in education-related activities. The district retains the right to monitor activity of users.
- D. An individual investigation or search may be conducted if the school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy. In addition, data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under state and federal law.
- E. Parents have the right to request to review the contents of their child's files. Parents have the right to request the termination of their child's computer access at any time.
- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies.
- G. The school district will cooperate fully with any legal requirements of any Federal Freedom of Information Act request, Family Educational Rights and Privacy Act (FERPA) request or Minnesota Data Practices Act request.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Wrenshall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically. Use of the school district computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including but not limited to: loss, damage, or unavailability of data stored on the district's diskettes, tapes,

hard drives, mailboxes, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district computer system. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all technology, telecommunication systems, Internet, or computer

INTERNET USE AGREEMENT

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

**Wrenshall Public Schools
DENIAL OF ACCESS FORM**

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

Dear Parents or Guardians:

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

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

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

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

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

Children's Names	Grade
------------------	-------

Parent/Guardian's Signature _____ Date _____

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

ATHLETICS/ACTIVITIES

- K-6 parent volunteer elementary basketball program
- Volleyball camp for elementary girls grades 3-6
- Grades K-6 Cheerleading
- Art Club
- Lego club
- Girl Scouts/Boys Scouts
- Father/Daughter Ball
- After school enrichment programs: Look through flyers sent home throughout the school year.

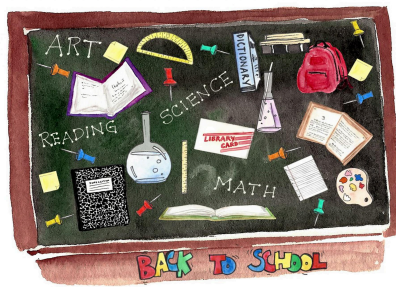
COMMUNITY EDUCATION

Please go to isd100.net and look for the Community Education tab for more information about events and Early childhood and child care.

ANNUAL SCHOOL EVENTS

Here at Wrenshall we have a variety of annual events that elementary students and their families have an opportunity to participate in:

- Grandparents Day (September)
- Music Programs (throughout the year)
- Scholastic Book Fair (During conference times November and March)
- Earth Day Clean up(April)
- 5th Grade Conservation Day (September)
- 5th Grade Starbase Program (October)
- 6th Grade Osprey Environmental Center (Spring)
- School Wide Science Fair (February)
- Veterans Day Program (November)
- Track and Field Day (May/June)
- Book Tasting Night (May)



Part II: Academics

ATTENDANCE

The State of Minnesota requires that children must attend school regularly. Students are expected to be at school everyday unless they are ill or there is an emergency in the family. Students are expected to come to school on time.

SCHOOL WIDE ATTENDANCE POLICY

Educational studies conducted nationally as well as locally indicate a significant correlation between student attendance and student performance. Excessive absenteeism results in lower achievement.

A good attendance record is one of the characteristics most sought after by employers and poor attendance is a major reason for employee dismissal. It is essential that our students learn this important life skill. A good attendance record will improve the quality of their education and make them a marketable employee.

Thus, student absenteeism should be limited to instances in which an absence is genuinely unavoidable. Each student, his/her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance.

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

Absences from School for Religious and Cultural Observances- American Indian students are permitted to be absent from school for instruction conducted by tribal spiritual or cultural advisors.

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

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

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

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

*It should be noted that elementary students arriving after 9:22 a.m. and/or leaving before 2:15 p.m. will be counted as half a day absent from school.

Excused Absences

An excused absence indicates a legal absence from school via parent/guardian or doctor verification. However, the school reserves the right to excuse or unexcused any non-medical absence according to state guidelines and school district rules and procedures.

Parents are expected to call the school in the morning to report and explain the absence of their child from school. Upon return to school and checking in the student should bring a written note by parent/guardian or doctor in case of a medical absence.

If a student has to leave school early, he or she must have his or her parents call the main office secretary at extension 2000 or be able to show a written excuse signed by a parent.

Furthermore, after parent approval, the student must receive permission from the school office before leaving the building. Any absences that occur throughout the school day that are not approved by the office prior to student departure, are considered unexcused and cannot be excused later by a parent.

The following reasons shall be sufficient to constitute excused absences:

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

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

Prearranged Absences:

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

Unexcused Absences

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

Tardies

1. It is the student's responsibility to report to school and class on time
2. When a student reports to school late please report to the office with parent/guardian.

Truancy

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

PARENT INVOLVEMENT

Parents/guardians are an integral part of our Wrenshall School family. There are opportunities for involvement in school activities and in individual classrooms. Each classroom will have more detailed information for volunteer opportunities. One of the main ways parents can contribute is by supporting their children in their learning and participating with them in school events.

FIELD TRIPS

All class field trips are planned by each individual teacher and are not required as part of the educational curriculum. Teachers may take field trips to enrich our students' educational experience.

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

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

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

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

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

SCHOOL SUPPLIES

If you are in need of a list of school supplies your child will need, please speak to the classroom teacher, check the school website, or read the September issue of Images. Throughout the year, 5th grade students will be selling school supplies at the School Store. School shoes may be the same ones they wear at home. Backpacks help keep materials together and are an easy way for students to carry their school supplies, books, lunches, etc. to and from school.

CONFERENCES

Parent/Teacher conferences are held twice a year for families, one in November and a second one in March. Teachers will send home notifications to set up date and time that works best for families

ASSESSMENTS

As required by the State of Minnesota we assess our students on a yearly basis during the month of April. Elementary testing starts in grade 3.

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. **For more information regarding testing click on the link: [MCA Parent Fact Sheet](#) [Frequently Asked Questions: Why Statewide Test Results Matter](#)**

RESOURCES FOR STUDENTS AND FAMILIES

We have resources available for families to utilize throughout the year that include a School Family social worker, K-12 School counselor, Northhome, Birch and Pines, Speech Services

SPECIAL EDUCATION

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

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

and date of birth into the Minnesota Medicaid System, please inform the district administration that you do not want the district to check the Medicaid System.

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

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

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

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

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

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

SECTION 504

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

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

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

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

TITLE I

Our school offers Title I reading and/or math assistance to students in grades K-6 who qualify for services. Title I is a federally funded program which supports a full-time teacher that provides instruction aimed at strengthening the skills of participants.

PK-6 OUTDOOR CLASSROOM

Outdoor education and play support emotional, behavioral and intellectual development.

Studies have shown that students who learn outdoors develop: a sense of self, independence, confidence, creativity, decision-making and problem-solving skills, empathy towards others, motor skills, self-discipline and initiative.

Teachers have begun an initiative to start outdoor education. The spaces are located on the side of the school building near the trail. The expansion of this program will be ongoing as grants and other funding sources will be researched to support the costs of adding seating, curriculum, and shelters.

HOMEWORK TIPS

Model the Importance

- Set a regular homework time.
- Provide supplies (books, pencils, paper).
- Create a quiet, well-lit study space.
- Show the value of learning by reading/writing yourself.
- Stay connected with teachers.

Monitor Assignments

- Know what homework is assigned.
- Be aware of how long it should take.
- Follow the teacher's directions for parent involvement.
- Make sure work is started and finished.
- Review teacher comments on returned work.
- Limit TV and technology during homework time.

Provide Guidance

- Respect your child's learning style (visual, auditory, hands-on).
- Notice if they work better alone or with support.
- Help them stay organized (planner, folder, backpack).
- Encourage good study habits (planning ahead, breaking down big tasks).
- Talk about assignments to ensure understanding.

Be Proactive

- **Meet the teacher early in the year.**

- Communicate if problems arise.
- Work with teacher and child on a plan for success.
- Follow up to be sure the plan is working.

Part III- Building Culture/Climate



*STANDARDS OF CONDUCT

*Please refer to the High School Handbook for a guide on behaviors and consequences. Wrenshall School is committed to a safe, positive learning environment where students are supported in becoming responsible and respectful community members. Discipline is viewed as a learning experience designed to guide students toward self-control, respect, and responsible behavior.

Expectations

- Be Prompt and Prepared – Arrive on time with needed materials and assignments.
- Respect Staff – Listen, follow directions, and take responsibility for your actions.
- Respect Others – Use appropriate language, listen, and value differences.
- Respect Property – Care for personal, school, and community property.
- Support Learning – Stay on task and allow others to learn.
- Show Social Skills – Be courteous, respectful, and considerate.
- No Bullying – Bullying will not be tolerated and may result in consequences up to expulsion.

Philosophy

- Learning happens best in a safe, respectful environment.
- Discipline is meant to teach, not just punish.

- Consequences are fair, respectful, and aim to improve future behavior.

Roles & Responsibilities

- School Board – Ensures order and supports staff.
- Superintendent – Sets guidelines and provides support.
- Principal – Enforces rules, involves parents, and uses discretion in discipline.
- Teachers & Staff – Provide a safe learning environment and model respectful behavior.
- Parents/Guardians – Partner with the school to support their child’s behavior.
- Students – Are responsible for knowing and following the Code of Conduct.

Positive Behavior Interventions

Wrenshall elementary school models Positive Behavior Interventions to help support our students learn and grow. We aim to take a restorative approach if behaviors occur.

It is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

Positive behavioral interventions and support is a way for schools to encourage positive behavior.

- Through this framework, we teach students about behavior, just as they would teach about other subjects like reading or math.
- The focus is to prevent, not punish.
- We teach our students behavior expectations for every area in the building to build a common language amongst both staff and students.

We will recognize students following our **Respect, Effort, Belong** expectations by giving them praise and they will receive a Wrens Strong ticket to be used for weekly drawings.

We have listed expectations for different areas of the school which include, hallways, restrooms, buses, playground and cafeteria. Signs will be displayed in these shared spaces for daily reminders for the students to see.

WRENS STRONG EXPECTATIONS

Restroom

Respect	Effort	Belong
<input type="checkbox"/> Lock your stall bathroom <input type="checkbox"/> Respect everyone’s privacy	<input type="checkbox"/> Flush the toilet when done <input type="checkbox"/> Wash your hands appropriately	<input type="checkbox"/> Keep the bathroom clean <input type="checkbox"/> Report problems with sink, toilet or messes to an adult

Lunchroom

Respect	Effort	Belong
<input type="checkbox"/> Use good manners <input type="checkbox"/> Keep your area clean	<input type="checkbox"/> Don't play with your food <input type="checkbox"/> Use indoor voices	<input type="checkbox"/> Sit in designated area <input type="checkbox"/> Keep hands and feet to yourself

Playground

Respect	Effort	Belong
<input type="checkbox"/> Listen and follow directions from adults <input type="checkbox"/> Use kind words	<input type="checkbox"/> Use equipment appropriately <input type="checkbox"/> No rough play	<input type="checkbox"/> Include everyone play together <input type="checkbox"/> Put equipment away

School bus

Respect	Effort	Belong
<input type="checkbox"/> Listen to your bus driver <input type="checkbox"/> No food or drink allowed	<input type="checkbox"/> Stay seated at all times face the front <input type="checkbox"/> Use indoor voices	<input type="checkbox"/> Keep track of your belongings <input type="checkbox"/> Use kind words and actions

Hallway

Respect	Effort	Belong
<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Stay quiet - classes are in progress	<input type="checkbox"/> No Running <input type="checkbox"/> Keep hallways clean	<input type="checkbox"/> Go directly to your destination <input type="checkbox"/> Set a good example

WRENS STRONG STUDENTS OF THE MONTH

We recognize and celebrate students by nominating students who show Wrens Strong attributes Effort, Respect, Belong and fall into either academic or exemplary. The nominees are displayed in our monthly Images newsletter and their pictures by the business office.

VALUABLES

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

THEFTS

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

STUDENT BULLYING PROHIBITION POLICY

BULLYING PROHIBITION – POLICY 514: A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

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

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

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

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

IS IT BULLYING?

Rude=Inadvertently saying or doing something that hurts someone else is.

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

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

Examples of bullying behaviors:

Direct Bullying

Physical: hitting, kicking, shoving, spitting

Verbal: taunting, teasing, racial slurs,
verbal sexual harassment

Non-Verbal:threatening, obscene gestures
eye rolling, seat saving

Indirect Bullying

getting another person to assault someone
spreading rumors

deliberate exclusion from group activities

cyberbullying

Responsibility for Safe Behavior

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

Referral Slips

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

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

Law enforcement will be contacted

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

County Attorney's Office will be contacted

- In the event of excessive absenteeism/truancy

***Classroom discipline (discipline administered within the classroom) is left to the discretion of the classroom teacher**

****Levels of consequences may be recommended by the teacher, staff member, or supervisor citing the violation. However, the school administration and/or Discipline Review has the ultimate responsibility for determining consequences.**

*****Parents/guardians will receive notification regarding any **significant** behavior violations and resulting consequences (This may include talking to a parent in person or over the phone, a voice mail, a text message, an email, a letter, et**

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

AWAY FOR THE DAY CELL PHONES & COMMUNICATION DEVICES

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

- In grades K-6 if a cell phone is brought to school it will be powered off and stored in a locked cell phone locker in the teachers classroom until the end of the day.
- If a student needs to make an emergency call during the school day they are to go to the main office.
- Smart Watches are not allowed in the classroom.
- It should be noted that refusal to surrender a cell phone or other electronic device not authorized to use when directed to do so by a school staff member, teacher or administrator is a violation of our school's Code of Conduct.
- Insubordinate behavior could lead to detention, suspension or exclusion from school events.

CONSEQUENCES

- *First Offense ~The teacher will give the student a warning and take the phone and lock it in the phone locker for the remainder of the day.
- * Second Offense ~ Student will receive after school detention and parent will be notified to pick the phone up.
- * Third Offense ~Student will receive after school detention and student will be prohibited from bringing their phone to school for the rest of the quarter (or days equivalent to a quarter)
- * Insubordinate behavior could lead to detention, suspension or exclusion from school events.

AUDIO/VIDEO DEVICES/SMART WATCHES

Smart Watches are not allowed in class. Students may operate iPods, MP3 players, radios, tape players, CD players, and any similar devices only with headphones and only in the following circumstances: on the bus to and from school; in school prior to the start of classes in the morning, and after school. Violations of the aforementioned policy will result in the same consequences as cell phone violations (See "Communication Devices") Classroom teachers reserve the right to follow their own classroom policies regarding device usage. Students bringing audio/video devices to school should recognize the risk of theft. The school is not responsible for stolen property.

STUDENT DRESS CODE POLICY

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

Hoods:

All students are not to wear hoods, or other head coverings within the building during the school day unless there is a special event and permission has been granted.

Clothing:

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

Objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to any group, evidences of gang membership or

affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed.

Shoes

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

Sunglasses

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

Gang Related Apparel:

The School District, in its desire to keep students free from threats or harmful influence of gangs or other violent groups, believes that apparel identified as "gang-related" can be reasonably construed as hazardous to the health and safety of the school environment. Gang symbols, signs, slang, attire, and graffiti will not be allowed in the school setting. Students, staff, and parents who have evidence of these influences in our school should report the concern to school administration immediately.

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

Chains, Extreme Jewelry, Etc:

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

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

Blankets:

Blankets are not allowed in school.

STUDENT EXPECTATIONS FOR EVENTS & ASSEMBLIES

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

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

1. Students are to enter the building through the main lobby entrance where tickets are sold.
2. Once students are admitted to the school activity, they are to remain in the building throughout the activity. If students choose to leave, they are subject to not being readmitted.
3. For the safety of players, the individual's safety, and respect for spectators viewing the game, student fans are asked to limit movement in and out of the gym while play is in

progress. The game supervisor may monitor traffic and choose to readmit students only at quarter breaks, time-outs, and/or other stoppages of play.

4. Students are asked to NOT sit on concession tables or stairways.
5. We should support our team in the gymnasium. Socializing with friends should be done primarily in the gym. Students spending extensive amounts of time in the halls or lobby will be asked to return to the gym.
6. Students are expected to utilize positive methods and expressions of support for our team and display good sportsmanship toward the opposing team and fans.
7. All activities are an extension of the school day and school rules apply to those in attendance.
8. Locker and classroom hallways are off limits during games. Students must seek permission from game supervisor, administration, or ticket seller to enter these areas.
9. Elementary students attending after school events must be accompanied by an adult.
10. Students are to respect all staff members, ticket sellers, etc.

SCHOOL WEAPONS POLICY

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

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

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

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

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

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

DRUG-FREE & WEAPON-FREE ZONE

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

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

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

EXPULSION FOR POSSESSION OF FIREARM

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

SAFETY HAZARD VIOLATIONS

Potential safety hazards exist for students in the following areas:

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

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

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

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

1. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following, when related to religion, race, or sex:
 - name calling, jokes, or rumors
 - graffiti
 - notes or cartoons
 - unwelcome touching of a person or clothing

- offensive or graphic posters, book covers, clothing, etc.
 - any words or actions that make a student or staff member feel uncomfortable, embarrassed, or upset.
2. If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher, counselor, administrator, or the district’s Human Rights Officer as soon as possible.
 3. Students may also make a written report. It should be given to a teacher, counselor, administrator, or the district’s Human Rights Officer.
 4. A student’s right to privacy will be respected as much as possible.
 5. We take all reports of religious, racial, or sexual harassment or violence seriously and will take all appropriate actions based on your report
 6. The school district will also take action if anyone tries to intimidate you or tries to take action to harm you because you have reported.

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

**INDEPENDENT SCHOOL DISTRICT NO. 100
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 100 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

—

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

_____This complaint
is filed based on my honest belief that _____ has harassed or has been violent to
me or to another person or group. I hereby certify that the information I have provided in this
complaint is true, correct, and complete to the best of my knowledge and belief.

(Date) _____(Complainant Signature)

Received by _____
(Date) _____



Part IV-Health/Safety/Wellness

Recess Policy- Students have daily opportunities for physical activity during recess, which complements, but does not replace, physical education.

- **Outdoor Recess:** Weather permitting. Students must dress appropriately (coats, snow pants, hats, gloves, boots). Outdoor recess is canceled if the temperature is below 0°F or wind chill is -10°F or lower, or due to air quality or other safety concerns.
- **Indoor Recess:** Provided when outdoor recess is unsafe.
- **Supervision & Safety:** Recess is always supervised by adults trained in first aid and CPR. Medical restrictions for individual students are respected and confidential.
- **No Punishment:** Participation in recess cannot be denied as discipline or for makeup time. Unless a child is violating safety protocols for others we will issue an alternative recess.
- **Play Areas:** Safe playgrounds and equipment are provided for free play.

Morning Recess:

- Students not eating breakfast report to the playground (or Commons in inclement weather).
- Students eating breakfast go to the cafeteria, then proceed to the playground or Commons.

Noon Recess:

- All K–6 students have outdoor recess when weather allows.
- Students too ill to be outdoors will be referred to the nurse

Dress for Recess

- Hats & gloves most of the year
- Winter: coat, snow pants, boots, hat, mittens/gloves
- Closed-toe shoes only (no sandals/flip flops)

Play Safe

- Stay in designated areas
- Keep hands & feet to yourself — no rough play
- Share equipment
- No snowballs, rocks, mud, or unsafe games
- No cellphones, trading cards, skateboards, rollerblades, or baseball/softballs, cell phones

Be Respectful

- Treat others the way you want to be treated
- Include others, no excluding to be mean
- Respect supervisors and follow directions

Line Up & Report

- Line up right away at the whistle
- Enter quietly and calmly
- Tell a supervisor right away if someone is hurt or if there's a problem

Swings

- Sit only — swing straight forward and back
- No standing, twisting, or jumping off

- Only 6th graders may give pushes
- Never run between swings

EMERGENCY CONTACT CARDS

It is required that all families should have a card on file and will be contacted via email or phone call if the school does not have one.

ILLNESS AT SCHOOL

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

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

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

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

SCHOOL CLOSINGS/EMERGENCY ANNOUNCEMENTS

If school is to be closed or dismissed early because of weather or other emergencies you will be notified through our Instant alert system. This will be the primary information resource for parents. Please make sure your email and phone numbers are always updated.

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

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

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

Radio - AM
KDAL 610 AM

Radio – FM
KDAL 95.7 FM

TV
KDLH Channel 3
KBJR Channel 6
WDIO Channel 10

The Infinite campus messenger notification system will also be utilized to inform families of any changes in the school day and to announce any other pertinent information.

ACCIDENTS AT SCHOOL

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

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

REPORTING ACCIDENTS

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

HEAD LICE POLICY

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

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

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

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

VISION AND HEARING SCREENING

Vision and hearing screening will be done in the fall for first, second, third, fifth, eighth and eleventh grades. A screening can also be done for any child anytime during the school year if a

problem is suspected. Contact the school nurse at extension 2005 if you have questions or concerns.

SCHOOL PATROL

Elementary students who walk to school and/or who cross streets by or enroute to school are to cross under the guidance of the school patrol when and where provided. Only walkers who utilize the school patrol will be dismissed prior to bus students. The school patrol consists of responsible sixth grade students who have been trained to get students safely across our streets and roads. Patrol members are on duty from 8:00 to 8:20 a.m. and from 2:55 to 3:10 p.m. each school day.

SCHOOL SAFETY AND EMERGENCY DRILLS

As part of our Crisis plan we follow the *The I Love You Guys Foundation* Standard Response Protocol (SRP). It is a unified, easy-to-follow set of procedures for schools to respond to emergencies such as intruders, lockdowns, severe weather, or evacuations. It provides clear, consistent language and steps for staff and students to follow, ensuring safety and minimizing confusion during critical incidents.

**IN AN EMERGENCY
TAKE ACTION**

	HOLD! In your room or area. Clear the halls.
STUDENTS	ADULTS
Clear the hallways and remain in room or area until the "All Clear" is announced. Do business as usual.	Close and lock the door. Account for students and adults. Do business as usual.
	SECURE! Get inside. Lock outside doors.
STUDENTS	TEACHERS
Return to inside of building. Do business as usual.	Bring everyone indoors. Lock outside doors. Increase situational awareness. Do business as usual. Take attendance.
	LOCKDOWN! Locks, lights, out of sight.
STUDENTS	ADULTS
Move away from sight. Maintain silence. Do not open the door.	Recover students from hallway, if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.
	EVACUATE! (A location may be specified)
STUDENTS	ADULTS
Leave stuff behind if required to. If possible, bring your phone. Follow instructions.	Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.
	SHELTER! Hazard and safety strategy.
STUDENTS	ADULTS
Use appropriate safety strategy for the hazard.	Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.
Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazard	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

Copyright 2012 by I Love You Guys Foundation. The Standard Response Protocol is a registered trademark of I Love You Guys Foundation. All Rights Reserved.

All schools are required by the Minnesota Department of Education to schedule regular safety drills throughout the school year. The three different drills practiced are fire, tornado, and lockdown. We also are prepared for an evacuation if that was needed. We have a team that meets each school year to review our emergency plans and revise as needed. In addition, we debrief after drills to consider ways to improve.

Fire Drills: In order to assure the safety of our students, the Minnesota Department of Education requires five fire drills throughout the school year. When the fire alarm sounds, students and staff leave the building in a quiet, orderly manner. Teachers take their Emergency Grab and Go bags, do

an attendance check, and report their status to the principal or admin designee. Our goal is to be out of the building in under 2 minutes.

Tornado Drills: One tornado drill is held in the spring to coordinate with the Statewide Tornado Drill Day. Students are moved to designated safe areas to help minimize exposure to falling or flying debris. The principal or admin designee checks all areas for proper procedures.

Lockdown Drills: The lockdown drill is locks, lights and out of sight. We have five lockdown drills each school year. All students and staff stay out of sight in their locked classrooms. The principal and maintenance staff check the building to make sure all staff and students are properly following procedures. The goal is to maintain a safe environment for all our students and staff.

Evacuation: Our fire drill serves as our evacuation practice--getting out of the building efficiently. In the event of a true evacuation, all students, staff, and visitors would evacuate to our primary evacuation site: Wrenshall Fire Hall. There would be a formal system in place for parents to be united with their children. We thank you in advance for your cooperation to ensure the safety of our students.

CHILD ABUSE AND NEGLECT REPORTING

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

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

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

IMMUNIZATIONS

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

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

Polio: **4 doses**

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

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

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

Minnesota immunization law: Statute 212A.15 sub.2 **REQUIRES** that in order for a child to enroll in school a parent must show they have received the required immunizations or an exemption.

Please make sure that your child has all the necessary immunizations/paperwork into the nurse's office **BEFORE your child attends class.**

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

Communicable Diseases Information

Please notify the school if your child appears to have any of these diseases and confirm the diagnosis with your doctor.

Disease	Early Symptoms	Incubation	Restriction of Attendance
Chicken Pox	Slight fever, general feeling of illness and blister like rash with scabs appearing after 3 to 4 days	2-3 weeks	Excluded from school for 6 days after the last eruption. All crusts should be dry.
Hand, Foot and Mouth disease	Low grade fever, runny nose, sore throat, blister like rash in mouth	3-6 days	First week of illness, virus may be in stool for a week
Mononucleosis	Sore throat, swollen glands, headache, fever and very tired.	4-6 weeks	NONE
Influenza	Fever of 100 or greater and cough and sore throat	24 hours before and up to 7 days after illness begins	2-7 days
Strep Throat (associated with rash is called Scarlet Fever)	Sudden fever, sore throat, headache, nausea, vomiting.	1-3 days	Return 24 hours after the start of medical treatment
Pink Eye (conjunctivitis)	Redness, itching and drainage from eyes.	24-72 hours	Exclude until treated by a physician
Impetigo	Blisters, pustules, rapidly covered with honey-colored crust	1-10 days	Until sores are healed or treated for 24 hours. Call the school nurse.
Head Lice (Pediculosis)	Excessive itching of scalp, presence of lice/nits	Eggs hatch in 7-10 days	Exclude until treated with lice killing product (call school nurse when nits or live lice found.)

Ringworm of the Scalp	Itching, small scaly ringed patches with broken hair. Some inflammation and hair loss.	3 weeks or longer	Exclude until treated by a physician.
Ringworm of the body	Flat, spreading ring shaped area, center appears clear.	4-10 days	Until treatment started or area is covered.
Scabies	Intense itching, burrows and small lesions on skin i.e., fingers wrists, elbows	Several days to several weeks	Exclude until 24 hours after treatment begins by the physician.

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

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

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

Non-Prescription:

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

5. The school may revoke a student’s privilege to possess and use non-prescription pain relievers if there is any concern of abuse of this privilege.

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

PARENT CONCERNS AND QUESTIONS PROTOCOL

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

Here is a list of the steps to follow in order:

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

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

**Wrenshall School Board
wschoolboard@isd100.net**

Mary Carlson	Board Chair
Eric Ankrum	Vice Chair
Ben Johnson	Clerk
Erin Riley	Treasurer
Ashley Laveau	Member
Jon Beck	Member

Wrenshall High School Student and Family Handbook 25-26



Mission

A small school where WE cultivate big futures.

Vision

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

Table of Contents

Academic Dishonesty	11	Immunizations	25-26
Accidents at School	27	Introduction	3
After School Activities	16-17	Learning Management System	60-62
Alcohol and Illegal Drugs	41	Lockers, Locks, & Searches	49
Attendance Policy	55	Loss of Student Status	40
Audio/Video Devices	54	Lost & Found	56
Backpacks	50-51	Lunch Program	43
Beverage Policy	54	Main Entry/Lobby	52
Behavior Violations	38	Medication Administration	26-27
Birthdays/Treats	44	National Honor Society (NHS)	12
Books (Textbooks & Library Books)	54	Open Gym	52
Breakfast Program	51-52	Parent Concerns Protocol	70
Bullying	28-30	Parent-Teacher Conferences	10
Bus Transportation	49-50	Parking Form	69
Cell Phones & Communication Devices	54-55	Parking Lot	42
Change	52	Passes	48
Change of Address	57	Pets	57
Child Abuse Reporting	46-47	Policies students should know	64-67
Civic Engagement (Community Service)	9	Progress Reports	10
Class Rank	10	PSEO	11-12
Class Schedule	7	Public Displays of Affection	56
Class Standing	10	Recess Rules/Attire for Morning & Noon	35-36
Closed Campus Policy	48	Restorative Justice/Practices	28
Computer/Internet- Denial of Access	55	Safety Hazard Violations	42
Computer/Internet/Email Usage Policy	57-60	School Closings	56
Counselor/School Social Workers	46	School Dances	15-16
Cumulative Records	10	School Supplies	57
Definitions of Interventions/Discipline	39	Section 504	46
Detention	39	Senior Class Trip	16-17
Denial of Access Form	63	Smoking/Tobacco/Smoking Devices	41
Discipline Policy	31-39	Special Education	13-14
Discrimination Policy	32-33	Staff	4-5
Dress Code	47-48	Standards of Conduct	30
Dropping Classes	11	Student Behavior Expectations	14
Drug Free/Weapon Free Zone	41	Student Driving	53
Entrance/Clearance of Building	17	Student Parking Form	69
Expectations at Events & Assemblies	15	Study Halls	13
Extracurricular Eligibility	18	Support Staff	4
Field Trips	16	Suspension (In & Out)	40
Fines/Bills/Negative Account Balances	55	Suicide Prevention Information	68
Fire/Tornado/Lock Down Drills	56	Teaching Assistants	53
Fund Raising	16	Teaching Staff	5
Grading Requirements (HS & MS)	9-10	Telephones/Messages (School Phones)	53-54
Graduation Requirements	6-7	Thefts	55
Gym- Morning & Noon	40	Valuables	55
Harassment Policy/Form	42-44	Violence Policy	32-33
Hazing	46	Vision & Hearing Screening	27
Head Lice	27	Visitors	56
High School Schedule	6-7	Weapons Policy/Expulsion	41-42
Honors Online	13	Wrenshall School Board	70
Honor Roll	10	Wrenshall Admin/Staff	3
Illness at School	25		

INTRODUCTION

Thank you for being a part of our school community. The Wrenshall High School Handbook is intended to inform students and families of the general expectations, policies, and procedures of our school. To help you be successful, this handbook containing an explanation of high school expectations and policies has been prepared for your reference. It is important that you become familiar with the procedures and policies that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. The student handbook can also be found on the homepage of the school website (isd100.net)

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

WRENSHALL ADMINISTRATION, FACULTY, AND STAFF

Dr. Frank Schill	Superintendent	EXT. 2003
Michelle Blanchard	Principal	EXT. 2101
Beth Peterson	Business Manager	EXT. 2001
Rosy Bradley	District Office Clerk	EXT. 2006
Josie Hlava	Main Office Manager	EXT. 2000
Trisha Swanson	Student Records/ MARRS Coordinator	EXT. 2002
Danielle Arneson	School Nurse	EXT. 2005
Erik Holter	K-12 Guidance Counselor	EXT. 2008
	Family School Support Worker	EXT. 3301
Brent Pokornowksi	Raptors Athletic Director	EXT.
Jolee Wiediger	Speech Pathologist	EXT. 2602
Rena House	Food Services/Head Cook	EXT. 3000
Katie Beck	Wrens Club Coordinator/Community Ed.	EXT. 2600
Erin Riley	Images Newspaper	EXT. 3102
Kirk Hill	Transportation Coordinator	EXT. 3200
Taylor Dickinson	IEA Safety Consultant	

SUPPORT STAFF

Darlene Wicklund	Paraprofessional
Karla Getz	Paraprofessional
Terry Birkett	Kitchen Assistant
Kirk Hill	Transportation Coordinator/Bus Driver
Jeff Ketchum	Bus Driver
Lisa Jurek	Bus Driver
Julie Ketchum	Bus Driver
Mandee Eng	Bus Driver
Glen Anderson	Bus Driver
Sara Heittola	Van Driver
Dan Duncan	Van Driver
Jeff Kimmes	Van Driver
Josiah Davey	Facilities Manager
Ashley Davey	Custodial Staff
Ayden Berglind	Custodial Staff
Rich Birkett	Custodial Staff
Mason Mallon	Custodial Staff

High School Teaching Staff

Ted Conover	English	tconover@isd100.org
Joel Swanson	English	jswanson@isd100.org
Kaitlyn Deyo	HS/MS Math	kdeyo@isd100.org
Jamie Wolfe	MS Science/ HSMath	jwolfe@isd100.org
Denise North	Social Studies	dnorth@@isd100.org
Luke Wargin	Social Studies	lwargin@@isd100.org
Kaylee Krogstad	Science	kkrogstad@isd100.org
Molly Kidd	Art	mkidd@isd100.org
Bridget Stensaas	Spanish/ ESL	bstensas@isd100.org
Jon Bartczak	Phy-Ed/Health	jbartczak@isd100.org
Chris Gustafson	Industrial Arts	cgustafson@isd100.org
Kris Anderson	CTE Teacher	kanderson@isd100.org
Aaron Lattu	Special Education	alattu@isd100.org
Maddie Jensen	Special Education	mjensen@isd100.org
John Peterson	Special Education	jpeterson@isd100.org
Deb Fenlason	Band/Music Education	dfenlason@isd100.org
Chloe Swanson	Media Center Computer/Yearbook	cswanson@isd100.org

HIGH SCHOOL SCHEDULE Grades 7-12

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

GRADUATION REQUIREMENTS

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

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

Credits

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

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

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

Education (CTE) credit as part of the 6-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)

- **2 credits of Physical Education** including 9th grade Physical Education.
- **2 credits of Health.**
- **1 semester of Fine/Visual Arts Education.**
- **1 semester of Computer Applications**

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

State Graduation Assessment Requirements

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

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

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

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

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

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

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

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

OFFER OPPORTUNITY FOR COLLEGE ENTRANCE EXAM

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

The following provides additional clarification about student participation.

- The district must offer a college entrance exam each year on a school day to students in grades 11 and 12, and students will decide if they will participate and in which grade they will participate. Students will only have one college entrance exam paid for or reimbursed by the state.

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

MONITOR STUDENT DEVELOPMENT IN CAREER AND COLLEGE READINESS

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

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

ASSIST STUDENTS IN EXPLORATION AND PLANNING ACTIVITIES

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

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

Civic Engagement Requirements for Graduation

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

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

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

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

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

Standards-Based Accountability Assessment

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

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

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

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

Valedictorian and Salutatorian

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

Honor Graduates

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

Foreign Exchange Students

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

JR. HIGH AND HIGH SCHOOL GRADING REQUIREMENTS

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

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

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

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

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

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

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

CUMULATIVE RECORDS

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

CLASS STANDING

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

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

HONOR ROLL

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

- "A" Honor Roll Requirements = GPA of 3.667 or above
- "B" Honor Roll Requirements = GPA of 3.0 or above

CLASS RANK

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

PROGRESS REPORTS

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

PARENT/GUARDIAN-TEACHER CONFERENCES

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

DROPPING CLASSES

For the school year, we have a two-semester schedule. Dropping of classes will be held to a minimum; however, it will be allowed under extenuating circumstances through the guidance counselor's office. Students may not drop classes at their discretion. Each student should have at

least 6 classes a semester. Students are responsible for reviewing their schedules for any conflicts or lack of credits toward graduation. It is recommended that students discuss with their parents any potential changes in their schedule. Students who withdraw from a class after 5 days into the semester may receive a failure grade for the class on the report card rather than a "W" (withdrawal) grade and will be placed in a study hall.

ACADEMIC DISHONESTY

Cheating on tests or assignments diminishes the teacher's ability to determine the progress of the student. In addition, it is unethical and an unfair advantage over classmates who have taken the time and effort to prepare for the assignment or test. Students determined to have cheated will be subject to loss of credit for the assignment or test, notification of parents/guardians.

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

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

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, and 12th grade students to earn both high school and college credit while still in high school. Students do this through successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online, while others are offered at Wrenshall School through the concurrent programming. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and twelfth grade students may take PSEO courses on a full- or part-time basis; Tenth graders may initially take one Career and Technical Education (CTE) PSEO course. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, he/she may continue to participate in PSEO.

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

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

Credit equivalence is as follows:

Concurrent: 1 credit issued per each semester taken.

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

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

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

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

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

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

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

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

NATIONAL HONOR SOCIETY

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

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

Application Process

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

Selection Process

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

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

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

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

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

HONORS ONLINE CLASSES

High School Honors Online courses are an excellent option for independent learners with strong time management skills. Students enrolled in online courses are required to be in the building under the supervision of an assigned teacher.

STUDY HALLS

The study hall atmosphere should be one in which students are afforded the opportunity to work undisturbed. Study halls will be treated as a regular class; thus, students are expected to attend, report on time, and adhere to classroom rules. The supervising teacher will address decisions and procedures for passes. Abuse of passes may result in the student being denied future privileges. Study halls are **not** credit bearing courses.

SPECIAL EDUCATION

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

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

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

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

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

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

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

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

STUDENT EXPECTATIONS FOR EVENTS & ASSEMBLIES

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

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

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

SCHOOL DANCES

Students must be in good academic standing with a passing grade in all classes in order to participate in School Dances/Prom.

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

Prom

Wrenshall students in grades 11 and 12 may invite a guest to the Prom. The guest **must** be at least in grade 10 and **may not be more than 19 years old**.

Closed Dances

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

Dance rules are as follows:

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

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

*****Violations of these rules may result in loss of attending dances for the remainder of the school year.**

Open Dances

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

FIELD TRIPS

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

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

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

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

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

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

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

FUND RAISING

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

SENIOR CLASS TRIP

Each year, the senior class at Wrenshall takes an extended class trip. The purpose of the trip is to help the class set long-term goals, group interaction toward the meeting of these goals, personal responsibility, and the educational impact of traveling to our nation's capital. The trip will be scheduled for approximately one week and will be non-intrusive to the sport seasons.

Fundraising

Fundraisers for students in grades 7 through 12 are designed to allow students to earn the money necessary for homecoming, prom, and the senior class trip over a period of six years. It is important to remember that students are not required to participate in fundraising events. The fundraisers are provided to help parents offset the costs of school activities. They are also provided to give the students the opportunity to earn their own way on the class trip.

Each student, beginning in the seventh grade, has an account that itemizes how much money that student has contributed to each fund raising event. The method of applying credit for money raised by class members will be consistent for every class. Individual students will be assigned a dollar amount credit based on their individual effort toward any particular fund raiser. This money is **NOT** refundable. If the student chooses not to go on the class trip or moves out of the district, the balance will be divided among those students who go on the class trip.

Participation

A student will be eligible to participate in the class trip the academic year he/she will be receiving a diploma. **The student MUST be passing and making academic progress toward the diploma in order to participate.** Students must make a commitment to participate in the trip in the fall of

the year they will be going and must have the amount of the plane fare in their school account prior to the purchase of the tickets. This money may be gotten through fundraising, personal payment, or a combination of the two.

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

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

Advisors

Each class will be assigned at least two advisors. Changes in these assignments will be made by arrangements with the teachers involved. These advisors will manage and chaperone all class sponsored events and fundraisers unless there is proper adult supervision. The class advisors will deposit money raised in an activity account and monitor all student accounts. Advisors are given the responsibility to keep the costs manageable.

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

ENTRANCE AND CLEARANCE OF THE BUILDING

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

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

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

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

EXTRACURRICULAR ELIGIBILITY RULES

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

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

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

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

Attendance and Truancy Policy

PARENTS: For tips on helping your student attend school go to www.absencesaddup.org

Regular and punctual attendance is required by Minnesota law and is essential for academic success. Absences should occur only when unavoidable. Students, parents/guardians, and the school share responsibility for ensuring good attendance.

***Absences from School for Religious and Cultural Observances-** American Indian students are permitted to be absent from school for instruction conducted by tribal spiritual or cultural advisors.

Attendance Guidelines

- **Verification:** Parents/guardians must notify the school by 8:30 a.m. on the day of absence or provide written/email verification within 24 hours.
- **Excused Absences:** Illness (doctor's note may be required), medical/dental/mental health appointments, religious observances, family emergencies, funerals, official school activities, college visits, and active military duty.
- **Unexcused Absences:** Oversleeping, missing the bus, babysitting, vacations, work, being "needed at home," or other reasons not approved by the school.
- **Early Dismissal:** Requires a signed parent/guardian note submitted before first period. Early dismissals should be limited to essential appointments.
- **Tardies:** Six (6) or more tardies in a class per quarter will be recorded as one (1) unexcused absence. Missing more than ten (10) minutes of class counts as an absence for the entire period.

Truancy Prevention Program

Wrenshall School participates in the Carlton County Truancy Prevention Program.

Interventions and Consequences

The school may use the following supports and interventions:

- Parent/guardian notification and conferences
- Referral to school counselor, psychologist, or mental health services
- Collaboration with the Carlton County Truancy Officer
- In-school attendance contract

Progressive disciplinary measures include:

Step 1: After 3 unexcused or 8 combined total absences the student will meet with the Guidance counselor.

Step 2: After 5 unexcused absences or 10 combined total absences the student and parent/guardian will meet with the Principal and Guidance Counselor.

Step 3: After 7 unexcused absences or 15 combined total absences the student will be referred to Carlton County Truancy.

Step 4: Any absences beyond the 15 will result **in loss of course credit in a semester.**

*The Wrenshall School District may approve additional absences at the school's discretion.

Habitual Truancy

A student under 18 is considered a *habitual truant* if absent without lawful excuse for:

- 7 school days (elementary)
- 7 class periods on 7 school days (secondary)

Open- Enrolled Students: *The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8 .*

Definition of a Habitual Truant – A student who has been absent without lawful excuse for 3 or more class periods on 3 days may be referred. A Habitual Truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 7 school days if in elementary school or for 1 or more class periods on 7 school days if the child is in secondary school.

Excused Absences – The burden of a child being excused from school is placed on the parent/guardian of the child. A school has the right to accept or deny an application for an excused absence. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

TRUANCY/SKIPPING—Truancy is willful absence from school without parental permission or not following an assigned school schedule. Leaving a class early and excessive time for tardiness will be considered truancy. Offenses: Zero grades for all assignments and/or tests that day.

EXCUSED TARDIES—The office manager will write excused or unexcused on the first and fifth period admit slips for students who arrive after 1st hour or after lunch. For all other periods of

the day, teachers are responsible for determining if a tardy is to be excused for their class. Tardies will be entered into the computer system and tabulated by the high school office.

UNEXCUSED TARDIES—Students are expected to be prompt in attending class with consequences for tardiness determined by school administration. 6 or more tardies in a class in a quarter is treated as an unexcused absence.

WHS TARDY PROCEDURES

Students are expected to be in their assigned class on time everyday.

Frequent tardiness disrupts learning for everyone and negatively affects the late student's own education. While some tardies may be unavoidable, others result from poor habits.

A student who is tardy to class four (4) times in a semester will receive an after-school detention. Continued tardiness may lead to additional consequences, including further detentions, in-school suspension (ISS), or loss of privileges for school-sponsored activities.

1. The individual teacher whose class the student arrived late to will decide class tardiness.
2. A student will be considered tardy if they are either late to class or are unprepared for class (i.e.- Have to go back to their locker to get a book, notebook, writing utensil, assignment, etc.). Tardy rules are at the teacher's discretion (i.e.- being seated before the bell rings, excessive requests to use the bathroom, etc.).
3. Students over 10 minutes late for a class without an excused pass are considered both absent unexcused and tardy. Unexcused absences will be treated as skipping which will result in an after school detention.
4. Students who have unexcused absences for 1st hour can be considered BOTH absent and tardy (from school). It is the school's discretion to accept a parental excuse.
5. First three tardies: The teacher warns the student of the consequences of arriving late to class. The teacher will contact the parents to discuss the issue.
6. Fourth unexcused tardy and beyond will require a pass to come to class.

Participation or Attendance of Extracurricular Activities:

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

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

Student athletes are expected to be just that, students first and athletes second. Students are expected to be in school during the course of the school day (including during lunch). Students should be responsible and bring all items they will need for practice, games, contests, events, etc. to school on time. Students should not be leaving school early (For any amount of time) to

retrieve items, get food, etc. These absences violate the school's closed campus policy and are not allowed by the school nor will they be approved as excused absences. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses. Students that willfully break the school's closed campus policy, even with parent approval, may be subject to ineligibility in the upcoming game, contest, or event and may face other disciplinary measures

Checkout Procedures

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

Check in Procedure

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

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

L. Participation Grade:

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

M. Class/Group Truancies:

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

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

Graduation Attendance Requirement:

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

GRADES

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

MSHSL Eligibility:

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

Failing at Midterm:

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

Failing at Quarter:

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

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

C. Behavior/Conduct:

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

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

ILLNESS AT SCHOOL

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

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

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

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

IMMUNIZATIONS

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

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

Polio: **4 doses**

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

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

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

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

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

Polio: **4 doses**

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

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

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

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

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

Minnesota immunization law: Statute 212A.15 sub.2 REQUIRES that in order for a child to enroll in school a parent must show they have received the required immunizations or an exemption. Please make sure that your child has all the necessary immunizations/paperwork into the nurse's office BEFORE your child attends class. Immunization/exemption forms (exemption forms must be notarized) are available in the nurse's office or on the Wrenshall website, under services, then under health. Parents can call their child's doctor's office and have their immunization records faxed to the school (fax: 218-384-4293 Attn: NURSE)

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

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

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

Non-Prescription:

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

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

HEAD LICE POLICY

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

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

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

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

ACCIDENTS AT SCHOOL

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

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

Reporting Accidents

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

VISION AND HEARING SCREENING

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

RESTORATIVE JUSTICE/PRACTICES

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

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

Restorative Justice/Practices:

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

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

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

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

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



STUDENT BULLYING PROHIBITION POLICY

MALICIOUS AND SADISTIC CONDUCT- POLICY

"Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty. • Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as

defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

BULLYING PROHIBITION – POLICY 514: A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

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

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

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

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

IS IT BULLYING?

Rude=Inadvertently saying or doing something that hurts someone else

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

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

Examples of bullying behaviors:

	<u>Direct Bullying</u>	<u>Indirect Bullying</u>
Physical	hitting, kicking, shoving, spitting	getting another person to assault someone
Verbal:	taunting, teasing, racial slurs,	spreading rumors

verbal sexual harassment

Non-Verbal:
group activities,

threatening, obscene gestures,
eye rolling, seat saving

deliberate exclusion from
cyber bullying

Responsibility for Safe Behavior

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

Behavior Record/Referral Slips

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

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

Law enforcement will be contacted:

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

County Attorney's Office will be contacted:

- In the event of excessive absenteeism/truancy

Wrenshall High School – Standards of Conduct

Standards of conduct are in place to support academic achievement and to provide a safe, welcoming environment. Discipline is intended to correct behavior, teach responsibility, and promote growth.

Core Expectations

- **Be Prompt and Prepared** – Arrive on time with materials and assignments ready.
- **Respect Staff** – Listen actively, follow directions, and take responsibility for actions.
- **Respect Others** – Use appropriate voices, allow others to speak, and value differences. Harassment is not tolerated.
- **Respect Property** – Care for personal and school property; maintain a clean environment.

- Value Learning – Stay on task, respect the right of others to learn, and respect the teacher’s right to teach.
- Show Positive Social Skills – Handle disagreements and feedback respectfully, show courtesy, and care for others.
- Bullying – Bullying is defined as repeated harmful behavior and will not be tolerated. Consequences may include suspension or expulsion.

Philosophy on Discipline

- Learning is best in a safe, respectful setting.
- Students, staff, parents, and the community share responsibility for the school climate.
- Discipline is a teaching process that develops self-control, respect, and responsibility.
- Consequences are fair, respectful, and intended to change behavior.

Roles and Responsibilities

- School Board: Supports staff and policy.
- Superintendent: Establishes guidelines and resources.
- Principal: Creates building rules, enforces policy, and partners with families.
- Teachers: Provide structured learning and address behavior.
- Staff: Promote respect and support discipline efforts.
- Parents/Guardians: Guide children’s behavior and partner with the school.
- Students: Take responsibility for behavior and follow the Code of Conduct.

Discipline Guidelines

- Discipline decisions are based on the severity of behavior and may not follow a step-by-step progression.
- Restorative practices or restitution may be used when appropriate.
- The principal has discretion to consider age, culture, and ability when enforcing policy.
- A discipline grid outlines typical violations and potential consequences.

Major and Minor Behaviors

	Tier	Type of Behavior	Action	Managed by
Minor	1	Incidental violations	Not documented	Staff/Teacher
Minor	2	Minor Violations	Minor Referral	Staff/Teacher
Major	3	Major Violations	Major Referral	Administration

Major	4	Unlawful Violations	Major Referral	Administration
-------	---	---------------------	----------------	----------------

Tier 1

Behaviors can be disruptive to the school environment of self and/or others. Primarily handled with redirections or reteaching in the classroom.

Tier 1: Incidental Staff/Teacher Managed Behaviors	Potential Interventions
<p>Doesn't significantly violate the rights of others Doesn't put others at risk Not chronic. Consensual display of affection Dress Code Horseplay Loud noise Minor arguments Missing homework Noise making Out of seat Refusal to follow directions (non chronic) Running in hallway Unprepared for class Unapproved Food & Drink</p>	<ul style="list-style-type: none"> ➤ Communication with family/Family Involvement ➤ Reset Break ➤ Check In/Check Out ➤ Restorative Conversation with teacher/student/Dean/Counselor/Social Worker ➤ Meeting with student/family/Principal/Counselor/Social Worker ➤ Connect with Staff or Peer Mentor ➤ Referral to problem-solving team if behaviors persist ➤ Written Student Agreement created with Principal ➤ Determine and provide needed academic supports ➤ Support for impacted person ➤ Mandated education

DRESS CODE

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

Tier 2/ Behaviors that don't significantly violate the rights or put others at risk.

*Office referral if behaviors are persistent.

Tier 2/Minor: Staff/Teacher Managed Behaviors	Potential Interventions
<p>Doesn't significantly violate the rights of others. Doesn't put others at risk Not chronic Academic dishonesty Avoiding staff Cell phone violation Defiance Disrespect Disruption Inappropriate language Interruptions Leaving assigned area Misuse of technology Property misuse Refusal to follow directions</p>	<ul style="list-style-type: none"> ➤ Communication with family/Family Involvement ➤ Reset Break ➤ Check In/Check Out ➤ Restorative Conversation with teacher/student/Dean/Counselor/Social Worker ➤ Meeting with student/family/Principal/Counselor/Social Worker ➤ Connect with Staff or Peer Mentor ➤ Referral to problem-solving team if behaviors persist ➤ Written Student Agreement created with Principal ➤ Determine and provide needed academic supports

Refusal to participate in class	<ul style="list-style-type: none"> ➤ Support for impacted person ➤ Mandated education
---------------------------------	---

ACADEMIC DISHONESTY

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

CELLPHONES

Students may not use cell phones or personal electronic mobile devices during the day. All cell phones must be stored in cell phone lockers before the first bell rings until the bell rings at 3:13. School administration **will not** spend time investigating any lost or stolen electronic devices that are not locked in the assigned cell phone lockers.

DISRUPTIVE/DISORDERLY CONDUCT AND INSUBORDINATION

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the learning environment. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Insubordination: Persistent refusal to follow school rules or regulations, persistent refusal to follow directions given by a staff member or persistent confrontational and aggressive arguing with a staff member.

MOTOR VEHICLE INFRACTIONS

Parking - A student shall not park in an unauthorized area on school property or park on school property without a form on file or violate any school district policy with his/her vehicle. 2.

Reckless or Careless Driving - A student shall not drive on or near school property in such a manner as to endanger persons or property. 3. Student vehicles may not display or promote discrimination of any kind, illegal activities or substances. This includes any symbols or graphics that are affiliated with hate groups (Example: confederate flag or swastika)

1st offense consideration for loss of parking privileges and towing at owner’s expense; consideration for suspension and intervention; consideration for notification of police and parent(s) or guardian(s)	2nd offense	3rd offense
---	-------------	-------------

Tier 3. Behaviors targeted at others and interfering with self or safety of others, may be illegal. Disruption to the learning environment. Office referred behaviors.

Tier 3/ Major: Admin/Office Managed	Potential Interventions
<ul style="list-style-type: none"> Violates the rights of others. Puts self or others at risk, or chronic Attendance issues Bullying/Cyberbullying Extortion Gambling Gang display Harassment Hazing Intimidation Leaving building without permission Minor property damage/vandalism Photographic or recording misuse 	<ul style="list-style-type: none"> ➤ Communication with family/ Family Involvement ➤ Threat Assessment ➤ Restorative Conversation with teacher/student/Principal/Counselor/Social Worker ➤ Restorative work/payment to reverse damage ➤ Meeting w/student/family/Principal/Counselor/Social Worker ➤ Connect with Staff or Peer Mentor ➤ Written Student Re-Entry Agreement created with administrator or designee ➤ Referral to support services (counselor,

Physical aggression Record and identification falsification Repeated or prolonged defiance or disrespect Technology violation Theft Threats/intimidation Tobacco Verbal aggression/abusive language toward staff	therapist, problem-solving team, special education) ➤ Staff Hallway Escort ➤ Schedule change, limiting contact ➤ Alternative passing times ➤ Check In/Check Out ➤ Schedule change, limiting contact ➤ Alternative passing times ➤ Support for impacted person ➤ Mandated education ➤ Support for making amends ➤ Suspension or Expulsion
---	--

BULLYING

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

CYBER BULLYING

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

HARASSMENT

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

HAZING

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

PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

THEFT

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

TOBACCO

Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

In addition, it is prohibited to have tobacco products or tobacco related devices in public sight while in or on school district facilities. Exception - (MN Statute 144.4169)An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices

VERBAL ABUSE

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

Tier 4/Behavior that is considered illegal or disrupts the educational environment, students learning or staff and could pose a risk of severe harm to self or others. Office referred behaviors

Tier 4 Unlawful: Admin/Office Managed	Potential Interventions
<p>Unlawfully violates the rights of others. Puts self or others at risk, or are chronic.</p> <p>Arson Assault Bomb threats Fighting Gang activity Homicide Illegal or prescription drug, alcohol possession Pyrotechnics · Robbery Sexual assault Significant property damage/ vandalism Terroristic Threats Trespassing Weapon possession</p>	<ul style="list-style-type: none"> ➤ Communication with family/ Family Involvement ➤ Threat Assessment ➤ Restorative Conversation with teacher/student/Principal/Counselor/Social Worker ➤ Restorative work/payment to reverse damage ➤ Meeting w/student/family/Principal/Counselor/Social Worker ➤ Connect with Staff or Peer Mentor ➤ Written Student Re-Entry Agreement created with administrator or designee ➤ Referral to support services (counselor, therapist, problem-solving team, special education) ➤ Staff Hallway Escort ➤ Schedule change, limiting contact ➤ Alternative passing times ➤ Check In/Check Out ➤ Schedule change, limiting contact ➤ Alternative passing times ➤ Support for impacted person ➤ Mandated education ➤ Support for making amends ➤ Suspension or Expulsion

ALCOHOL

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

ASSAULT

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

CONTROLLED SUBSTANCE (PRESCRIPTION)

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

NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first offense.

FIGHTING

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

ILLEGAL DRUGS

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

TRESPASSING

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

VANDALISM

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

K-6 Behavior Violations and Leveled response

	Tier 1	Tier 2	Tier 3	Tier 4
1st offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior	Conference with student document as a minor behavior	Notify parents/guardians; consideration of restorative intervention and or consideration of 1-5 day suspension In certain instances refer to law enforcement and/ or referral to expulsion
2nd offense	Behaviors managed by staff	Conference with	Conference with	Notify parents/guardians;

	supervising, no office referral required	student document as a minor behavior; notify parent/guardians	student document as a major behavior	consideration of restorative intervention and or 1-5 day suspension In certain instances refer to law enforcement and/ or referral to expulsion
3rd offense	Behaviors managed by staff supervising, office referral may be necessary notify consideration of parent/guardian and/or staff intervention	Conference with student document as a minor behavior; notify parent/guardians document as a minor behavior	Notify parents/guardians; consideration of restorative intervention document as a major behavior	Notify parents/guardians; consideration of restorative intervention and/ or 1-5 day suspension In certain instances refer to law enforcement and/ or referral to expulsion

7-12 Behavior Violations and Leveled Response

	Tier 1	Tier 2	Tier 3	Tier 4
1st offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior	Conference with student; notify parent/guardian; consideration of 1-2 days suspension and or restorative intervention document as a major behavior; consideration to refer to law enforcement	Notify parents/guardians; consideration of 1-5 day suspension and/or restorative intervention; possible referral to building resources document as a major behavior In certain instances refer to law enforcement and/ or referral to expulsion
2nd offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior; notify parent/guardians	Notify parents/guardians; consideration of 1-3 day suspension and/or restorative intervention document as a major behavior; consideration to refer to law enforcement	Notify parents/guardians; consideration of 1-5 day suspension and/or restorative intervention; possible referral to building resources document as a major behavior; In certain instances refer to law enforcement and/ or referral to expulsion
3rd offense	Behaviors managed by staff supervising, office referral may be necessary notify consideration of parent/guardian and/or staff intervention	Conference with student behavior; notify parent/guardians document as a minor behavior; possible referral to building resources	Notify parents/guardians; consideration of 1-5 days suspension and/or restorative intervention; possible referral to building resources; document as a major behavior; consideration to refer to law enforcement	Notify parents/guardians; consideration of 1-5 day suspension and/or restorative intervention; possible referral to building resources document as a major behavior In certain instances refer to law enforcement and/ or referral to expulsion

Definitions of Interventions and Disciplinary Actions

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

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

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

OUT-OF-SCHOOL SUSPENSION (OSS) - Out-of-school suspension is used for the purpose of creating separation and safety during investigation and intervention planning in response to a behavioral incident. At all age levels, use of out-of-school suspension should be paired with environmental, instructional, and/or restorative intervention. An action by school administration prohibiting a student from attending school for a period of no more than 10 days. Each suspension action may include a re-entry meeting and readmission plan.

PARENT(S) OR GUARDIAN(S) CONFERENCE - A parent(s) or guardian(s) conference is required if a student has committed a serious rule violation or has been suspended out of school. If a parent or guardian is unable to be present, the principal shall contact the parent(s) or guardian(s).

REFERRAL TO SCHOOL BEHAVIOR TEAM OR STUDENT SUCCESS TEAM (Building resources) - Wrenshall School uses a multi-tiered system of support. Students can be referred to a small school team for academic or social-emotional-behavioral interventions. The process varies a bit at each school but includes a brief meeting, determining an intervention, trying it for approximately 30 school days, and reviewing outcomes.

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

AFTER SCHOOL DETENTION

Restrictions from the classroom or other school related activities, lunch/recess detention, after school detention, Saturday school, in-school suspension, out-of-school suspension, and/or other consequences deemed appropriate will be administered for inappropriate behavior. **Detention for the high school will be served on predetermined weekdays from 3:30 p.m. to 5:00 p.m.** Students who fail to serve detention that they were assigned may be assigned an additional detention to serve on top of the original detention missed. Failure to attend detention/s may result in continued lunch detentions, I.S.S. until the detentions owed have been made up. Students with detention/s will also experience "Loss of Student Status" (See Below). **Detention Expectations:**

1. Show up by 3:30 and follow the directions of the detention supervisor
2. Bring homework to work on
3. No electronic devices/phones
4. No sleeping or resting eyes
5. No leaving the room or getting out of seat without permission from the supervisor

IN-SCHOOL SUSPENSION (ISS)

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

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

In-School Suspension Expectations

1. All students assigned will begin with a Behavior Reflection sheet.

2. No electronic devices/phones
3. No sleeping
4. Bring Homework or something to read
5. Bathroom breaks will be scheduled
6. Student will receive lunch during the scheduled time.
7. Listen, respect and follow all instructions of the I.S.S. supervisor (Other rules are at the discretion of the I.S.S. supervisor)

Other In-School Suspension Expectations Include:

1. No hall-time without an adult
2. Students that are assigned I.S.S. will receive credit for work they complete in a timely manner (at the discretion of the teacher) that they missed due to their having served I.S.S.
3. If a student fails or refuses to serve an assigned I.S.S., he or she will not return to classes until the full ISS has been completed in a manner acceptable to administration. In such cases, the student will receive no class credit for missed assignments and they will be marked absent unexcused. Additional consequences may be assigned including additional suspensions.

OUT-OF-SCHOOL SUSPENSION

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

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

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

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

LOSS OF STUDENT STATUS

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

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

ALCOHOLIC / NON ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

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

wines, wine coolers, or beer on school property, at school functions, at bus stops, or in transportation to or from school related functions.

SMOKING / TOBACCO PRODUCTS

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

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

Smudging permitted—American Indian students or staff members are permitted to use tobacco, sage, sweetgrass, or cedar to conduct smudging in a public school and must be conducted under the direct supervision of a staff member.

DRUG-FREE & WEAPON-FREE ZONE

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

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

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

SCHOOL WEAPONS POLICY

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

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

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

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

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

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

EXPULSION FOR POSSESSION OF FIREARM

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

SAFETY HAZARD VIOLATIONS

Potential safety hazards exist for students in the following areas:

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

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

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

1. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following, when related to religion, race, or sex:
 - name calling, jokes, or rumors
 - graffiti
 - notes or cartoons
 - unwelcome touching of a person or clothing
 - offensive or graphic posters, book covers, clothing, etc.
 - any words or actions that make a student or staff member feel uncomfortable, embarrassed, or upset.
2. If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher, counselor, administrator, or the district's Human Rights Officer as soon as possible.
3. Students may also make a written report. It should be given to a teacher, counselor, administrator, or the district's Human Rights Officer.
4. A student's right to privacy will be respected as much as possible.
5. We take all reports of religious, racial, or sexual harassment or violence seriously and will take all appropriate actions based on your report
6. The school district will also take action if anyone tries to intimidate you or tries to take action to harm you because you have reported.

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

**INDEPENDENT SCHOOL DISTRICT NO. 100
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 100 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Signature) (Date) _____(Complainant

Received by _____
(Date) _____

HAZING

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

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

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

COUNSELING/SCHOOL SOCIAL WORK SERVICES

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

SECTION 504

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

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

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

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

CHILD ABUSE AND NEGLECT REPORTING

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

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

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

STUDENT DRESS CODE POLICY

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

Headgear:

Students are not allowed to wear hoods during the school day.

Clothing:

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

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

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

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

Shoes

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

Sunglasses

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

Gang Related Apparel

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

Gang symbols, signs, slang, attire, and graffiti will not be allowed in the school setting. Students, staff, and parents who have evidence of these influences in our school should report the concern to school administration immediately. Behavior or dress suspected as being gang related will be reported to the Sheriff's Department.

Chains, Extreme Jewelry, Etc.

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

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

Blankets- Blankets are not allowed in school.

E-Hall Pass

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

Absence Admit Slip

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

Out-of-Building Pass

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

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

CLOSED CAMPUS

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

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

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

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

LOCKERS AND LOCKS

Students will be assigned a locker on the first day of school. Students are not to change lockers without approval. If the need to change lockers exists, students are expected to make the request with the admin or the main office. Students are expected to keep their lockers locked at all times

as they are responsible for anything in the locker they were assigned. Locker combinations are to be given to the office. The school will sometimes sell locks for students to use.

LOCKER CONTENT / SECURITY

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

LOCKER DECORATIONS

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

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

LOCKER SEARCHES

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

BACKPACKS

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

BUS TRANSPORTATION

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

Bus Rider Policy

1. The bus driver is in complete charge while on the bus

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

Consequences for Misbehavior on the Bus

Kindergarten-6th grade

First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents. Your child could be assigned an alternate seat.

Second Offense: One-day bus suspension.

Third Offense: Three-day bus suspension; conference with student, parent, school, driver.

Fourth Offense: Five-day bus suspension.

Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

7th -12th Grade

First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents. Your child could be assigned an alternate seat.

Second Offense: One to three-day bus suspension; conference with student, parent, school, driver.

Third Offense: Five to ten-day bus suspension.

Fourth Offense: Loss of bus riding privileges for the remainder of the school year.

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

Fan Bus

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

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

BREAKFAST/ LUNCH PROGRAM

Meal Prices for 2025-2026 School Year

Student First Breakfast with Milk Free

Student First Lunch with Milk Free

Ala Carte Milk \$.55

Students are welcome to bring their own breakfast or lunch to eat during meal times.

Adult Breakfast \$ 2.40

Adult Lunch \$ 5.00

Second meals for students are charged the adult price.

Students must enter or scan their Personal Identification Number (PIN) to generate the reimbursement payment for district food service.

Families are encouraged to complete the federal education benefits application each year. Eligible students generate significant compensatory aid for the school district and may determine eligibility for grants, scholarships, internet assistance and more.

The national school lunch program reimburses district food service for eligible students. For the second consecutive year, the state universal lunch program reimburses the district for any student not covered by the federal lunch program. The state only pays the difference for the actual meals served.

All lunches and beverages are to be consumed in the cafeteria. The only exception to this rule is high school students which are allowed to eat in the classroom/commons if they are participating in a club during lunch. The student is responsible for discarding unused food, wrappers, and containers, and for returning trays and utensils to the washing station.

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

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

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

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

MORNING, NOON & OPEN GYM

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

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

MAIN ENTRY / MAIN LOBBY / COMMONS

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

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

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

STUDENT TEACHING ASSISTANTS

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

STUDENT DRIVING/ PARKING LOT

Student drivers are allowed to park in the main lot as far back as possible. The spaces towards the front are reserved for staff and visitors only. All students must have a parking permit and a parking form on file every year to park in our school lots. Students are to comply with the parking pattern established by painted lines in the lot. Repeat offenses may result in the inability to park on school grounds or possibly even lead to the vehicle being towed at the owner's expense.

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

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

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

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

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

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

BEVERAGE POLICY

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

CHANGE

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

TELEPHONES AND MESSAGES

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

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

CELL PHONES & COMMUNICATION DEVICE AWAY FOR THE DAY

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

- Cell phones and all mobile devices shall be TURNED OFF before the first bell rings and kept off and stored in lockers until the end of the day.
- Smart watches can be worn but only used to check the time.
- Earbuds should not be worn during a teacher's lesson.
- Cell phones and all mobile devices shall be kept in a student's backpack or locker not in clothing pockets
- Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, outdoors or in restrooms.
- Cell phones and all mobile devices can be turned back on at the end of school day.
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes
- Picture phones are prohibited in locker rooms in compliance with MSHSL rules.
- Students bringing communication devices to school should recognize the risk of theft. The school is not responsible for stolen property.
- If a student needs to make an emergency call during the school day they are to go to the office.

CONSEQUENCES

- First Offense-Student will receive a warning and will be asked to put it away in their locker.
- Second Offense-The device will remain in the main office until the end of the day. Admin will call parents/guardians to notify and remind them of the policy.
- Third Offense ~Parent/guardian will be called to pick up the students phone.
- *It should be noted that refusal to surrender a cell phone or other electronic device not authorized to use when directed to do so by a school staff member, teacher or administrator is a violation of our school's Code of Conduct. Insubordinate behavior could lead to detention, suspension or exclusion from school events

AUDIO/VIDEO DEVICES

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

aforementioned policy will result in the same consequences as cell phone violations (See “Communication Devices”) Classroom teachers reserve the right to follow their own classroom policies regarding device usage. Students bringing audio/video devices to school should recognize the risk of theft. The school is not responsible for stolen property.

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

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

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

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

VALUABLES

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

THEFTS

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

PUBLIC DISPLAYS OF AFFECTION

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

SCHOOL CLOSING & EMERGENCY ANNOUNCEMENTS

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

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

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

Radio - AM
KDAL 610 AM

Radio - FM
KDAL 95.7 FM

TV
KDLH Channel 3
KBJR Channel 6
WDIO Channel 10

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

FIRE/TORNADO/LOCKDOWN DRILLS

Fire, tornado, and lockdown drills at regular intervals are required by law and are an important safety precaution to help ensure the safety of our students. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route or goes to their assigned spots as quickly and orderly as possible. The teacher in each classroom will give students proper instructions on how to carry out the drill. Students misbehaving or disrupting these drills will be subject to disciplinary consequences. The district will perform 5 fire drills, 5 lockdown drills, 1 tornado drill throughout the school year.

LOST AND FOUND

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

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

VISITORS

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

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

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

PETS

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

Unless the pet is part of a show and tell or a medical necessity, there should be no pets brought into the building or onto school grounds to protect the safety of our staff and students. Parents bringing pets are not to go directly to the classroom and are still required to first check in to the main office.

SUGGESTED SCHOOL SUPPLIES

Notebooks, folders, pencils for your 7 classes and a lock for your locker. Tennis shoes for outdoor or indoor gym class. Your backpack must be kept in your locker during the day.

CHANGE OF ADDRESS

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

COMPUTER USE / INTERNET

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

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

COMPUTER AND INTERNET ACCEPTABLE USE POLICY PURPOSE

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

GENERAL STATEMENT OF POLICY

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

RESPONSIBLE & ETHICAL USE

A. Expectations and Responsibilities

1. Use of school district Internet access is limited to educational purposes such as research, class assignments, instruction, collaborative educational projects, and professional development.
2. Users will protect their individual accounts by keeping passwords secure, not using another person's account, and reporting any computer account or security problems to a teacher, technology staff, administrator, supervisor, or other appropriate authority.
3. Users will respect the legal protection provided by copyright, trademark, and licenses.
4. All users will use school district services and facilities in a manner that does not

interfere with or disrupt other network users, services, or equipment.

5. Users storing data and information on district diskettes, hard drives, or servers do so at their own risk. The district will not be responsible for any loss of data, assignments, or projects.
6. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the district's Internet access accounts.
7. Users will be polite, appropriate, and adhere to all generally accepted standards of courtesy and etiquette.
8. If a user inadvertently accesses unacceptable material or an unacceptable Internet site, the user should immediately notify the most immediate teacher, supervisor, tech director, or administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.
9. The School district does not support personal equipment. Users will not install any personal equipment or software on any district owned device or systems.

B. Unacceptable Uses and Restrictions

1. Users will not access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. materials with obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or could cause damage, danger, or disruption to the educational process; or
 - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or may constitute harassment or discrimination.
2. Users will not post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to addresses, telephone numbers, access codes, passwords, labeled photographs, any information that would make the individual's identity easily traceable, and any unauthorized disclosure, use, or dissemination of personal information regarding minors.
 - a. This includes, but is not limited to, any use or accessing of online social networking sites or social chat sites.
3. Users will not attempt to gain unauthorized access to the school district systems or any other system ("hacking") through the school district system.
4. Users will not knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not attempt to login through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
6. Users will not violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or

proper citation. This includes the downloading, copying, or exchanging of pirated Software or music to or from any School computer, and plagiarizing works found on the Internet.

7. Users will not vandalize, damage, disable, or physically abuse the property of the school district, another person, or organization.
 8. Users will not access or attempt to gain access to unauthorized information or another person's materials, information, or files without the direct permission of that person.
 9. Users will not knowingly waste school district technology resources and supplies including the printing of any information or images that are not for assigned School projects or purposes.
 10. Users will not purposefully interfere or disrupt school district technology equipment, software, or systems, which includes but is not limited to:
 - a. deliberately crashing machine(s);
 - b. spreading computer viruses, worms, or other malicious software (malware);
 - c. unauthorized security probing or evaluation activities;
 - d. wide-scale distribution of messages to forums or mailing lists unrelated to current classroom or school district topics.
 11. Users will not engage in any illegal act or violate any local, state, or federal statutes.
 12. Users will not use school district Internet access or accounts for unauthorized commercial use and/or financial gain unrelated to the mission of the School district.
- C. **Vandalism and harassment will not be tolerated.** Any instances of vandalism or harassment will result in the consequences listed in this policy or the Wrenshall Student Handbook.

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

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

STUDENT EMAIL

- A. The school district provides student email accounts for educational purposes only. Provided email is limited in scope depending on student grade level.
 - Grades PK-6 can only send or receive emails from teachers and staff.
 - Grades 7-9 will receive district email addresses only. These students will not be able to email persons outside of the district, including parents/guardians.

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

LEARNING MANAGEMENT SYSTEM

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

CONSEQUENCES

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

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

FILTERING

With respect to any of its computers with Internet access, the school district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

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

- a) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, and/or other private bodily functions;
 - b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
4. The district is obligated to monitor and/or review filtering activities.
5. The district implements several methods to help protect the network from harmful viruses and reduce the amount of spam email (email filter, firewalls etc.) A privacy disclaimer is attached to all outgoing email messages. All of these methods address the need to keep our system operational and protect the district from lawsuits.

LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system and individual computers.
- B. Routine maintenance and monitoring of the School district's computer system may lead to a discovery that a user has violated a policy or the law.
- C. The technology network and equipment is owned and operated by the school district for the express use of staff and students in education-related activities. The district retains the right to monitor activity of users.
- D. An individual investigation or search may be conducted if the school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy. In addition, data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under state and federal law.
- E. Parents have the right to request to review the contents of their child's files. Parents have the right to request the termination of their child's computer access at any time.
- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies.
- G. The school district will cooperate fully with any legal requirements of any Federal Freedom of Information Act request, Family Educational Rights and Privacy Act (FERPA) request or Minnesota Data Practices Act request.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Wrenshall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. District networks are private networks used as an education tool by

employees and students. District computer networks are monitored electronically. Use of the school district computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including but not limited to: loss, damage, or unavailability of data stored on the district's diskettes, tapes, hard drives, mailboxes, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district computer system. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all technology, telecommunication systems, Internet, or computer use.

INTERNET USE AGREEMENT

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

Wrenshall Public Schools
DENIAL OF ACCESS FORM

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

Dear Parents or Guardians:

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

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

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

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

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

Children's Name (s) Grade

_____/_____
_____/_____
_____/_____
_____/_____
_____/_____

Parent/Guardian's Signature _____ Date _____

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

WRENSHALL SCHOOL DISTRICT POLICIES STUDENTS NEED TO KNOW

419 Tobacco policy-The purpose of this policy is to maintain a learning and working environment that is tobacco free.

501 School Weapons Policy-It is the policy of the Wrenshall School district to maintain a positive, safe learning and working environment.

502 Search of Student lockers, Desks, Possessions and Person-The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

503 Student Attendance-It is the responsibility of the Wrenshall School district to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Wrenshall School students and their families take responsibility for knowing and following the Attendance Policy.

504 Student Dress and Appearance-The Wrenshall School District respects students' rights to express themselves in the way they dress and expects students to respect the school community and fellow students by dressing appropriately for a K-12 learning environment.

505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees-The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

506 Student Discipline- The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

507 Corporal Punishment-The purpose of this policy is to describe limitations on corporal punishment of students.

508 Extended School Year for Certain Students With Individualized Education Programs-The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

509 Enrollment of Nonresident Students-The school district desires to participate in the Enrollment Options Program established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

510 School Activities-The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

511 Student Fundraising-The purpose of this policy is to address student fundraising efforts.

512 School-Sponsored Student Publications and Activities-The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

513 Student Promotion, Retention, and Program Design-The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

514 Bullying Prohibition Policy-

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 Wrenshall 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 District and the rights and welfare of its students and is within the control of the District in its normal operations, the District intends to prevent bullying and to take action to investigate, respond and remediate those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

515 Protection and Privacy of Pupil Records-The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

516 - Student Medication-The purpose of this policy is to set forth the provisions that must be followed when administering non emergency prescription medication to students at school.

517 Student Recruiting-The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

518 DNR - DNI Orders-The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

519 Interviews of Students by Outside Agencies-There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

520 Student Surveys–Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

521 – Student Disability Nondiscrimination–The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

522 Student Sex Nondiscrimination and Form–The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

523 Policies Incorporated by Reference–Certain policies as contained in the school district’s policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies (see form)

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

524 Form – Internet Use and Safety

525 Violence Prevention (Applicable to Students and Staff)–The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

526 – Hazing Prohibition.pdf–The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

527 Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches–The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

528 Student, Parental, Family, and Marital Status Nondiscrimination–Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

529 Staff Notification of Violent Behavior by Students–In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address

the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

530 Immunization Requirements–The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

531 The Pledge of Allegiance–The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs From School Grounds–The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

533 Wellness.pdf–The purpose of this policy is to assure a school environment that promotes and protects students’ health, well-being and ability to learn by supporting healthy eating, physical activity. The Wrenshall School District is committed to enhancing the development of lifelong wellness practices through active partnership with parents and community.

534 School Meals Policy–The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

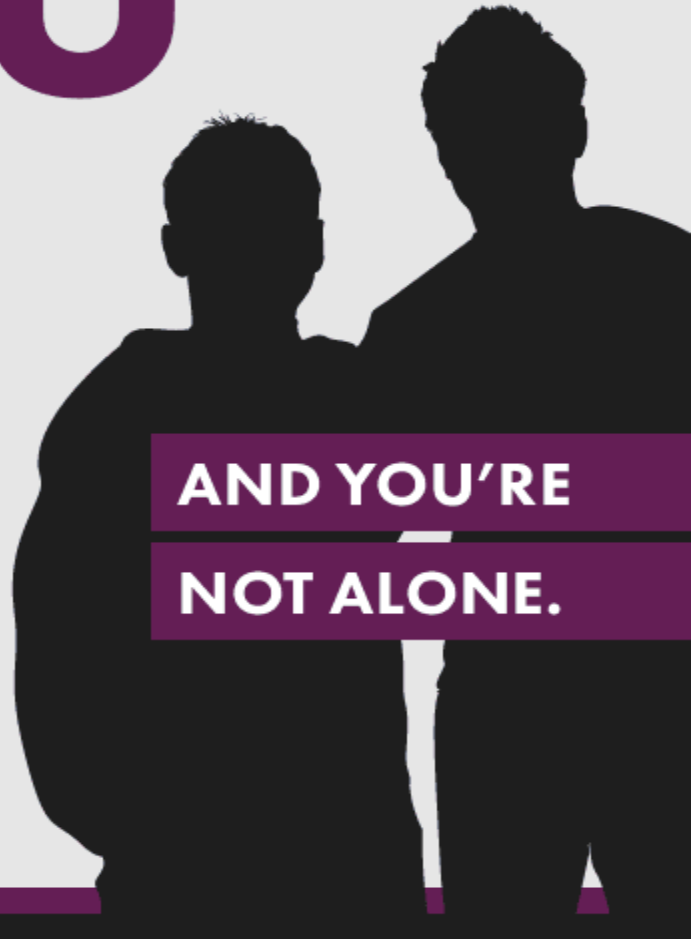
SUICIDE PREVENTION INFORMATION

Minnesotan’s have access, 24/7, via call, text or chat to the 988 Suicide & Crisis Lifeline! Simply dial 988 to call, text directly to 988, or scan in the QR code in the image below to connect with chat.

YOU

MATTER...

FREE
24/7
HELP



AND YOU'RE

NOT ALONE.

CALL OR
TEXT TO
988

CHAT WITH US



988 SUICIDE & CRISIS
LIFELINE

Wrenshall Student Parking 25-26

In an effort to increase safety measures all students who utilize the school parking lot are required to keep a parking form on file.

Please read over the student handbook rules as listed below.

Students who choose to drive to school are expected to drive with caution in the area of the School Zone. This is obviously in consideration for the safety of all in a busy traffic/pedestrian area. Consequences for not complying with this request may include detention, suspension, parent conferences, losing the ability to park in the school parking lot, and/or referral to local law enforcement.

1. All drivers should operate their vehicles with caution in the School Zone.
2. Vehicles **cannot display vulgar language, confederate flags or any symbols, pictures or words that represent hate or discrimination.**
3. Students may not drive vehicles while on school-sponsored trips or to or from vocational or paired/shared classes without the prior approval of the school administration.
4. Students **are not allowed to leave during lunch** as we are a closed campus.
5. Students are not to sit in, visit at, drive, or ride in motor vehicles during the school day (includes noon hour).
6. The parking lot is off limits to students as a gathering place during school hours and over the noon hour. If you break the closed campus rule and leave campus in your vehicle without permission you may lose the right to park in the school parking lot.
7. If you park in any school parking lot, or on school property, your vehicle may be exposed to the drug dog that visits the school periodically.
8. During school hours all students will park in the farthest open spots in the back of the main parking lot entering and exiting out the **main door only.**
9. **You will receive a parking pass (please keep it visible during school hours) after your slip is signed and turned in.**

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

Student Name _____ Grade _____

License Plate Number _____ Car Make/Model _____

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

Signed Student _____

Signed Parent/Guardian _____

Date _____

PARENT CONCERNS AND QUESTIONS PROTOCOL

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

Here is a list of the steps to follow in order:

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

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

When contacting School board members remember they are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district.

When should board members be contacted and what can they do? Contact a board member after other means to solve a problem have been attempted. A board member may take one or all of the following actions: informally discuss the issue with the superintendent, request that the board review the specific policies that relate to the situation, or propose new policies for the board's consideration. It is the intention of all school staff and School Board members of the Byron School District to listen to and resolve issues of concern as quickly and effectively as possible.

Wrenshall School Board Members **wschoolboard@isd100.org**

Mary Carlson	Board Chair
Eric Ankrum	Vice Chair
Ben Johnson	Board Treasurer
Erin Riley	Board Clerk
Ashley Laveau	Member
John Beck	Member

WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART

