

**=WESTBROOK WALNUT GROVE HIGH SCHOOL STUDENT HANDBOOK =**  
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**"SCHOOL IS JOB ONE"**

**Welcome to Westbrook Walnut Grove High School**

**"A human being is not, in any proper sense, a human being till he is educated." - Horace Mann**

**"Upon the education of the people of this country the fate of this country depends." - Benjamin Disraeli**

**"Education makes people easy to lead, but difficult to drive; easy to govern, but impossible to enslave." - Henry Peter Brougham**

**This Westbrook Walnut Grove Charger Student Handbook provides you with information about the Westbrook Walnut Grove High School. You and your parents should refer to this handbook when you have questions about what is expected of you, how to do things correctly or where to get the assistance that you need.**

**There are many rules, rights and responsibilities to follow in school just as there are in local, state and national governments. In high school your "job" is to work with all your ability to get an education that helps you to become the best person you can possibly become. The information in this handbook will help you to know what is expected of you and what you should expect from the Westbrook Walnut Grove High School.**

**Items in this handbook are listed in alphabetic order under five categories. Check the Table of Contents in the front of the book or ask a staff member for to help locate desired information.**

- A. GENERAL INFORMATION**
- B. ATTENDANCE**
- C. ACADEMICS**
- D. ACTIVITIES**

## **E. BEHAVIOR**

Though there are many rules, regulations and expectations contained in this handbook, you would do well to begin with the following six basic guidelines:

- C - Come prepared to learn**
- H - Help others to learn**
- A - Always do your best**
- R - Remember, you are responsible for your actions**
- G - Goals provide a map to your future**
- E - Everyday, treat others as you desire to be treated**

**THIS HANDBOOK IS PRINTED BY  
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WEB SITE: [wwgschools.org](http://wwgschools.org).  
APPROVED AND PRINTED September, 2009. W.H.R.**

## **THE WWG TOP FIVE RULES LIST**

Most of the rules and regulations in this book will not be of great concern to you, because you are on your way to becoming a responsible adult and want to do the right thing. The following is a very short list of the most frequent rules that students and parents need reminders for during the year:

### **01. ATTENDANCE:**

Call the office if you are absent from school. Check in with the High School Office staff when you come late or need to leave early. If you do not have a note or call from a parent, students will be asked to try to contact parents. Your parents and the school need to know where you are and where you have been each school day.

### **02. ACADEMICS**

Talk to your teacher if you need help before you get so far behind that you want to give up on the course. Get the makeup work done and turned in as

**soon as possible. If you did poorly on an assignment or test, ask about retaking the tests to improve your score.**

### **03. ACTIVITIES:**

**Get involved in at least one activity outside of the regular academic day. You will make friends and get to know your instructors better. Much of what you will learn in an extracurricular activity will be valuable to you after high school.**

### **04. BEHAVIOR:**

**Everyone gets angry. Count to a big number. Express yourself when you are calm -perhaps with the help of a friend. We all feel upset or sad or confused some of the time. Share these thoughts with a friend or in writing to help make sense out of emotional difficulties. Teachers, parents, friends are all available to help you. Be as honest as you can so you don't waste your energy trying to cover up lies for the rest of your year.**

### **05. BEHAVIOR**

**Take care of yourself. Eat well. Exercise and stay chemical free. Speak to your friends so they also work to be mentally, emotionally and physically healthy. Respect yourself and those around you. School is what you make of it.**

**There are many other rules about chemical use, dress, grading, athletic physicals etc. If you keep these few in front of you - almost everything else will fall into place.**



## **GENERAL INFORMATION:**

### **ACCIDENT INSURANCE:**

The school has a minimal student school time accident insurance policy for all students that may help with expenses after your primary coverage is used. Additional coverage is available for students participating in extracurricular athletics. Coaches give information on athletic insurance policies to all potential participants. The school is not the agent of the insurance company though we will assist you in filling out claim forms.

### **ACCIDENTS (reporting and handling):**

Accidents resulting in injury to students, staff or visitors should be reported immediately to the office using an Accident Form. If you purchased school medical insurance, forms for insurance claims are available in the Principal's office. If simple first aid is required, contact the nearest staff person to assist you. There are supplies available for minor cuts and scratches in the office.

If the injury appears serious (unconscious, broken bones, possible head or back injury, etc.) the supervisor or staff person in charge will contact the ambulance. Decisions on care and needs of the person will be made by the ambulance squad. If hospitalization is required the ambulance will transport the injured person to the nearest available hospital.

Accidents resulting in damage to property should be reported to the office or custodians as soon as possible so that repairs may be made. Also refer to MEDICATION IN SCHOOL.

### **ADVISEMENT:**

Grade 7 and 8 have a ten minute period at the start of each day. The purpose of AdviseMENT is to allow time for students to work with teachers, do retesting, take care of office business, and hold class and club meetings.

### **AGE OF ADMISSION TO SCHOOL:**

Students must be at least 5 years old on September 1st to attend kindergarten and at least 6 years old on September 1st to attend first grade. The School Board may grant exceptions on a case-by-case basis upon recommendation of the Child Study Committee.

### **AGE OF MAJORITY:**

When a student reaches the "age of majority" at eighteen, the student may request that they take upon themselves all the rights and responsibilities of an

adult student for the remainder of their high school education. One copy of the Westbrook Walnut Grove High School Age Affidavit must be signed, notarized and presented to the high school principal to officially notify the school of the student's intentions. Minnesota Statute 120.6 provides that school rules are equally applicable to students in school up to age 21 even though they are "adults". Forms are available in the office. Parents may still be informed of issues of concern regarding the student as deemed necessary by the principal.

### **BUILDING EVACUATION PLAN:**

Once in a great while, there may be a gas leak, power outage or water problem during school. If there is a situation that requires the evacuation of the school building, a message will be read to students in classrooms and then they will proceed to either the football field or the east play ground area (old elementary playground) with their instructor to await further instructions. If weather dictates, students will be moved to the community center or a designated church. Busses will come to this location to provide transportation home. Listen to the local radio station for further details after you are taken home.

### **BUILDING & EQUIPMENT USE AND RENTAL:**

The school building is available for use by the community and community organizations. Normally, a custodian needs to be on duty to monitor the boiler and take care of clean up needs. To use these items contact the superintendent or principal for details on rental arrangements. Educational and school functions have first priority followed by groups or organizations and then, individuals. The following conditions apply:

#### **A. STATEMENT OF POLICY:**

It is the Westbrook Walnut Grove School Board's intention to grant the use of school facilities under the Superintendent's regulations for activities of an educational, cultural, civic, social, recreational, governmental and general political nature which are to be sponsored by responsible, recognized local persons, organizations, agencies, or institutions.

#### **B. TYPES OF ACTIVITIES PROHIBITED:**

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision there of advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds, or equipment.
3. Any purpose in conflict with school activities.
4. Commercial advertising.
5. Fund-raising campaigns except as permitted by Board policy or special action of the Board.

6. Activities that are discriminatory in the legal sense.

### **C. FACILITY USE REQUESTS:**

Oral or written requests for facility use must be submitted by non-school groups to the Principal's office at least one week prior to the intended date.

### **D. - GRANTING APPROVAL:**

The Principal is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above purposes and limitations but under no condition shall the facility be used by outside groups when it interferes with a regular school function. Appropriate supervision must be used and approved by the superintendent or principal. Right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

### **E. - RENTAL SCHEDULE:**

If the use of school facilities is made for financial gain and/or if used by a private organization which does not have objectives or purposes closely allied with the objectives of public education the following fee schedule is to be used:

The following meetings may be held in school buildings without payment of fees:

Regular School Activities

Parent-Teacher Activities

Properly sponsored youth groups, including Boy or Girl Scouts, 4-H, etc., when the building is normally open and on week nights on a limited basis.

When services of a custodian, cook, or other personnel are required, the cost of the services shall be reimbursed to the school. Fees for public use are available from the district office.

### **COMMUNICATION:**

The Westbrook Walnut Grove High School has many avenues for getting information to and from parents. There is a daily morning report that is also online at [www.wwgschools.org](http://www.wwgschools.org). Grades and lesson plans are also available online with a student password. An initial packet is sent in August to each family that includes calendar and school information. The Sentinel Tribune is also a good source of information about school events.

Most faculty have voicemail so you can leave them a message if you are not able to contact them directly. Parent Teacher Conferences are normally held twice per year to encourage parents to come and visit with teachers. If there is a problem or concern, be sure to contact the staff member directly and work your way "up the ladder" if the concern is not able to be resolved at the first level of contact.

## **COPIER, PRINTER and FAX MACHINE PERSONAL USE:**

Copies for personal use are \$.10 each. Color prints are \$1.00. Faxes are \$1.00 per page. Please have a staff person assist you.

## **CRISIS MANAGEMENT TEAM:**

In the event of a crisis due to violent weather, the death of a student or other unforeseen emergencies, the Westbrook Walnut Grove Public School assembles a team of administrators, counselors and relevant community leaders to review and adapt existing plans to maintain calm and orderly responses to an event as it unfolds.

## **DATA PRIVACY AND DIRECTORY INFORMATION:**

Schools contain information about students in the form of reports and files. Most of this information is not public information. Academic, health, behavior, special education and most other records are not public. They are for use by school personnel and most are available to the student's parents or guardian and the student if they are eighteen. Written requests are required to release most information to other people, agencies or schools.

### **Directory Information**

Information that is designated as **Directory Information** can be released to the public without specific written permission. If you do not want this information released, please notify the school principal in writing. Directory Information includes student name, date and place of birth, sex, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade levels completed, degrees and awards received, most recent previous educational agency or institution attended by the student and other similar information. FERPA (Family Educational Rights and Privacy Act) may be referred to for more information on rights and responsibilities in maintaining and sharing student data.

### **Confidential Information**

As a general rule, most student information is regarded as confidential unless it is in the public eye as in athletic events and concerts. Test scores, grades, and behavior records are not public information. The student and/or parent may share this information without school permission.

## **EMERGENCIES:**

In case of home emergencies involving a student, please contact the school office if we can be of assistance.

### **Fire Drills**

Fire Drills are held on a periodic basis. Signs in each room direct students to the appropriate exit. Tampering with the fire alarm when there is no fire or fire drill is against the law and violators will be prosecuted.

### **Tornado Drills**

Tornado Drills are held at the beginning of the tornado season. Signs in each room direct students to the appropriate shelter. Other emergency situations should be referred to the superintendent or the principal or his/her designate.

### **Lockdowns**

Lockdowns are scheduled during the year as a regular part of security procedure.

### **ENROLLING A STUDENT IN SCHOOL:**

Please contact the WWG School as soon as you know you will be moving to the district. If you have some leeway in when to start a student in a new school, it is best to begin at the start of the year or at one of the quarter breaks. To enroll a student, call the office (507-859-2141 or 507-274-6111). The principal or counselor will visit with you and your child. School records, immunization records, phone numbers and address are helpful in getting started. The school will give you a packet of information and ask about any special concerns or needs, medications, legal requirements, special education or social adaptations. The school will review the information to get your child started in school.

### **FEES AT WESTBROOK WALNUT GROVE SCHOOL.**

Each year fees are set for the following items. Information is provided in the Beginning of the school year packet. Additional information can be obtained from the school office regarding:

#### **Lunch prices**

Money can be paid at the district office during lunch. If over \$32.00 is owed, students will be served peanut butter and jelly sandwiches and milk until arrangements are made to pay the bill

#### **School Activity Tickets**

are usually purchased at the start of the school year

#### **Gate Admissions**

are set each summer for athletic and other school events.

### **School Owned Horn and Drum**

Rental is collected in the first month of school.

### **Lost lock**

The school rents locks for athletic lockers and if lost the cost is \$5.00.

### **Athletic Fees**

are charged for participation each season with a maximum per student and family.

### **Fine Arts Fees**

are charged for each season of participation with a maximum per students and family.

### **Drivers Education**

sets a fee for classroom and a separate fee behind-the-wheel instruction.

## **GRIEVANCE AND COMPLAINTS:**

Any person who has a complaint or suggestion regarding the school or its operation should contact the faculty/staff member directly in charge of the activity. If it is not resolved, contact the principal of that school. If necessary then contact the Superintendent of the district in which the school is located, followed by the Board of Education.

## **IMMUNIZATION REQUIREMENTS:**

By the time a student reaches the 9th grade he/she is required to have received the following vaccinations. Students are to have at least 4 doses of the DTP vaccine, at least 3 doses of the Polio Vaccine, 2 doses of the MMR vaccine and 1 Td booster.

## **MARITAL STATUS:**

No student will be excluded from any educational program or activity because of marital status or pregnancy, unless specifically requested by the student or family physician.



## **MEDIA CENTER (Use, Overdue Books, Resources):**

The Media Center is available for your use in studying and finding career and reading material. There are many resources available both in the Media Center and through outside services. The librarian will be able to assist you in locating the materials you need. Records, tapes, videocassettes, DVD's and CD's are available through the library. Machines to operate these items are available in the library. The Media Center expects an orderly atmosphere where study, reading and research can flourish.

### **Overdue Books -**

Students who have books that are overdue more than one week may not be allowed to use the library until the material is returned or until the item is paid for in full. Students who take books or magazines out of the library without checking them out will lose library privileges for three weeks.

### **Material Selection -**

The librarian is responsible for the selection of materials. Suggestions are welcome from students, staff, and community members. Questions regarding the suitability of materials will first be directed to the librarian and if necessary to the Library Materials Selection Policy Committee.

## **MEDICAL CONCERNS:**

All prescription medications used during the school day should be turned into the office. The office or its designee will dispense & keep a record of dispersion of medications. Certain medications are allowed to be kept on the person with doctor's orders.

### **Heart Defibrillators**

Three are in place for emergency use. They are located near the main gym, in the high school office and outside of the Fitness Center at the Tech Campus. Staff are trained to use the device in case of an emergency

### **Students with illness**

or skin conditions that are easily transmitted to other students (pink eye, flu, chicken pox, Foot, Mouth and Hand Disease, plague, Head Lice) are expected to consult with a doctor so that the student does not return to school until the illness or disease is no longer a threat to other students. Doctor notes will be requested with certain medical conditions or injuries.

## **RELIGIOUS RELEASE:**

Area churches are allowed gatherings during the school year at non-school sites for students to meet for religious purposes with parental permission.

## **SCHOOL CLOSING ANNOUNCEMENTS:**

Notices of Westbrook Walnut Grove Public School closings, late starts, early dismissals and other school emergencies will be broadcast over WCCO radio, Minneapolis (AM 830); KWOA, Worthington (FM 95.1); KDOM, Windom (FM 94.3); KLGR, Redwood Falls (AM 1490 and FM 97.7) and KMHL, Marshall (AM 1400), Worthington (KITN).

Every attempt will be made to have announcements on the air between 6:30 - 7:00 a.m. for late starts, and 1 hour prior to dismissal time for early dismissals. The safety of our students must be our first consideration.

Emergency bus routes have been established and will be used when necessary. Buses will run on their regular routes - plowed roads only - unless a prior announcement has been given regarding Emergency bus routes. If necessary, the buses will return children to school to be placed in their emergency homes. Parents will be notified.

## **SCHOOL SONG (to the music of "Go U Northwestern")**

Hail to the Char-gers  
A great team on it's way  
We'll go fight-ing for suc-cess  
We'll win this game to-day  
Hey, hey, hey!

Cour-age and hon-or  
For char-gers we claim  
Vic-tor-y migh-ty Char-gers  
To the silver and the Red bring fame

## **SCHOOL WEB SITE:**

The Westbrook Walnut Grove Website at [wwgschool.org](http://wwgschool.org) has information for students, faculty, community and parents. There are photo galleries of student events, an online calendar that is updated frequently and a online version of the morning report that provides current information on daily school activities. For parents there is a password-protected area to look at lunch charges, grades in courses and lesson plans.



### **SINH: Students in Need of Help List:**

A list is updated at least bimonthly to inform teachers and students of their academic, and extracurricular status.

### **ITEMS OWED -**

Students are placed on the list for charges owed, forms needed, uniforms, lunch charges, class dues, copy charges. Failure to take care of responsibilities results in loss of privileges in study halls, assemblies, pep fests, field trips, class and club officers, awards ceremonies and recognition banquets, library and class room. Extracurricular participation is also stopped in both Class ONE and Class TWO activities until responsibilities are taken care of by the student.

### **BEHAVIOR & ATTENDANCE -**

Students placed on the list for attendance, bus, behavior or MSHSL violations are on the list until the responsibilities are taken care of by the student. Loss of privileges are the same as listed in the previous paragraph if the student does not take care of assigned consequences in time allowed.

### **ACADEMIC -**

Students on the list for academic penalties are restricted as indicated in the Academic Eligibility Policy. (See Academic Eligibility)

### **SOCIAL SERVICE INTERVIEWS:**

The Department of Human Services may interview students without parent permission in cases of suspected child abuse or other violent crimes. The school is obligated to comply with investigation by the social service agency.

### **SUPERVISION:**

All school related classes, field trips, gatherings and activities are to be directly supervised by an adult, teacher or staff member of the Westbrook Walnut Grove Public School designated by the principal or superintendent. Direct supervision means that the teacher is in attendance with the students. The reason for this rule is to insure the safety of the students and to comply with laws regarding liability of staff and the school.

### **TELEPHONE USE:**

Please keep local personal calls from school to a minimum. No personal long distance calls shall be placed on any of the school numbers except to contact

parent in case of emergency or illness. If a personal call is placed on a school number, there will be a \$5.00 service charge made by the school for processing and collecting.

There shall also be no third party calls placed on the school telephone numbers. Any employee needing to place approved school business calls outside of the school will either be furnished with a credit card or will be allowed to place them on their personal phones, for which they will be reimbursed by the school district. Students should use the hall phones for personal calls and charge them to a card or home phone.

Parents calling students during class will be asked to indicate the nature of the call. If the call is not an emergency, notes will be placed on the student locker so they can return the call between classes or at lunch. The school seeks to balance parent needs to communicate with their students with minimizing disruptions during class time.

### **VALUABLES IN SCHOOL:**

The school does not recommend that you bring excessive amounts of money or other valuable items to school. It is an unfortunate temptation for some of the students. If you must bring these items either be sure that you lock your locker or bring the items to the office for safe keeping. Checks are preferable to cash for lunch money. BE SURE that you get a receipt for any money that you pay to the school. If a mistake is made it is much easier to find and correct when checks and receipts are used.

### **VISITORS:**

Visitors are welcome. All visitors are to report to the office to get a visitor's badge. Students from other schools should have permission form the other school to visit. Students who bring visitors to the classroom must check in at the office before attending class. Visitors are expected to behave and not disrupt class or they will be asked to leave. College and military recruiters may visit with students after checking into the office.

## **ATTENDANCE**

### **ATTENDANCE POLICY:**

It is the responsibility of the student's parents/guardian to assure that students attend school every day that school is in session. Absences for whatever reason may be detrimental to a student's success. It is the student's responsibility to make up all work missed due to absence.

### **WHAT TO DO IF ABSENT:**

A phone call before 10:00 a.m. on the day of absence or a note if you do not have a phone is necessary from the parent or guardian to inform the school of any absence. Students returning without a note or a phone call will report to the office to attempt to make contact with a parent or guardian so the school knows that parents are aware of the student's absence and the reason for it. If student absences or tardies are excessive (more than 5 absences or 6 tardies per quarter), the Child Study Committee will review the reasons for absences and tardies and recommend a plan to improve attendance.

### **CHECK IN TO OFFICE:**

Students returning from appointments or illness should FIRST report to the office to get a pass to class and a makeup slip if one is needed. Students without passes are to come to the office for an unexcused permit to allow them into the class.

### **LEAVING THE BUILDING:**

Students are to check out of the high school office before they leave the building using a PLB (permit to leave the building). A call or note is also expected for a student to leave school. Exceptions include normal passing between classes between buildings or lunch in the other building. Students are expected to pick up passes in the office before school starts with a parent phone call or note. Teachers who send students out of school must do so through the office. Teachers will notify the office when classes are out of the building.

Parents and students are strongly encouraged to schedule appointments before or after regular school hours. Students who have appointments outside of school during school hours should get a permit to leave the building when they first come to school in the morning. This is to be shown to the teacher when they need to leave.

## **WHY SHOW UP EVERY DAY?:**

In school, good attendance is important for at least four reasons. First, teachers provide materials and opportunities to students for learning during the class. Student absence decreases the time and effort that a teacher can devote to the entire class and usually requires extra time with the individual who has missed the class.

Second, classes are not just a dumping of information. They are an opportunity to share ideas and opinions and to use knowledge to gain understanding. As a class member, you are expected to contribute and receive from other members of the class to boost your success.

Third, regular attendance in school and in classes helps you to learn to get along with others and be on time for business or work experiences.

Fourth, students under the age of 16 are required to attend school as stated in the Minnesota Compulsory School Attendance Law. A Truancy Petition will be filed with the County Attorney for students with excessive (seven or more) unexcused absences.

## **TARDINESS:**

Tardiness to classes interferes with class learning. It is the student's responsibility to be on time for school and for classes. On rare occasions there are good reasons for being late. Classroom teachers are to report tardiness to the office. The high school office will keep track of all tardies and will determine if the tardiness is excused or not excused. Tardiness is defined as being 10 minutes or less late to class. Each set of three tardies results in an hour of detention to be served within three days of notification unless there are extenuating circumstances.

## **EXCESSIVE ABSENCE:**

Students with more than five absences per quarter will have their situation reviewed by the Child Study Committee. The committee may recommend a variety of alternatives.

- A. Student removed from class and placed in study hall with no credit for course.
- B. Student assigned to make up all time missed in detention with special assignments based on course material missed.
- C. Student continues in class but with only a pass or fail grade and no honor roll or GPA credit.
- D. Other appropriate action based on student need.

## **EXCUSED, SCHOOL APPROVED AND UNEXCUSED ABSENCES:**

The school administration has the right to determine the acceptability of using school time for personal business. Requests by parents/guardians may be denied or counted as unexcused if they are for reasons other than illness, medical appointments or substantial family need. If you are unsure if an absence will be excused, please talk to someone in the principal's office.

### **A. EXCUSED ABSENCES:**

1. Student illness.
2. Death in the family.
3. Emergencies in the home that call for student help at home.
4. Emergency medical or dental needs. When these appointments are known in advance, the office should be contacted by phone or note. If possible these appointments should be scheduled outside of school time.
5. Impassable roads.
6. Weddings with prior school approval.
7. Religious holidays with prior school approval.
8. Court appearance with prior school approval.
9. Driver's license exam with prior school approval
10. Two post high school visitations if the counselor is aware of the arrangements for the post secondary school visit. (For grades 11 -12)

### **B. SCHOOL APPROVED ABSENCES:**

The WWG School recognizes that education takes place in a number of places and times. We encourage students and teachers to go on field trips and workshops that enhance their classroom learning. Students will not be academically penalized for participating in school sponsored trip that are part of their class grade. They are expected to make up the required work either before or within three days after the trip.

Extracurricular Activity Field trips during the school day are school sponsored and students will not be penalized academically. They are expected to make up the required work either before or within three days after the trip. If students have been Academically Ineligibility ( on the SINH List) for more than two weeks, they may not be allowed to participate in the field trip.

### **C. UNEXCUSED ABSENCES:**

1. Unlawful absence. The pupil is absence from school with consent of parent or guardian stated or implied for reasons considered unacceptable by school authorities.
2. Oversleeping.
3. Missing the bus.
4. Hair appointments.
5. Leaving school without signing out of the proper office.

6. Leaving school during lunch without a pass.
7. Being absent from school without prior permission from your parent.
8. Being absent from class without permission (skipping).
9. Obtaining a pass to go to a certain place and not reporting there.
10. Becoming ill and going home or staying in the rest room.
11. Having permission to go home for lunch, becoming ill and remaining there without having a parent call the school.
12. Coming to school but not attending classes.
13. There are times when it is difficult to document unexcused absences due to what appears to be an enabling parent/guardian. A Child Study Meeting will be held to determine if a doctor's excuse is needed. After the doctor's excuse requirement, documentation of unexcused absences begins.

#### **D. QUESTIONABLE ABSENCES:**

In determining who shall be excused within the "gray areas" the following items are considered. If all are OK then the student is marked as excused. If the student does not pass all criteria, they are not excused.

1. Student had parental permission to be absent before absence occurred.
2. Student is passing all classes and has no work outstanding
3. Student is not on the SINH list for behavior or attendance violations
4. Student did not miss any test or quiz due to absence
5. Student does not have more than 5 absences this quarter

#### **E. UNEXCUSED ABSENCE CONSEQUENCES:**

Students are assigned 2 hours detention for unexcused absences one through six. In addition, after three unexcused absences, the principal will meet with students and parent to create an attendance contract. After five unexcused absences, parent and student will meet with the Child Study Committee to consider academic and behavior options and consequences in addition to the assigned detention. At seven or more unexcused absences, a truancy petition will be filed with the County Attorney. The 1995 legislative session increased the penalties for continuing truancy to include juvenile court, possible restriction of driving privileges and recommending that parents bring their child to school.

#### **F. DROP OUT OF SCHOOL:**

Students who are not going to continue in school and are over the age of 16, are to meet with the principal and their parent / guardian to review the reasons for dropping out of school and list their options for education after they drop out of school. This will meet the requirement for dropping out of school. Students who have discontinued attending school are welcome to rejoin the school to prepare for the GED or for graduation.



## **G. EXTRACURRICULAR CONSIDERATIONS:**

To participate in extracurricular activities, students must be in school at least a half day before the scheduled event if the reason for the absence was illness. Prior approval for other absences may be granted by the principal or his designee.

## **ACADEMICS**

### **ACADEMIC ELIGIBILITY:**

To participate in any extracurricular activities, a student must be making satisfactory progress in their academic work. The policy on academic eligibility gives advance warning of possible problems. Reports are sent home when students are in need of assistance. If you have questions about your student's progress, please call the school at 274-6111. Also, please call or sign and return the notices to inform the school that you are aware that your student is in academic difficulty. We would appreciate knowing you are informed.

Students may not receive an Eligible With Warning Notice before they get an Ineligible Notice if there is a rapid drop in the quality of their work. Though notices are sent every few weeks, students advance in consequences every week if they do not make progress. For many classes, you can see your students progress by logging on to the school web site at [www.wwgschools.org](http://www.wwgschools.org)

### **00. ACADEMIC ELIGIBILITY WARNING:**

Your teacher has indicated that you are barely passing his/her subject as of this date. You are currently considered to be eligible with warning. This may be a good time to visit with your teacher.

### **01. ACADEMIC INELIGIBILITY WEEK ONE:**

If you are recommended by your teachers to be able to practice and play you may be required to receive assistance after school.

If you are not recommended for eligibility, you may practice but you may not play in any non-course related games or performances. It is your responsibility to ask your coach or teacher if you may be recommended.

### **02. ACADEMIC INELIGIBILITY WEEK TWO:**

If you are recommended by your teacher to be able to practice and play, you may be required to receive assistance after school. Schedule time outside of the regular school day at the convenience of the instructor.

If you are not recommended for eligibility, you may practice but you may not play in any course related games or performances. It is your responsibility to ask your coach or teacher if you may be recommended.

### **03. ACADEMIC INELIGIBILITY WEEK THREE:**

You may not be recommended to play or perform or practice in non-course related functions. After school help is recommended. Your status will not change until you are receiving a passing grade. You will be referred to the Child Study Committee to see if there are ways that you can be helped to become academically eligible. NOTE: Students who fail a quarter, semester or year long course remain on the ineligibility list until the cumulative grade is brought up to a passing mark. After the completion of the course the ineligibility does carry over to the following quarter or semester or year for a period of two weeks.

### **ACADEMIC OPTIONS:**

There are several options available to you and your parents in your choice of instructional program. Visit with the counselor or principal for more information.

#### **A. TELEMEDIA:**

A course offered via telemedia is provided to two or more schools through the use of interactive TV which allows students and teachers to speak to and see each other though they are in different schools. Students must have average or better attendance and a "B" average in the instructional area of the course to enroll in Telemedia courses.

#### **B. HONORS PROGRAM OPTION:**

Some students may desire to do more than is currently required in their normal course work. For these ambitious individuals, the Westbrook Walnut Grove High School has established an Honors Program that enables them to pursue greater challenges.

1. The student must have a "B" minimum in the most recent course that is in the area of study they desire to pursue.
2. Project types include the following: A. a directed study in lieu of a current class; B. a project or study in addition to the regular class requirements; C. a community internship; D. a community service project; E. AP and CLEP testing and course work or; F. areas not covered by the current curriculum.
3. The student shall present a written proposal to the principal 10 days before the area of study is to begin to allow adequate time for review and consultation.



The written proposal shall contain the following: A. goals and objectives; B. resources; C. teachers or mentors who will provide guidance; D. time line; E. method of evaluation of project; F. how does this project fit with the school's goals and your personal or career considerations; G. recommended credit value of project or study.

4. The principal will submit the proposal to a faculty review committee that will discuss the proposal with the student. The committee will recommend the proposal to the entire faculty for approval or refer it back to the student for modification or deny the request. After approval, the student will work on the project as indicated in the timeliness. Upon completion of the project, the student will select one faculty representative and the faculty will select one representative. The two representatives and the principal will hear an oral presentation by the student. This committee may suggest additional work or they may approve the work as completed. If recommended, the oral presentation will be heard by the faculty for final approval.

5. The student's transcript will reflect their honors options efforts.

### **C. pARTners Program:**

Westbrook Walnut Grove High School is affiliated with the the Perpich Center for Arts Education. Students in grades nine through twelve may apply for mentorships through to this program. Applications are available in the office.

### **D. OPEN ENROLLMENT OPTIONS:**

You may apply to transfer to another school in Minnesota.

### **E. CLC (Charger Learning Center):**

Students who have had academic difficulty due to illness or other circumstances, may be eligible to participate in the Charger learning Center for credit recovery. New in 2009.

### **F. ACCELERATION TO THE NEXT GRADE OR COURSE:**

Students occasionally may need additional challenges. If you feel that your son or daughter is extremely capable, you may request the Child Study Committee to review your request for advanced standing by grade or course. The most frequent examples of this are testing out of Keyboarding or substituting military service or Lifeguard Training and teaching swimming lessons for Personal Health credit.

### **G. OTHER PROGRAMS:**

You may have an interest in taking college courses (PSEO) or an Advanced Placement exam to earn college credit during high school. There are also certain college courses that are taught within the high school. If you have a learning disability, handicap or require special services due to pregnancy or illness, there may be additional assistance for you. See the principal or counselor for more information.

### **ADULT BASIC EDUCATION:**

Students who have not completed high school may work to complete a G.E.D (General Equivalency Diploma) Student need to be 19 or at least one year out of school or have school permission to take the G.E.D. test. If under 18, the parent must sign a waiver to allow the student to take the G.E.D test.

### **CADET: (Student Aides)**

Students may receive up to two credits applicable towards graduation for assisting teachers as elementary or secondary aides, libraryaides, office and physical education assistants.

### **CAREER COUNSELING:**

In grades 9 - 12 there are several activities to assist students in making wise career choices. Career interest inventories, college testing, the military ASVAB career test, Sophomore Job Shadowing, Career Days, resume writing in Communications classes. Financial Aides Meetings, career speakers, class scheduling with the principal and counselor, college and military recruiter visits. Also in classes, students get a taste of careers through examples and especially in the vocational classes and extracurricular activities.

### **CHILD STUDY COMMITTEE:**

The Child Study Committee is a group of staff including the principal, learning disabilities instructor, school psychologist, school nurse, and teachers. The makeup of the group varies depending on the type of problem or need referred to the committee. Any staff member may refer a student to the Child Study Committee. The principal serves as the chairperson. The committee meets to decide what information will clarify the problem. After the information is gathered, the committee meets to develop recommendations for the student. Often both parents and student are brought into the conference session. If the recommendations do not correct the situation other alternatives are developed to help the student in attendance, academic or behavior concerns.

## CLASS RANK:

Class rank is figured each quarter. All grades are used in figuring class rank. Students are ranked from the highest to lowest grade point average to determine their class rank. Students with a cumulative GPA of 3.00 to 3.65 are designated as HONOR students at graduation. Students with a cumulative GPA of 3.66 and above are designated as HIGH HONOR students at graduation. Both wear honor cords at graduation ceremonies.

Grade point averages (GPA) are determined as follows:

1. Multiply the number value of the final grade for each class (V) by the credit (C) earned for the class to get the weight (W).
2. Add total of all weights (W) of all classes to get the total weight (TW).
3. Divide total of all weights (TW) by the total credits earned from all classes (TC) to get the grade point average (GPA).
4. On a 4 point scale the value of letter grades are as follows: F = 0; D- = 0.66; D = 1.00; D+ = 1.33; C- = 1.66; C = 2.00; C+ = 2.33; B- = 2.66; B = 3.00; B+ = 3.33; A- = 3.66; A = 4.00.

## CLASSIFICATION BY ACADEMIC CREDITS:

Student shall be considered to be in a certain grade based upon credits earned unless revised through a Special Education IEP. The student shall be considered a member of the following class for purposes of class meetings, class ranks, honor roll, and other honors and responsibilities.

Student Classification	Criteria
7th grade	-successful completion of 6th grade.
8th grade	-minimum of 5 full year classes including English 7 and Math 7.
9th grade	-minimum of 10 full year classes including English 8 and Math 8.
10th grade	-minimum of 6.6 credits including English 9 and Math 9.
11th grade	-minimum of 14 credits including English 10 and Social Studies 10.
12th grade	-minimum of 21 credits including English 7-11, Social Studies 7-10, Science 7-10.

## CLASS PROCEDURES

### CLASSROOM: Academic Eligibility

Student progress is monitored every week. If you are doing failing or near failing work in a class you will receive an **Academic Progress Report**. These are printed each Thursday from the teacher's gradebook and mailed or emailed home.

Normally reports are printed for students in academic difficulty. If you do not understand why you are doing poorly in the class, you and/or your parents should definitely visit with the teacher to understand the problem.

### **CLASSROOM: Assignments**

Each teacher has expectations and rules regarding the completion and grading of assignments. These are posted in the teacher's room. If you had an excused absent, you generally have one more day than the number of days you were absent to turn in assignments. Assignments turned in late will be given little or no credit.

### **CLASSROOM: Attendance & Participation:**

Students who attend classes regularly get better grades in school than those who do not. Part of your grade will be determined by your attendance. It is your responsibility to be in class and to find out what assignments were missed while you were gone. See ATTENDANCE Section for details. Each teacher includes attendance and participation in class as a part of the course grade. The weight given to attendance and participation varies with the requirements of the class.

### **CLASSROOM: Behavior**

The BEHAVIOR section outlines what is expected of you in class and what will happen to you if you do not behave. Each teacher may have additional rules that are specific to their classroom. These are posted in the room and will be reviewed at the start of the school year.

### **CLASSROOM: Entering Classes**

Interruptions often detract from what a class is accomplishing. Wait until the end of the class period or see the teacher between classes to set up an appointment with the teacher.

### **CLASSROOM: Failing a Class**

If you do not pass a required course, it must be retaken and passed for you to become eligible to graduate. Courses that are not passed but are not required courses are recorded as an "F" on your transcript. You do not receive credit for courses that are not passed.

### **CLASSROOM: Grading Guidelines**

Each teacher will explain their method of grading and post a copy of the method in their room. Grades may include tests, quizzes, reports, behavior, class

participation, attendance, projects, etc... Usually at least two grades are recorded in the grade book each week. You should also keep track of your progress so you know how you are doing in the class. Teachers will include as a part of their grading such items as 1) being on time, 2) having materials needed with you in class, 3) proper behavior in class and 4) active participation in class activities. These four areas are precisely what employers will expect of you on the job. In an extremely competitive job market, the person who has these skills will rank above the competition.

### **CLASSROOM: Grading Guidelines-**

1. limit the valued attributes in the grades to achievement
2. Sample students performance - don't mark everything
3. grade in pencil
4. related grading procedure to the intended outcome
5. be careful while you crunch the numbers
6. Use absolute standards to distribute , numbers on grades
7. Properly record evidence fro quality assessment instruments
8. Explain grading at the start of the instruction
9. Use multiple assessments

### **CLASSROOM: Grades Online:**

Students and parents may view student assignment grades online at [www.wwgschools.org](http://www.wwgschools.org). These grades are usually updated weekly.

### **CLASSROOM: Guided Study**

Certain students may qualify to take courses individually under a teacher's supervision or through a correspondence program. Students should visit with the teacher and principal to determine if this option is right for them. Usually no more than one such study may be taken in any semester in the 11th or 12th grade.

### **CLASSROOM: Homework**

Homework is helpful for students when it a) provides essential practice in needed skills, b) trains students in good work habits, c) allows for increasing self-direction, d) enriches and extends school experiences, e) helps students learn to budget time, f) brings students into contact with out-of-school learning resources, and g) builds student responsibility.

It is often helpful to establish a time and place in the home for a student to do their homework. Also it may help for the student to keep an assignment notebook. This may also be used to record grades earned on the work.

Homework should have different purposes at different grades. For younger students, it should foster positive attitudes, habits, and character traits. For older students, it should facilitate knowledge acquisition in specific topics.

Homework is required at all grade levels, but a mixture of mandatory and voluntary homework is most beneficial.

It is recommended that mandatory assignments per week should be:  
Grades one to three - one to three assignments, taking 15 minutes or less  
Grades four to six - two to four 14-45 minute assignments  
Grades seven to nine - Three to five 45-75 minute assignments  
Grades 10 to twelve - four to five 75-120 minute assignments

### **CLASSROOM: Lesson Plans**

Also available online at [www.wwgschools.org](http://www.wwgschools.org) are brief lesson plans to help parents and students keep up on what is being worked on in class. The online lesson plans are a guide. Actual assignments may vary due to illness, class interruptions for assemblies and the pace at which students are able to grasp important concepts.

### **CLASSROOM: Makeup of Quarter Grades**

If you have incomplete work due to illness or other problems the teacher may allow you up to two weeks after the end of a quarter to make up the work. After that time the incomplete grade becomes an "F".

### **CLASSROOM: Makeup of Work**

Students normally have the number of days absent plus one in which to turn in assignments assigned during the excused or school approved absence. Teachers have discretion as to accepting work handed in late from an unexcused absence.

### **CLASSROOM: Midterm Progress Reports**

In the middle of each quarter teachers print out grade reports for students and parents indicating the student's current progress in the course. Notices are sent in the mail or via email to students who are at or near failing a course. Notes are also sent to students who are doing well in a class in appreciation of their good efforts.

### **CLASSROOM: Registration and Drop/Add Procedure**

In the winter, students begin registration for the next year by selecting courses that they would like to take during the following year. A master schedule of classes is made based on the number of students interested in each class. Students complete final registration in April and May.



Students do not have many choices in class selection until grade 10. Students are expected to schedule seven or more classes during the school year. Independent studies, classroom and other aide positions must be approved by the faculty and principal. Certain classes are offered only every other year so you need to think ahead when planning the courses you want and need to take.

Classes for the next school year may be dropped or added during the first week after school is out in the spring. Staff are assigned and supplies purchased based on your registration. Therefore, very few changes will be approved after final registration in the spring. You may not drop or add classes after the first week of either semester. It is best to get your schedule set during final registration in the spring so you do not have problems with too few credits or limited choices for second semester classes. Telemedia classes may not be dropped after May 1st.

### **CLASSROOM: Supervision**

Students are to work under the supervision of a staff member in all classes and extracurricular activities.

### **CLASSROOM: Textbooks**

Textbooks are loaned to students for use during the school year. You are responsible for the replacement or repair cost of the book should it be lost, stolen or damaged. This is also true of library books and workbooks (MN. Stat. 120.101)

### **COPYRIGHT LAW:**

Almost all printed materials, videos, computer programs and magazines are copyrighted. Many materials are not to be copied without permission from the publisher. Check before you copy!

### **CREDIT TRANSLATIONS TO AND FROM OTHER SCHOOLS:**

Students moving into the school district will have their school transcript evaluated for credits and courses required for graduation. Credits will be translated from the other schedules to equate with our credit policy.

### **ENGLISH LANGUAGE LEARNERS:**

The Westbrook Walnut Grove Public School works to assist students who speak languages other than English at home. A mix of tutoring, after school assistance and, if needed, specific reading instruction is used to assist the student in their

English proficiency. The TEAE and SOLOM tests are used to help determine the skill level and type of assistance needed.

### **GRADUATION CEREMONY:**

Before graduation ceremonies, seniors will receive a Senior Checkout Form. This form must be completed and returned to the principal before the student receives their cap and gown. Some students may desire to use the cap and gown before graduation for church services. Please contact the high school office to make arrangements. Tassels are provided by the School Board. Flowers are ordered by the senior class.

Seniors are provided with an opportunity to visit with a salesperson for graduation announcements though they are under no obligation to purchase announcements.

The senior class selects the speaker for graduation with School Board approval. The seniors also select a senior class speaker and assist in planning the graduation ceremony. Parents are provided with reserved seating for the graduation ceremony.

Students must complete their obligations by completing the Senior Checkout Form before they are permitted to participate in the Graduation Ceremony. Seniors who graduate with at least a 3.00 cumulative GPA will wear ceremonial cords to signify their achievement. Students who are one credit short will receive a certificate of attendance. Student who are more than one credit short will not be allowed to participate in the graduation ceremony. Students who display inappropriate behavior may also be withheld from the ceremony.

### **GRADUATION REQUIREMENTS:**

In grades nine through twelve, students will be required to earn 32 credits unless an IEP (Individual Education Plan) has been written with alternate requirements. (There is a graduated increase from the class of 2010 at 30.5 through 2015 when 32 will be required)

09 - English 1 - one credit.

10 - English 2 - one credit

11 and 12 - Speech (1/2 credit) and two more credits from among three groups including Writing, Literature and Communications.

09-12 Accelerated Reading Credit of 1/8 cd per semester for a total of 1 credit



Three (3) credits in math in grades 9 through 12. Algebra I in grade 8 and Geometry and Algebra II will be required for the class of 2015.

09 - American History (post Civil War 1866 to WWII) - one credit

10 - American History (WWII 1941 to the present) -one credit

11 - World History - one credit

12 - American Government (1/2 credit) and Geography (1/2 credit)

Life 101 - ¼ credit per year on the of topics of civic, personal and financial responsibility.

09 - Biology - one credit

10 - Physical Science or Chemistry - one credit

11- 12 one additional Science credit

09 -12 - Physical Education and Health - 1.5 credits (2 credit for class of 2012)

09-12 - one credit in Fine Arts from either music, visual art or theater.

09 - Keyboarding - 1/2 credit or 40 wpm with 96% accuracy as well as performing examples of typewriting skill. (Move to Grade 08 for 2010-2011)

09 - Students must take two of three half-credit vocational survey courses that includes Agriculture, Family Life Education (Home Economics), and Shop.

Up to two credits may come from being an office or teachers assistant.

Full time students are to take a minimum of seven and a half credits per year. Students must pass competency tests in Writing (grade 9), Reading (grade 10) and Math (grade 11). There is a waiver for the grade 11 Math test until 2015.

## **HOME SCHOOL:**

Students who transfer into WWG High School from a home school setting will have their graduation requirements determined by the Child Study Committee.

1. Acceptance of credits shall be based on an evaluation of the home school transcript as the transcript relates to the high school curriculum requirements.

2. Credits will be examined by the Child Study Committee using the following as criteria: clock hours, instructional calendar, instructional materials, final course test, student work portfolio, standardized tests, etc. Proficiency tests may be given as necessary.

3. All accompanying grades for accepted credits will be entered as pass/no credit/audit grades on student's official high school transcript.

4. Upon graduation, if 80% of a home school student's cumulative credits have been earned at Westbrook Walnut Grove High School, he/she will be eligible for senior academic honors which include rank in class and the Honor Roll. To receive academic honors, ISD #2898 requires home school students to attend Westbrook Walnut Grove High school full-time in their senior year. If a home school student earns 80% of his/her total credits at Westbrook Walnut Grove High School, that student will earn a WWG HS diploma.

5. The Child Study Committee will consist of the High School Principal, Guidance Counselor, and a minimum of two high school staff members. Decisions of the Child Study Committee may be referred to the Superintendent for further examination and review.

### **HONOR ROLL:**

At the end of each quarter students grades are averaged to determine who has earned a place on the "A" or "B" Honor Roll. Class helper positions are not used in figuring the Honor Roll. To be on the "B" honor roll a student must have a grade point average of 3.00 on a 4.00 scale. To be on the "A" honor roll the student must earn at least a 3.66 GPA on a 4.00 scale.

### **INTERNET USE:**

The Internet is a global network made up of many smaller contributing networks to support the open exchange of information among different institutions.

Just as you learn social codes and behaviors that are acceptable at WWG Schools, you need to learn the correct procedures and rules for using the Internet. If you fail to comply with the Acceptable Use Contract, you will lose your Internet access privileges.

You and your parent must sign a contract that indicates to WWG Schools that you are aware of the school rules and the consequences that result if these rules are broken. This signed statement becomes your permission slip to access the Internet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. WWG Schools will make every attempt, through supervision, to restrict access to controversial materials. However, on a global network it is impossible to control all materials; an industrious user may

discover controversial information. We firmly believe that the educational value of information and the interaction available on this worldwide network outweigh the risks that users may procure material that is not consistent with the education goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

You are expected to use the network to pursue intellectual activities, seek resources, access libraries, and find international friends. When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind:

1. You cannot see them;
2. You cannot tell how old they are or even what sex they are;
3. They can tell you anything, and you cannot always be sure what they are telling you is true; and
4. Absolute privacy cannot be guaranteed in a network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or computer lab operator immediately.

### **Internet Violations:**

WWG Schools declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking Internet access privileges, and/or initiating legal action for any activity through which an individual:

A. Uses the Network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication or vehicle.

B. Intentionally disrupts network traffic or crashes the network and connected systems;

C. Uses WWG Schools computing resources for personal commercial or financial gain or fraud;

D. Gains unauthorized access to others' files, or vandalizes the data of another user;

E. Forges electronic mail messages, or uses an account owned by another user;

F. Wastefully uses finite resources;

G. Invades the privacy of individuals;

H. Posts anonymous messages;

**Consequences of violations include but are not limited to:**

- \* Suspension of Internet access;
- \* Revocation of Internet access;
- \* Suspension of computer access;
- \* Revocation of computer access;
- \* School Suspension;
- \* School expulsion;
- \* Legal action and prosecution by the authorities.

**Internet Consent and Waiver Form:**

By signing the **Consent and Waiver form**, I and my parent(s) or guardians(s) state that we have discussed these rights and responsibilities.

Further, my parent(s) or guardian(s) and I have been advised that WWG Schools does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While WWG School's intent is to make Internet access available to further its educational goals and objective, account users will have the ability to access other materials as well.

The District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantage of access. Ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, WWG School supports and respects each family's right to decide whether or not to allow their student to have access to our Internet resources.

In addition, WWG School makes no warranties with respect to the Internet access, and it specifically assumes no responsibilities for:

- \* The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- \* Any costs, liability, or damages cause by the way the student chooses to use his/her Internet access.

While WWG Schools supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

## **Web Page Policy**

You can have your own personal web page on the internet. You can share your knowledge and expertise and creativity with people from the universe. We are full of information but of course there are some limitation. Our server, after all, is the server for an educational institution, so its primary function is to serve educational needs. It also has limited capabilities regarding performance and size.

Guidelines:

- a) the Technology Oversight Committee will have the final say over your pages and will review them every few weeks.
- b) the district Internet Usage Policy will apply
- c) the pages must be original and informative in content. The proliferation of pages that offer someone's name followed by the persons favorite links are examples of pages that would not be appropriate. Using someone else's work except briefly for reference purposes is plagiarism and is not permitted
- d) the amount of hard disk space may not exceed 1.5 meg. Further size restrictions may be implemented as the number of pages increases.
- e) Web Pages intended for posting on our web server or another web server must be approved prior to posting.

## **NATIONAL HONOR SOCIETY SELECTION PROCESS:**

The Westbrook Walnut Grove High School National Honor Society exists to honor students who maintain high standards of character, service, leadership and scholarship. Membership in the National Honor Society is more than just an honor. Membership requires a commitment of your time in service projects to better our community. Members are also eligible for special scholarships.

1. Students in grade 10, 11 or 12 with at least an 3.0 cumulative G.P.A. from grade 9 to the present are eligible. Students must be in school at least one semester.
2. Students who desire consideration must promptly fill out the information form for faculty review. A National Honor Society Committee meets to review student information and make selections of qualified applicants after the first semester grades are available for determining cumulative grade point average. All course grades are included without additional weighting to determine the G.P.A. Students who qualify receive a letter notifying them of their acceptance. They have 5 school days in which to accept or reject membership in the Westbrook Walnut Grove Chapter of the National Honor Society. Appeal of a decision of the National Honor Society Committee must be made within 5 days of receipt of rejection notice.
3. Point system for selection:

**A. Academic Excellence:**

- 3.00 - 3.25 2 Points
- 3.26 - 3.38 4 Points
- 3.39 - 3.50 08 Points
- 3.51 - 3.63 12 Points
- 3.64 - 3.75 16 Points
- 3.76 - 3.82 20 Points
- 3.83 - 4.00 24 Points

**B. Leadership:**

One point for each leadership position held for a year. Partial point for position held for less than a school year. A full point indicates successful completion of leadership efforts including planning, organizing, positive attitude, dependability and contribution of merit to school or community life from grade 9-12. Advisors or leaders are to rank the leadership effort in the activity. These rankings will be used in determining point totals. Maximum of 8.0 points. Minimum of 3.0 points.

**C1. Service:**

One point for each 20-25 hours of successful community service done on a volunteer basis. Maximum of 8 points. Minimum of 2 points. Signatures of advisors are required to verify hours. Examples of service are available in the information form.

**C2. Extracurricular Activities:**

Also, one point for each 3 extracurricular activities successfully completed beginning at grade 9. Advisors are to rank participation. Rankings will be used to help determine point totals. Maximum of 8 points. Minimum of 2 points.

**D. Character:**

The student's high school teachers rate each individual in the following categories. "0" means none of the quality. "4" is the highest value. Minimum of 17.

- |                                     |   |   |   |   |   |
|-------------------------------------|---|---|---|---|---|
| 1. Personality                      | 0 | 1 | 2 | 3 | 4 |
| 2. Complies with school regulations | 0 | 1 | 2 | 3 | 4 |
| 3. Honest and Truthful              | 0 | 1 | 2 | 3 | 4 |
| 4. Courteous and Respectful         | 0 | 1 | 2 | 3 | 4 |
| 5. Goal Oriented                    | 0 | 1 | 2 | 3 | 4 |



The minimum required for acceptance is 35. Maximum is 68. Students who are currently in NHS want to update their information forms each year to keep an accurate record of accomplishments for scholarship and award competitions. Current members who drop below a 3.0 GPA or exhibit unacceptable behavior will have membership reviewed by the NHS Committee to determine if the student should be put on probation or removed from the National Honor Society.

### **NCLB (No Child Left Behind):**

The Federal Government passes legislation to improve education. This is another in a long line of poorly reasoned political attempts based on setting a standard of achievement that is extremely narrow in scope and as usual - under funded. We will work with and beyond the Federal and State Governments expectations to provide an educational experience that is worthy of your sons and daughters and the trust that you place in the public school to do the best job possible of preparing children for a bright and uncertain future.

### **PARENT REVIEW OF INSTRUCTIONAL MATERIAL**

(Chapter 496): A Committee composed of the principal, the librarian, a school board representative and the teacher shall review each individual complaint. Also three community members who may be parents, community members or an adult student, 18 years of age or older, shall review the contents of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, reasonable arrangements for alternative instruction may be developed with school personnel for alternative instruction.

Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. The Act also provides that school personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. However, school personnel may evaluate and assess the quality of student's work.

### **RELIGIOUS EXEMPTION & ALTERNATIVES TO COURSE WORK:**

Parents may request alternative assignments to meet course requirements based on religious belief. Requests are to be submitted to the principal in writing for approval. The principal and instructor will determine an appropriate alternative.

## **SPECIAL NEEDS:**

All students do not have the same interest or ability in school subjects. To assist all students to gain at least minimum competency in such basic skills as reading, writing and mathematics, the Westbrook Walnut Grove High School has programs to help students who are experiencing academic or behavioral difficulties. Students undergo testing and observation to see if they are eligible for these programs. If they meet the program's criteria, a special learning plan is written. It is called an Individual Educational Plan (I.E.P.). The plan is designed to provide the least restrictive and most helpful educational program possible. Parents and teachers are involved in this process and in the periodic reviews of student progress.

The Child Study Committee may make recommendations for alternatives, modifications or accommodations for students who need assistance but do not qualify for Special Education Services.

Parents and students have a number of additional rights and responsibilities when they are involved in special education programs. These items are derived from PL. 94-142 (The Education for All Handicapped Children Act). Contact the school if you would like more information on these programs.

## **STUDY SKILLS:**

Students who need assistance to organize their work skills or who need additional time and instruction to understand course material, may request assistance from the principal. As funding allows, both programs during the day and after school are available.

## **TESTING and ASSESSMENT:**

The Westbrook Walnut Grove Public School uses several types of assessments to measure student progress.

### **MDE GRAD tests**

are initially given in grade 9 for Writing, Grade 10 for Reading and Grade 11 for Math. These tests must be passed for a student to receive a diploma unless they are exempted due to an IEP.



### **MCAII: (Minnesota Competency Assessments)**

At various grade levels ( currently grades 3, 5, 8, 9,10 and 11) the state provides tests in reading, language arts, writing and math . These tests are used to evaluate the schools curriculum.

### **ASVAB:**

(Armed Services Vocational Aptitude Battery) The military provides an interest and career inventory to schools to assist in helping students consider a variety of occupations. This inventory is given in grade 11.

### **PSAT/NMSQT:**

This is an optional test given in grade 11 for students who are considering taking the ACT or SAT College tests. There is a charge and some limited scholarship potential from taking the test. This test is done during school in October.

### **ACT: (American College Test)**

Our School Code number is 242665. Packets for this and other college placement tests are available from the counselor. The test is usually given on a Saturday. There is a charge and you need to register a couple months ahead of the test to get a slot at one of the schools that give the test. Students often go to Marshall or Worthington or Redwood Falls.

### **SPECIAL NEEDS TESTING:**

If students display special needs or difficulties, they are referred to the Child Study Committee. After a process that includes parents and students, a variety of assessments are recommended to provide information that will help teachers, students and parents to adjust the education plan for the student so they can be more successful.

### **NWEA Tests:**

Starting in grade two, the school tests students in reading, language and math at the start and often at the end of the year to measure student progress from year to year. Reports are sent home or handed out at conferences to show progress over the years in a chart and graph formats. The importance of this test is that it provides a uniform measure of student progress over time that helps to identify weakness and strength in math and reading as the student matures and changes instructors from year to year.

### **TEAE & SOLOM TESTING:**

Students who are learning English as a new language are assessed using the TEAE (Test of Emerging Academic English) test to determine their proficiency and areas that need assistance.

## **TRANSFER TO OR FROM ANOTHER SCHOOL:**

New or students reentering the Westbrook Walnut Grove Public School-

1. Request that your educational records be forwarded to the Westbrook Walnut Grove School.
2. Meet with the principal to schedule your classes, review credits and school policies.
3. Complete registration and basic information forms.
4. Tour the school and try out your locker.
5. If you are here at the start of the year consider attending the New Student Orientation session about a week before classes begin for valuable information.

Students leaving the Westbrook Walnut Grove Public School-

1. Obtain a withdrawal slip from the office.
2. Have slip signed by all teachers.
3. Complete a request for release of records so records may be released to the school to which he/she is transferring.
4. Turn in all books, supplies and equipment belonging to the school and clean your locker out.
5. Pay all bills owed to the school district.

## **WORK RELEASE PERMITS:**

Students may request to be released on a regular basis for up to one period per day for work. The student must be 16 years old, attend classes at least five hours per day, keep a record of the work efforts, and have parent's approval for this option. Forms are available in the office. Students who are not doing passing work in school subjects may have their work release permit canceled.

# SCHOOL IS JOB ONE

## **ACTIVITIES**

### **ACADEMIC FAIR:**

Students are asked to display their work for the community. This event highlights work done in all areas. Projects, papers, artistic creations, vocational project, videos are all available for the parents and community to see.

### **ACTIVITY TICKETS:**

Parents, students and community members may purchase activity tickets for Fall and Winter athletic events. The ticket price is set each year and is a significant discount for both individual and family purchasers.

### **BOOSTER CLUBS:**

Campus activities may have parent groups that provide financial and manpower assistance to extracurricular activities. The Sports Booster and Music Boosters are groups that work with coaches to raise funds and help at special events.

### **CLASS ADVISOR RESPONSIBILITIES:**

Teachers serve as class advisors, freshman through senior, during which time they will have the privilege of guiding students through many class activities and fund raisers. Some of your duties may include, but are not limited to the following:

1. Be present at all class meetings to advise on activities.
2. Share equally with other class advisors the supervision of class activities such as homecoming float building, fund raising events, etc.
3. Guide students in fund raising activities. (Funds are raised for Senior Class trip and for float building, graduation, homecoming/snow week decorating, get-well and memorial expenses.) This includes contact with community groups, (pageant supper, concessions during summer rec. tournaments, Fun Days) reviewing fund raising information for appropriateness and profit potential and instructing student to get principal approval for all activities
4. Advise students in setting and collecting appropriate class dues. Dues are used for graduation expenses, float building, and memorials. All students who wish to participate in any class activities or meetings are expected to pay these dues. In case of extreme financial hardship students should visit with class advisors.
5. Work with students in selecting class trip destinations and selection of travel agent.
6. Work closely with class treasurers on proper recording of hours and funds.

7. Chaperone class trip unless you determine that you would be unable to go on the trip. In this case the senior class may ask another individual with class advisor approval.

8. Review rules and deadlines with class for graduation speaker, class trip deadlines and graduation speaker as noted in Student Handbook.

### **CLASS DUES:**

Each class sets an amount to be collect for yearly class activities. The amount usually starts at \$5.00 and grows to \$25.00 for the senior year. This money is NOT to be used for the Senior Class Trip. It is for float building, flowers and gifts for students who are ill or moving and related expenses. Students who do not pay class dues, are not to be included in class activities. If the amount of the dues creates a hardship, speak with the class advisor or the principal for a waiver.

### **CLASS AND ORGANIZATION OFFICER RESPONSIBILITIES**

A. Each class is to elect officers and 2 representative to the Student Council. Each organization should elect appropriate officers.

B. Each class or organization with advisor approval is to submit a list of fund raising activities on the forms provided. After principal approval, the activity may be started. At the end of the activity, complete the follow up form and turn in to the principal.

C. Major officers have the following responsibilities:

President -

1. Lead meetings
2. Set agenda and present it to the advisor for approval before the meeting
3. Set dates for meeting with advisor approval
4. Represent the group at the School Board or public meetings
5. Appoint Committees and their members
6. Turn in all books, reports and minutes to the advisor at year's end.

Vice President -

1. Preside at meetings in absence of the president
2. All committees are to report to the vice president

Treasurer -

1. Report on the financial status of the group at each meeting
2. Collect dues
3. Make payments for bills in a timely manner using forms from the office.

4. Check with office for outstanding charges and see that books balance.

Secretary -

1. Keep minutes of each meeting and committee reports in a book
2. Report to the newspaper, yearbook or school on the class activities.

### **CLASS SERVICE PROJECT:**

Each year, each class in grades 7 - 12 select a service project to better the community. Frequently it is cleaning road ditches or assisting in raising money for a good cause. Class officers and advisors plan projects and request approval from the principal before placing the activity on the school calendar.

### **DANCES for Senior High:**

Dances are for Westbrook-Walnut Grove High School students (grades 9 - 12) and their guests who accompany them. All outside guests must sign up at the dance. Students are not permitted to return to the event once they decide to leave unless special permission is granted in advance. Doors are locked one hour after the dance begins. At least two school staff are to be present to supervise at all dances. At least one set of parent chaperones are also to be present.

### **DANCES for Junior High:**

Dances are for Westbrook-Walnut Grove Junior High School students (grades 7 - 8) and their guests who accompany them. All outside guests must sign up at the dance. Students are not permitted to return to the event once they decide to leave unless special permission is granted in advance. Doors are locked one hour after the dance begins. At least two school staff are to be present to supervise at all dances. At least one set of parent chaperones are also to be present.

### **DRIVER'S EDUCATION:**

Driver's Education is offered by the school for students generally in grade nine although others may be eligible. As of 2009, the classroom instruction cost was \$50.00. After successful completion of the classroom instruction, students receive a blue permit for getting the drivers license learner's permit. After paying \$175.00 and completing six hours of behind the wheel instruction, students receive a white completion card and may take the final drivers license test.

If a student lives and works on a farm, he/she may be eligible for a farm permit to drive when they are 15 and have successfully completed the behind the wheel course. Read carefully what is needed for proof to get the permit.

Always read the requirements for identification and completion of forms very carefully. The exam stations are VERY PICKY.

### **DRIVING TO ATHLETIC EVENTS:**

If transportation is offered, students are to ride the school approved vehicle to the practice site. Requests to drive for special events or practices must have parent pre-approval and the coaches signature. Students who violate this policy lose eligibility for the next athletic event.

### **EXTRACURRICULAR ACTIVITIES:**

Extracurricular Activities are an exciting part of school. These activities allow you to get to know other students and teachers better. Extracurricular activities may allow you to try activities related to a personal or career interest. These activities provide an excellent opportunity for developing leadership talent and for personal, physical, emotional, social growth. Though it is vital not to overdo it with too many activities, extracurricular involvement is extremely valuable. Almost everyone should be in at least one extracurricular activity.

#### **ATHLETICS**

Football  
Volleyball  
Fall Cheerleading  
Boys Basketball  
Girls Basketball  
Wrestling  
Winter Cheerleading  
Girls Golf  
Boys Track  
Girls Track  
Boys Baseball  
Girls Softball  
Boys Golf

#### **ACADEMICS**

Yearbook  
National Honor Society  
Academic Challenge  
Chess Club  
Academic Fair  
Science Fair  
Scholarships  
Student Council  
Future Farmers of America  
Knowledge Bowl  
Future Leaders of America  
Speech Team  
Class Officers

#### **ARTS**

Concert Band  
Jazz Band  
Marching Band  
Mixed Chorus  
Boys 50's  
Girls Chorus  
Vocal Jazz  
Solo/Ensemble  
Visual Arts Festival  
Choralaires  
Prairie Winds Festival  
Spring Play  
Fall Musical  
One Act Play



## **FAMILY NIGHT:**

Wednesday Night is reserved as a night for family activities. Student organizations and activities must be scheduled to end by 6:30 p.m. on this day. Exceptions are granted through the School Board.

## **FIELD TRIP GUIDELINES:**

Field experiences are an important part of an educational curriculum. If the experience is a part of a class requirement, costs passed on to students must be minimal. In some cases students will not be permitted to participate due to significant academic needs or attendance problems. Field trips, not a part of class requirements, also called Extracurricular field trips are regulated by MSHSL and WWG eligibility policy. The following should be given consideration as you plan field experiences:

01. Curriculum: Be sure the field trips tie into your curriculum in the classroom in some manner.
02. Cost: Provide a written estimate of funds for meals, registrations, travel and motels. Also indicate if any costs are to be covered by students and parents
03. Transportation Requests: vehicle requests should be made a couple weeks in advance, if possible. Different vehicles can legally accommodate different numbers of students so be as precise as possible about the number going on the trip.
04. Permission slips with itinerary and phone numbers should be given to students a couple weeks in advance. Provide a copy to the office. Also provide a list of student names to the office to check on eligibility and a list to the cooks so they know students will be gone on certain days.
05. Substitute teacher requests: Subs are very hard to come by - sooner is better.
06. Lesson plans - be sure there is more than enough to do in class while you are gone. Leave copy in the room and another copy with the office. Subs do not enjoy and do not return to a class where the lesson is not well planned out in advance and where student expectations are not clearly communicated.
07. Followup - Review the value of the field trip compared with other experiences for your students. How could it be made more valuable? Would a different trip be more valuable considering the cost?

### **FUND RAISING:**

All fund raising activities are to be approved by the principal. Each May, all organizations are requested to submit their proposed requests for fund raising for the following school year. The school board reviews the requests and delegates authority for approving fund raisers to the principal. In general fund raising activities should generate nearly a 40% profit and not conflict with other student fund raising activities. Certain established fund raisers have priority. All classes are encouraged to do some fund raising each year to prepare for senior class trips and other expenditures for the senior year.

### **HOME COMING & SNOW WEEK or SPRING WEEK:**

Student Council organizes a variety of activities for these weeks to encourage school spirit and community awareness of the school.

### **INJURY & PRACTICE:**

Students who are injured need to inform coaches as soon as possible of the time and place and manner of the injury. The coach may require that the student get a doctor's authorization before return to practice or performance.

### **LETTERING:**

Students participating in extracurricular activities may earn letters for participation in the activities. Criteria for each event are available from the coach or director.

#### WWG Athletic Lettering Policy (9-22-05)

All athletes must finish the season as a member of the varsity squad.

Football- Must participate in one-third of the varsity quarters.  
Coaches discretion if outstanding performance in playoffs.

Volleyball-must play in 40% of the games or outstanding performance in the post season. All seniors playing WWG volleyball will letter if they have participated in two years of volleyball.

Cross Country-Compete in 80% of varsity meets. Coaches discretion.

Cheerleading-Successful completion of two varsity seasons and coaches discretion.

Girls Basketball-Must play in 40% of halves or play in 4 post season halves.  
Coaches discretion.

Boys Basketball - Must play in 40% of halves or play in 4 post season halves.  
Coaches discretion.

Wrestling-- score at least 12 team points or wrestle 6 varsity matches.

Baseball--30 at bats, 15 innings pitched, or 12 games played. Coaches discretion.

Softball- play more than 1/2 total innings (or if only a pitcher -pitch 1/3 of innings)

Golf--Score counts in two varsity meets. Play in half the varsity meets. Qualify for the Tournament team.

Boys Track--Must score in four meets. Coaches discretion.

Girls Track--Attend practices, show good sportsmanship and place in four events during the season.(Can be adjusted for bad weather.) Coaches discretion. Track managers-manage for two years and attend all meets and some practices.

Band:

Choir:

Speech:

WWG Theater: Student must earn 20 points through a combination of activities including acting, set work and other theater related events.

### **MOVING STUDENTS TO VARSITY PARTICIPATION:**

Coaches may consider moving a 7th or 8th grade student player to a high level of competition after a complete review of the need and situation with the Athletic Review Committee. This is the criteria that the group suggested we follow before a student is moved up to a higher level.

1. Head Coach of the sport involved initiates idea of moving an athlete up .
2. Discussion with the middle school coaches involved should take place.
3. Athletic Director and Principal consulted.
4. Meet with a committee of coaches/ teachers to discuss the student's abilities in academics, motivations, maturity, social skills and other

concerns. A flexible schedule for all of the student's extracurricular activities should be worked out.

5. Consult the parent.

6. Action taken.

If a student is moved up they will only participate at one level. That student will be allowed to move back down to the lower level if they can't handle the move up.

## **MINNESOTA STATE HIGH SCHOOL LEAGUE ATHLETIC REQUIREMENTS**

Requirements for athletic eligibility at Westbrook Walnut Grove High School include:

### **1. Physical (Required every three years).**

You will not be allowed to practice or play until you have a physical on file with the High School office.

### **2. Insurance.**

YOU must have a signed waiver or take out school insurance through designated insurance carriers.

### **3. Minnesota State High School League Eligibility Form**

A copy signed by student and parent needs to be on file in the office. Chemical Violations remove students from competition though they must still practice:

1st 3 events or 3 weeks (whichever is more - 2 weeks or events for honesty)

2nd 6 events or 3 weeks

3rd 12 events or 4 weeks

A copy signed by student and parent needs to be on file in the office.

### **4. Health Questionnaire:**

A copy signed by student and parent needs to be on file in the office.

### **5. Fees:**

Students pay a fee for participation in each activity. There is a student and family maximum that is set each year.

## **6. Academic Eligibility:**

Each participant is expected to be making satisfactory progress in all classes. If they are not, they will go on the ineligible list and not be allowed to practice or play until academic progress is shown. (See ACADEMIC ELIGIBILITY)

## **NCAA REGULATIONS:**

Student athletes may be recruited by NCAA schools. Certain requirements exist in NCAA legislation which will have an immediate impact on those students.

1. High school student-athletes must present a PSAT, ACT, or SAT in writing (e.g., on a transcript) to college officials prior to receiving an expense-paid recruiting visit to that institution beginning August 1992.
2. The first group of student-athletes to be affected by this legislation is the 1991-92 junior class.
3. To be fully prepared for the college recruiting process, high school student-athletes should test during their junior year.

## **OVERLAPPING SEASONS:**

If a student desires to be involved in more than one extracurricular area due to an overlap of seasons, the activity being completed takes precedence over the season that is starting. If the overlap is 5 days or less, the student should complete the first season. If the season overlap is more than 5 days, the student should be involved in the completion of the first season about 60% of the practice time and 40% in the new activity. Performances or games shall take precedence over rehearsals or practices.

The coach or activity director of both activities shall communicate directly to work out practice schedules for students in two activities. Neither coach shall infer or otherwise indicate that the student will be penalized for not being at the practices due to being at the other activity practices or performances or games. Such emphasis will result in review of the coach or director's position. If the coaches cannot work out a solution, it shall be the principal's responsibility to divide up the sessions.

## **SENIOR TRIP GUIDELINES.**

The following rules shall apply to Senior Trip:

01. The decision on itinerary shall be made by the end of the Sophomore Year.

02. The maximum number of school days allowed for the trip shall be 4.
03. The purpose of the trip shall be primarily educational. Planning, goal setting, conflict resolution, leadership, and budgeting are all an integral part of the experience that is to be spearheaded by the students with consultation and approval of advisors and principal.
04. The trip shall be scheduled so that students are actively engaged in activities between 7:30 A.M. and 11 P.M. each day of the trip.
05. The total per person cost for the trip shall not exceed \$1100. Chaperone costs are to be included in this budgeted figure. This shall not include food and personal expenses. Each year the School Board will review the cost for increases based on the cost of living.
06. Earning Money to pay for the class trip: Students have three options to raise money for the senior trip. ONE. Put cash in their personal trip account. TWO: Sell items through fund raisers like bake sales and magazine sales. THREE: put in time working at events such as concessions and burger feeds. Money will be distributed based on net profit and total accumulated hours from the events. Students may not earn more than \$200.00 for travel expenses in addition to the costs of the trip.
- If a student does not go on the trip, they may only be refunded cash put into their personal accounts. Any actual trip expenses already incurred shall be deducted from the student's account or billed to the student if they have signed an agreement to participate in the trip. In cases of significant medical or family emergencies, this rule may be appealed to the principal. Class dues shall not be used to pay for part of senior trip.
07. All students going on the trip must be eligible to graduate before they go on the trip.  
They shall also have all charges owed to the school taken care of before going on the class trip.
08. Funds raised by a student who decides not to go on the class trip shall be split equally among those who go.
09. Hours shall be given for concessions stand, work at bake sales, car washes, pork feeds or any money making events.
10. Senior fund raising should be completed by the end of the Winter Athletic Season. Seniors have a general priority for fund raising though other groups may get approval for fund raising if there is little conflict between fund raising efforts.



11. Time line:

- A. The destination shall be Washington D.C. and other points within a reasonable distance of the Washington D.C. area.
- B. Estimated budget for Senior Trip by May 1st of Jr. Year (School Board and parents must be notified of the trip cost by the end of the sophomore year. Parent meeting shall be held before by July 1st before the senior year.
- C. Letter of intent on Graduation Speaker due in September of Senior Year
- D. Graduation Speaker confirmed in October of Senior Year
- E. List of students going by November 1st with signed agreement with student and parent signature.
- F. Final list of students going by February 1 of Senior Year .
- G. Trip down payments. End of Grade 11-\$300 / October 1 of Grade 12 -\$500. Remainder 2 months before trip departure date.
- H. Turn in signed rules and regulation slips two months before trip

12. Money remaining in the class treasury more than two years after graduation will be returned to the school's general fund.

14. Adopted August 31, 1983 / Revised - 10/12/87, 9/9/92, 10/11/93, 9/97 and 4/9/99 as a result of a parent - student committee recommendation. Further recommendations on 5/4/99. Revised 4/ 2005

### **STUDENT COUNCIL:**

The main purpose of the Student Council is to make this a better school. Though the School Board is the actual governing body of the school, the Student Council is the voice of the student body, a forum for discussion of the school program and a platform from which to propose actions that will make our school better.

In May, two representatives from each class are elected to serve on the Student Council. The entire high school elects Student Council president, vice president, secretary and treasurer.

The Student Council is responsible for planning Homecoming, Snow Week, Student Government Day, Veterans Day, and organizing projects and changes that will improve the Westbrook Walnut Grove High School.

### **STUDENT TEACHER DAY:**

The Student Council may arrange a day each year in which members of the senior class take responsibility for instruction and operation of the school. Students apply for the positions and if selected make out lesson plans for the classes they will be teaching.

### **UNIFORMS:**

Students participating in interscholastic sports are provided uniforms. Students are responsible for taking good care of the uniform assigned to them. Students must turn in uniforms or pay for their replacement if the clothing is lost or stolen before they participate in the next sport season.

### **YEARBOOK:**

The Westbrook Walnut Grove yearbook is called the "CHARGER". The yearbook staff works all year on this book and it is usually ready in November of the following school year.

## SCHOOL IS JOB ONE

### **BEHAVIOR & STUDENT CONDUCT**

#### **STUDENT CONDUCT OVERVIEW.**

People are expected to show respect for each other in the Westbrook Walnut Grove High School. In order to maintain an environment that promotes positive learning, students and staff need to show respect for themselves, others, and school property.

The Board of Education of the Westbrook Walnut Grove Public School is authorized to make rules and regulations for the control of the school and its operation. The Board, administrators, and teachers are charged with the responsibility of maintaining the health, safety, and welfare of all students. Rules and regulations shall be maintained and enforced that are deemed to be in the best interests of the students and the school.

An individual's right to an education should not be denied because of the disruptive behavior of other students. Good discipline creates a desirable teaching/learning situation, provides control and leads to each student attaining a measure of self-control. Discipline need not be punishment, but should lead toward respect for law, authority, property, the rights of others and toward responsibility for one's self. Student behavior that is disruptive to the classroom and/or school in general will be considered as interfering with the educational process.

Consequences for inappropriate behavior will be assigned according to how serious the misbehavior of the student is and relevant information on the students academic, attendance and behavior history. If all previous year's responsibilities and penalties have been taken care of by the student, the student begins with a clean record. The MSHSL rules on alcohol, tobacco and chemical abuse are cumulative and include the summer from grades seven through twelve.

In summary, the following actions constitute unacceptable behavior and will result in disciplinary action:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees, the pupil or other students, or the property of the school; or
3. Willful violation of any rule of conduct specific in this discipline policy.

When a student is asked to supply private or confidential data as part of an investigation they may be told the purpose and intended use information requested, if they can refuse to provide the information or are legally required to supply the requested data, what the consequences might be and who will use the information. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 5, to a law enforcement officer.

## **AUDIENCE ETIQUETTE:**

Different events place different expectations on the audience. Athletic events are loud but still emphasize good sportsmanship. Speakers and panel discussions require listening and no talking during the presentation. Music etiquette asks that the audience refrain from talking while the music director is directing the musical group. Theater asks for audience participation in applause and laughter as appropriate to the production. Talking during the scenes is not appropriate.

## **BEHAVIOR MANAGEMENT FOR STUDENTS WITH DISABILITIES:**

Students with IEP's (Individual Educational Plans) may have a special set of criteria to assist in management of inappropriate behavior. Staff are made aware of these adjustments through the Special Needs Staff.

## **BUSES: (Behavior, Routes, Trips)**

Behavior - Student comfort and safety are important. The school district is under no obligation to transport students who do not behave appropriately.

Students are not to use abusive language, make excessive noise, throw objects, open windows without permission from the driver, push or fight or leave trash on the bus. Students are to remain seated at all times when the bus is moving.

Infractions of these rules or other rules of conduct will be reported to the principal by the bus driver. Parents will be notified after the first incident. If behavior does not improve, bus privileges will be denied. (MN Statute 123.39).

Students in grades 7 - 12 who violate bus rules will have the following minimum consequences:

1st offense - warning

2nd offense - 5 day suspension from riding the bus

3rd offense - 10 day suspension from riding the bus

4th offense - 20 day suspension from riding the bus and parent meeting

5th offense - suspended from riding bus for remainder of the year.

This information is extracted from the Westbrook Walnut Grove Student Transportation Safety Policy. Copies available in the office. To insure students understand the rules and regulations, all students will be assessed on bus safety in the first few weeks of attendance to allow them to continue to ride the bus.

Routes - Parents and students will be notified of bus routes at the start of each school year. If you do not intend to ride the bus or the road is impassable, a phone call to the bus driver or the school is appreciated.

Trips - If you go to any school function on a school bus, you are expected to return home on the bus unless your parents notify the bus driver or advisor "in person" that you will be going home with them. If this rule is broken you may not be allowed to ride the school bus to other school functions or participate in them. This rule helps to control accident liability, insures all members being on time and reduces possibility for misbehavior.

For field trips & school sponsored trips students must have a signed parent permission slip.

#### Bus Courtesy - PLEASE:

1. Be courteous. No profanity.
2. Remain seated.
3. Keep head, arms and hands inside bus.
4. Be on time to keep bus on schedule.
5. Do not destroy property.
6. No drink or sunflower seeds on bus.
7. Keep the bus clean.
8. No radios playing on bus.
9. DO NOT distract the driver.

The Westbrook Walnut Grove High School may refuse to provide transportation due to misbehavior on bus. Serious misbehavior may cause suspension or expulsion from school.

#### **CHEMICAL ABUSE ASSESSMENT:**

Based on observations and information, the Child Study Team may recommend a chemical evaluation for a student. Criteria for this referral may include sudden weight loss, drastic change in appearance, disorientation, severe mood swings, poor attendance, marks on the body etc. In a severe situation, the assessment may be used as a criteria for continuing in the regular school program.

#### **CHILD ABUSE:**

Minnesota Statue 626.556 requires that educators immediately report instances of suspected neglect, physical or sexual abuse of children to county welfare or police authorities.

## **CODE OF CONDUCT- ( Sportsmanship):**

### Participants:

1. Show respect for opponents by shaking hands with them before and after the contest.
2. Accept the decisions of contest officials without showing inappropriate emotions such as arguing with a contest official.
3. Avoid unsportsmanlike gestures or language.
4. Display modesty in victory and graciousness in defeat.

### Spectators:

1. Work cooperatively with contest officials and faculty supervisors who are there to keep order.
2. Refrain from crowd booing, foot stomping, or making negative comments or applying blame on the participants, coaches, or contest officials.
3. Stay off the playing floor or contest area at all times.
4. Show respect for public property by not causing damage to equipment or facilities.
5. No noise makers.

### Cheerleaders:

1. Use discretion in selecting the time to cheer.
2. Lead positive cheers that support and uplift your team.
3. Encourage support for a participant who leaves the contest after being injured.
4. Show respect for opposing cheerleaders by wishing them good luck before the contest and congratulating them in a sincere manner following either victory or defeat.

### Bands:

1. Choose appropriate music and time for performing.
2. Dress in school-approved uniforms.
3. Show respect t all times for officials, opponents, and spectators.
4. Show respect at all times for use of property, equipment and facilities.
5. Avoid unsportsmanlike gestures or language.

### Code of Ethics for Players

As a student participating in my school's/conference's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey rules of my school and laws of my community, state and country.



5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR:**

Disciplinary action may include but is not limited to the following:

### **1. Student Conference**

Student will visit with teacher or principal and depending on the seriousness of the violation, will be told that parents will be notified if the violation occurs again. The action taken and date it occurred are to be in writing.

### **2. Individual Parent Conference**

If the parent is unable to be present, the principal or teacher shall by letter or telephone call, describe what the consequences of continued misbehavior will be. Action taken and date it occurred are to be in writing.

### **3. Detention**

The teacher or principal may assign detention to give the student special help or for correction of a rule violation such as tardiness to class. Detention should be made up in 3 days unless there are special circumstances.

### **4. Loss of privileges**

Teacher or principal may deny a student certain privileges such as use of the library, going to the locker or phone or bathroom if repeated abuses of these privileges are noted. Parents will be notified of these disciplinary actions in writing.

### **5. In-school monitoring**

Students must have an hourly report signed by their teachers regarding their behavior or movement in the building or academic progress. Parents are notified of this arrangement and must sign the reports each day. Students who forget to get the reports signed by the parent will earn detention.

### **6. Removal from class**

Removal from class is the short term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The initial removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the student. The

decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work. Parents shall be notified in writing by first class letter. For additional information see Removal from Class (Policy 502.2).

### **7. In school detention**

In school detention is the short term exclusion of the student from all school classes while the school maintains custody of the student. In school detention longer than three days shall follow regulations in the Pupil Fair Dismissal Act of 1974 as amended. Parents shall be notified in writing by first class mail.

### **8. Suspension**

Suspension is the short term exclusion of the student from school for no more than five consecutive school days during which time the school is relieved of custody of the student. Suspension shall be utilized in accord with Pupil Fair Dismissal Act of 1974 as amended.

After a total of five days of in-school suspension or suspension, the student shall be referred to the Child Study Committee for their consideration and action.

After a total of ten days of in-school detention or suspension, the student shall be referred to the Child Study Committee and the parents or guardians and the student shall have an informal hearing with representatives of the School Board for their consideration and action.

### **9. Expulsion or exclusion**

Expulsion is an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. Exclusion is an action taken by the School Board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. In cases of expulsion or exclusion the regulations of the Pupil Fair Dismissal Act of 1974 as amended will be followed.

### **10. Parental conference with school staff**

In some situations the parents will be asked to participate in a Child Study Committee meeting to assist in clarifying behavior problems and potential

solutions. Parents will be notified either in person, by phone or in writing via first class mail.

### **11. Modified School Program**

In some cases the school program will be modified to assist or encourage the student to improve their behavior. This will usually be developed through the Child Study Committee. Parents will be notified in person, via phone or in writing via first class mail.

### **12. Referral to community services**

If counseling, health or other community assistance is warranted, parents will be consulted at least through phone conversation if not in person.

### **13. Referral to juvenile authorities or police**

If a student's behavior is so extreme that a law violation is involved, juvenile authorities or police will be contacted by the principal or a designated representative. Every reasonable attempt shall be made to notify the parents at the same time juvenile authorities or police are called. If the police officer indicates that he/she is arresting the student, that officer shall have complete jurisdiction and responsibility in the matter and the principal shall not interfere in the pupil's removal from the building.

It is expected that the contact with the pupil shall be arranged in a manner that is as unobtrusive as possible. The principal shall notify the parent / guardian and the superintendent as soon as the officer takes the pupil from the building. The student will, in all cases, be accorded the rights of due process. The rights of the students and parents regarding interviews by police are listed in this booklet under Police in School. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974 as amended.

## **CORPORAL PUNISHMENT:**

Staff are not to use physical force on students except as follows:

In certain instances it is necessary for staff to use physical restraint to provide a safe environment for students. Reasonable force may be used on a student without his/her consent when used by an administrator, teacher or general staff member in the exercise of lawful authority, to restrain or correct the student.

Physical restraint may be used by staff members to a) quell a disturbance threatening injury to others, b) to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, c) for the purpose of self-defense, d) for the protection of persons or property, and e) to

direct the movement or actions of a student in order to avoid undue or deliberate disruption of the classroom or other parts of the school.

### **DRESSING APPROPRIATELY FOR SCHOOL:**

Westbrook-Walnut Grove High School students take a great deal of pride in themselves and their appearance. Student dress, hair style and appearance are not restricted unless they present a "clear and present" danger to the student's health and safety, cause an interference with work, or create distraction or disorder.

Clothes or hair styles that may be hazardous in school activities such as shop, science lab, art and physical education are not allowed. Grooming and dress that restrict movement or block vision or cause damage to floors or furniture are not allowed. Headgear is to be removed in classes, assemblies, study halls and other school day activities as requested by staff. Shoes must be worn at all times. Roller blades and skates are not to be worn in the building.

There shall be no advertisement of tobacco or drugs or any offensive or harassing words or pictures. This shall include inappropriate alcohol, religious, racial, gang related, obscene or suggestive language or sexual innuendoes represented in words, pictures or symbols. (Playboy, Hooters etc...)

In Fall of 2004 the following clothing directions have been added to clarify school dress:

- 1) No bare midriff (shirts must be below the belly button)
- 2) No visible undergarments (boxers, bras, underwear)
- 3) No low cut shirts, strapless, halter or tube tops
- 4) Shorts and skirts appropriate for an educational setting

It is hoped that parents will use good judgment and common sense in helping their children select the proper attire. Students who use "extremes" in their selection will be asked to change their clothes.

### **DRUG FREE WEAPON FREE ZONE**

MS 152.021 - 152.023 & 609.66. The State of Minnesota has toughened penalties for use, sale or possession of illegal chemicals and weapons such as guns, knives and look-alikes specifically within a block of schools. Juveniles can be tried as adults for violation of these laws. In accordance with the school district Violence Protection and Weapon Free Policy, students who bring firearms or facsimiles to school, school related activities or on school grounds shall be referred to local law enforcement agencies. Also students who violate this policy

shall be suspended for a minimum of 365 days. The superintendent may modify this suspension on a case-by-case basis.

### **FOOD IN SCHOOL:**

Pop, gum, seeds and candy should be eaten in the school lunchroom. Items may be stored in the locker. Food should not be left in lockers for long periods of time. Teachers may use their discretion regarding food for special occasions. Parents are encouraged to regulate their child's eating habits to insure nutritional balance.

### **HAZING:**

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.

#### **A. Definition: "Hazing"**

means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

#### **B. School District Action:**

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

Complete text of the policy can be found in School Board Policy 4277.

### **LOCKERS:**

Your locker is the property of the school and is provided for your use by the school. Do not leave valuables, money or expensive items in your locker or

tamper with anyone else's locker. At no time does the school district relinquish control of lockers provided for the convenience of the students.

Your locker is subject to periodic inspection for cleanliness, and may be entered by the principal or school authorities at any time. Personal possessions within the locker may be searched when there is 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 the students personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede ongoing investigation by police or school officials.

### **LUNCH:**

Students are provided with thirty minutes in which to eat lunch. Students are expected to be in the lunch room or the High School Halls during this time. Exceptions are students who have been excluded from the lunch room for unacceptable behavior, and students who have permission through the office to leave the school during lunch.

If students intend to eat at home on a regular basis they must present a written note from parents, have it signed by parents and approved by the principal. Students are not to be in rooms during lunch without adult supervision.

### **MINNESOTA FAIR PUPIL DISMISSAL ACT:**

No school shall deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. Due process will be respected as described in the Minnesota Fair Pupil Dismissal Act of 1974 as amended. (most recent versions available online)

An act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071. Be it enacted by the Legislature of the State of Minnesota;

127.26 Citation of Sections 127.26 to 127.39  
Sections 127.26 to 127.39 may be cited as "The pupil fair dismissal act of 1974."

#### 127.27 Definitions

Subd. 1. As used in sections 127.26 to 127.39, the terms defined in this section shall have the meanings assigned them.



Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. "District" means any school district.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 6. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a non custodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district appointed surrogate parent.

Subd. 7. "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability until September 1 after the child with a disability becomes 22 years of age; and

(3) who remains eligible to attend a public elementary or secondary school.

Subd. 8. "School" means any school as defined in Section 120.05, subdivision 2.

Subd. 9. "School Board" means the governing body of any school district.

Subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days. If a suspension is longer than five days the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension up to 15 days. In the case of a pupil with a disability, a suspension may not exceed ten school days. The school administration shall implement alternative educational services the extent that suspension required for each period of suspension.

Subd. 11. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptation, special education services as indicated by appropriate assessment, homebound instruction, or enrollment in another district or in an alternative learning center under section 124C.45.

## 127.28 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

### 127.281 Exclusion and expulsions of pupils with a disability.

When a pupil who has an individual education plan is excluded or expelled under sections 127.26 to 127.39 for misbehavior that is not a manifestation of the pupil's disability, the district shall provide special education and related services after a period of suspension, if suspension is imposed. The district shall initiate a review of the pupil's individual education plan within five school days of commencing an expulsion, exclusion, or a suspension.

### 127.282 Expulsion for possession of firearm.

(a) Notwithstanding the time limitation in section 127.27, subdivision 5, 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 purposes of this section, firearm is as defined in United States Code, title 18 section 921.

(b) Notwithstanding chapter 13, a student's expulsions or withdrawal or transfer from a school after an expulsions action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

## 127.29 Grounds for dismissal

Subdivision 1. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or to surrounding persons or property. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

Subd. 2. A pupil may be dismissed on any of the following grounds:

- a) Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- b) Willful conduct which materially and substantially disrupts the rights of others to an education;
- c) Willful conduct which endangers the pupil or other pupils, or surrounding persons, or the property of the school.

## 127.30 Suspension procedures

Subdivision 1. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal

administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 1a. At the informal administrative conference, a school administrator shall notify the pupil of the ground of the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 127.26 to 127.39, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 3. Notwithstanding the provisions of subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

### 127.31 Exclusion and Expulsion Procedures

Subd. 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice of intent to take action shall:

a) be served upon the pupil and the pupil's parent or guardian personally or by mail;

b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;

c) state the date, time, and place of the hearing;

d) be accompanied by a copy of sections 127.26 to 127.39;

e) describe alternative educational services accorded to the pupil in an attempt to avoid the expulsion or exclusion proceedings; and

f) inform the pupil and parent or guardian of the right to:

1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available from the department of children, families, and learning;

2) examine the pupil's records before the hearing;

3) present evidence; and

4) Confront and cross-examine all witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The pupil shall have the right to a representative of pupil's own choosing, including legal counsel. If the pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

Subd. 7. The hearing shall take place before:

- A) an independent hearing officer;
- B) a member of the school board;
- C) a committee of the school board, or;
- D) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 8. The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to pupil, including any tests or reports upon which the proposed action may be based.

Subd. 10. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 11. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 12. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the

record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of children, families, and learning of the basis and reason for the decision.

Subd. 15. Admission or readmission plan. A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is suspended, excluded, or expelled from school. The plan may include measures to improve the pupil's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

#### 127.311 Good Faith Exception.

A violation of the technical provisions of the pupil fair dismissal act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

#### 127.32 Appeal.

A party to an exclusion or expulsion decision made under sections 127.26 to 127.39 may appeal the decision to the commissioner of children, families and learning within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant.

In an appeal under this section, the commissioner may affirm the decision of the agency or may reverse or modify the decision if the substantial rights of the petitioners may have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
  - (2) in excess of the statutory authority of jurisdiction of the school district;
  - (3) made upon unlawful procedure, except as provided in section 127.311;
  - (4) affected by other error of law;
  - (5) unsupported by substantial evidence in view of the entire record submitted;
- or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record of evidence presented at the hearing. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 127.33.



### 127.33 Judicial Review.

The decision of the commissioner of children, families, and learning made under sections 127.26 to 127.39 is subject to judicial review under sections 14.62 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

### 127.34 Reports to a Service Agency.

The school board shall report any action taken pursuant to section 127.26 to 127.39 to the appropriate public service agency, when the pupil is under the supervision of such agency.

### 127.35 Non application of Certain Law.

The provisions of Section 120.10, Subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 127.26 to 127.39.

### 127.36 Report to the Commissioner Children, Families, and Learning.

#### Subd. 1. Exclusions and Expulsions

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner of children, families and learning. This report shall include a statement of alternative educational services given the pupil before beginning exclusion or expulsion proceedings, and the reason for, the effective date, and the duration of the exclusion or expulsion.

#### Subd. 2. Report

The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils.

### 127.37 Notice of Right to be Reinstated.

Whenever a pupil fails to return to school within ten days of the termination of the dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

### 127.38 Policies to be Established.

(a) The commissioner of children, families, and learning shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 127.26 to 127.239. The policies shall emphasize preventing dismissals through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards



meeting the graduation standards adopted under section 121.11, subdivision 7c, and help prepare the pupil for readmission.

(b) An area learning center under section 124C.45 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) The commissioner shall actively encourage and assist school districts to cooperatively establish alternative educational services that offer instruction to pupils who are dismissed from school for willfully engaging in dangerous, disruptive, or violent behavior, including for possessing a firearm in a school zone.

#### 127.39 Application.

Subdivision 1. Sections 127.26 to 127.39 shall not be deemed to amend or otherwise affect or change Section 363.03, Subdivision 5, Clause (2).

Subd. 2. Section 127.26 to 127.39 shall apply only to those portions of the school program for which credit is granted.

## **MINNESOTA STATE HIGH SCHOOL LEAGUE ALCOHOL, DRUG & TOBACCO POLICY**

Category I: Interscholastic Athletics and Cheerleading

Category II: All other activities, organizations and representative selections, etc. as sponsored by Westbrook-Walnut Grove High School.

For both Category I and Category II activities during the calendar year (summer is included), or during the season of practice, play or rehearsal, regardless of quantity, a student shall not use or have possession of a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for a student's own use by her/his doctor. Penalties are cumulative beginning with grade seven.

When the school receives a notification that a student was picked up on an alcohol or drug violation, there are two options. If the student says that they did commit the offense, the appropriate penalty is applied. If the student indicates that they are not guilty and they do go to court, the application of the penalty waits until the outcome of the trial.

## **Category I: Penalties**

Students violating these standards shall be suspended from participation in interscholastic Athletics and Cheerleading for:

First Violation: After confirmation of the first violation, the student shall lose eligibility for three (3) consecutive interscholastic events or three (3) school weeks of a season or seasons in which the student is a participant, whichever is greater. An honesty clause for first time offenders reduces the penalty to two weeks or two events if the student comes forward voluntarily. In all violations, if the student is questioned and denies the charge and is later found to be in violation of the policy, an additional nine (9) weeks of penalty time will be added to the student's time.

Second Violation: After confirmation of the second violation, the student shall lose eligibility for six (6) consecutive interscholastic events or six (6) school weeks of a season or seasons in which the student is a participant, whichever is greater. 8 / 15 / 03 6 EVENTS OR 3 WEEKS GREATER

Third Violation: After confirmation of the third or subsequent violation, the student shall lose eligibility for twelve (12) consecutive interscholastic events or twelve (12) school weeks of a season or seasons in which the student is a participant, whichever is greater. 8 / 15 / 03 12 EVENTS OR 4 WEEKS GREATER

If after the third or subsequent violation, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in an activity or organization after a minimum period of six (6) school weeks or six (6) events, whichever is greater. Such certification must be issued by the director of a counselor of a chemical dependency treatment center.

Students will be allowed to practice during the time of suspension. Athletes and cheerleaders who are declared ineligible according to the Westbrook-Walnut Grove High School Drug and Tobacco eligibility policy will be denied a letter award in the respective sport. Any student who loses his/her eligibility for any violation during that school year (including other "serious" offenses such as those that require police involvement, if we are aware of them, such as theft, assault or other inappropriate behaviors that precipitate a police referral by the school if the school is reasonably sure that the offense was committed.) will not receive any earned awards with public recognition during that school year.

## **Category II Penalties:**

All other activities, organizations and representative selections, etc. as sponsored by Westbrook-Walnut Grove High School.

This would include such activities and organizations as FFA, FLA, band, choir, speech, school play, annual, school paper, National Honor Society, student council, academic decathlon, mock trial, and pep club, etc. Also included are representative selections such as class officer, Homecoming King and Queen candidates, Snow King and Snow Queen, and any activity in which the student is representing the school. For any activity having a summer program (Band, FFA, etc., the rule is then applicable, virtually, year around). Any student who loses his/her eligibility for any violation during that school year (including other "serious" offenses such as those that require police involvement, if we are aware of them, such as theft, assault or other inappropriate behaviors that precipitate a police referral by the school if the school is reasonably sure that the offense was committed.) will not receive any earned awards with public recognition during that school year.

Penalties:

First Violation: Three (3) school weeks

Second Violation: Six (6) school weeks

Third Violation: Twelve (12) school weeks

During the time of penalty the student may practice or work on the activity but may not be in any public appearance or formal meeting of the activity competitions.

Penalties for non-athletic activities are unrelated to athletic penalties. Each area is governed separately.

Penalties shall be cumulative beginning with and through the student's participation in school activities from grade seven through grade twelve.

After the first violation Westbrook-Walnut Grove High School will provide the student with the opportunity to receive information about the effects of misuse and abuse of mood-altering chemicals. Further, the school will, when appropriate, refer a student outside the school for assessment and treatment.

### **NATIONAL ANTHEM:**

During the rendition of the national anthem when the Flag is displayed, all present except those in military uniform should stand at attention facing the Flag with the right hand over the heart. Men not in military uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in military uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the Flag is not displayed those present should face toward the music and act in the same manner they would if the Flag were displayed there.

## **NON RECOGNITION of AWARDS :**

Students who violate the MSHSL Rules will not receive public recognition as defined in this policy. This means the oral presentation of the award at Westbrook Walnut Grove School Awards Programs. This would hold true for any extracurricular item excluding graduation from school. In programs, names indicating position or section or part are permitted. However the student's name may not have any indication of awards.

A letter of explanation should be given to the student at the time of the offense so that they are aware that they will not receive recognition at various . After the event they could receive the award.

Television, radio and newspaper coverage over which the school has limited influence are not covered by this ban.

Both coaches and the principal need to make an effort before the awards presentations to indicate who is not eligible for award recognition.

Examples include: Sport Banquets, FFA Banquets, Final Day of School Awards Assembly, Music Concerts & Theatre events where awards are given, Pep Fests and other public assemblies where presenting awards may give the impression that the activities are condoned. Items not to be publicly presented include scholarships, letters, MVP, outstanding athlete or character, any state or regional or district awards or related presentations like KNUJ player of the game.

Student names may still be listed in programs for games and concerts as participants but without indication of any awards. No oral recognition of seniors or others as part of team.

Students should not be included by name in comments by coaches as a part of a team or cast or band or choir of FFA team summary. Nor should students be singled out for recognition for awards.

## **NONDISCRIMINATION:**

It is the policy of the School Board of Independent School District No. 175 to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, whether

full-time or part-time under any educational program or activity operated by the district for which it receives federal financial assistance. Inquiries regarding compliance may be directed to the Title IX Compliance Officer, Westbrook, Minnesota, 56183. telephone number - 507-274-6111.

All employees are hereby notified that they will carry out the above policy in all dealings in which the above directive might apply. All employees in supervisory positions must be especially careful to comply with the above regulation. Those teachers on selection committees must remain cognizant of the regulation.

A grievance procedure for alleged discriminatory acts on the part of any district employee is available upon request from the superintendent's office.

### **PLEDGE OF ALLEGIANCE:**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **POLICE IN SCHOOL:**

When a student is to be interviewed by a member of the Police Department, the principal shall determine if permission is to be granted. Generally if the matter is not school related, permission will not be granted. Private detectives, attorneys or representatives of private concerns conducting investigations are not allowed access to students in school and will be informed that any questioning they wish to do shall be done outside of school.

If the principal or designee grants permission for an interview, parents will usually be notified or asked to be present unless special circumstances exist that would make this an unwise procedure.

Interviews of the student will be held in private with the principal or designee.

If it is necessary for the Police Department to request permission to take the student from the school for questioning, permission shall first be obtained from the parent.

If the Police Department indicates that they are arresting the student, they shall have complete jurisdiction in the matter and the principal shall not interfere with the student's removal from the building. Removal shall be as unobtrusive as possible. The principal shall notify the home as soon as possible after the officers remove the student from the building.



## **PUBLIC AFFECTION:**

Simply, the school expects students to treat each other with respect. Students often do care for each other deeply, but the display of affection for each other should not interfere with other students' education. This includes high school students, elementary students, teachers and community. This is not just about the two people sharing affection. It is also about those others who are in the same building.

Kissing, hands inside each other clothes, heavy embraces are examples of what is not considered appropriate. Often these displays are as much about showing ownership or control or trying to hold up a weak self-image as it is about caring for another person.

The school is a place of work and growth. Affection can be shown by positive comments, hand holding, walking together. Turn the tables for a moment and ask yourself how comfortable you would be if the staff and community showed inappropriate displays of affection in the workplace?

The higher the level of intimacy, the greater the expectation that privacy should be involved and that commitment in a long term relationship is expected. A relationship that moves quickly on a physical level, often ends as quickly and creates doubts, anger and hurts one if not both persons. Parents should be aware of what is going on with their young children and young adults. Take time. Think before you act.

## **REMOVAL FROM CLASS:**

Students who are unable to behave in class may be sent to the office from class. The teacher shall write an explanation of the reason that the student was sent out of class.

On the first occurrence, the student and teacher will have a conference with the parents to discuss the students inappropriate behavior. After the conference the student will be readmitted to class.

On the second occurrence, the student will be removed from class and assigned to a study hall. A meeting will be held with the parents, the student, the principal, and the teacher. The student will be expected to complete his assignments in the study hall. The student shall be removed from the class for the rest of the quarter or three weeks, which ever is greater.

If after reinstatement to the class, the student is removed from the class for a third time, the student will be placed in a study hall and given a failing grade for the entire course. The student will not be allowed to return to the class or enroll in another class in its place for the remainder of the school year.



If a student is removed from two or more classes in this manner, they will be referred to the Child Study Committee that will serve as an informal hearing body to determine if the student should be allowed to continue attending school. If the Child Study Committee decides that the student be allowed to continue in school, a behavioral contract will be developed and agreed to by the student, parents and Child Study Committee.

If the Child Study Committee recommendation is that the student not be allowed to continue in school, a formal hearing will be held with the School Board to decide if the student should be given long term suspension, expelled or otherwise directed to improve their classroom behavior.

**SEVERITY CLAUSE:** If the student's behavior is violent or causes severe disruption in the class, the principal may advance the student to a more appropriate consequence.

### **SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY:**

It is the policy of Independent School District NO. 2898 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 175 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 175 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

Sexual harassment consists of illegal discrimination and offensive behavior consisting of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission is a condition of obtaining employment or education or when it interferes with a person's education or work.

Responses include:

1. Conference with principal
2. Conference with principal, parents and human rights officer

3. Referral to district attorney for court or legal action.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy. Sexual harassment may include but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or education status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated unwelcome touching; or
8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate school district official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

### **STUDENT SEARCH:**

If there is probable cause that a student may have in their possession dangerous or illegal items or substances, the principal may request the student to display the contents of their backpacks or pockets or other devices that conceal items. Non compliance may result in suspension or referral to the police.

### **STUDY HALL:**

The main function of the study hall is to provide a time and place for students to study. For this reason it is to be quiet and orderly with a minimum amount of talking. Students who do not have work to complete should have a book or magazine to read. Failure to behave appropriately will result in loss of privileges or more serious consequences if the disruptions continue.

## **TELEMEDIA ITV CLASSROOM DISCIPLINE PROCEDURE:**

The two-way interactive cable classes are provided to enhance and enrich the curriculum. All of the course offerings are electives for students. Behavioral and academic expectations are mandatory as we attempt to use a unique technology to meet the unique educational needs of students. The following rules and discipline procedures have been adopted by the participating schools.

### Classroom Rules

1. Inappropriate language or gestures will not be tolerated.
2. Classroom procedures must be followed
  - a. Students must sit within camera view at all times.
  - b. Students must not play with the equipment in the classroom
  - c. Students must follow all other rules as specified by the teacher.

The following procedure will be followed for who cannot follow the above listed rules:

The student will be given a verbal warning and told that his/her parents may be notified by letter of the infraction. The classroom teacher may send the letter to the parents. A copy of the letter may also be sent to the student's principal.

OR

The student may be removed from the class. Reinstatement will be based on the Pupil Fair Dismissal Act.

Each student, and the student's parent, must sign this form. Signing the form indicates that the student and parent understand the discipline procedure and its enforcement. The signed form must be returned to the teacher prior to the beginning of class.

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Student Signature

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Parent Signature

## **TOBACCO FREE SCHOOL**

It is the intention of ISD #2898, to be tobacco free.

To reach this goal the ISD #2898 school buildings and ISD #2898 school vehicles will be tobacco free. The School District will provide designated funds for cessation programs or materials for employees who wish to participate.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All individuals on school premises

share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation in School Building or Vehicles may report it in accordance with the procedures listed as follows.

### **Students:**

Violations shall be referred to building principal. Student shall be subject to building discipline procedure. Where appropriate - this may also include Minnesota State High School League penalties or participation in Community Ed-School District sponsored cessation classes.

### **Staff**

Violation shall be referred to appropriate supervisor. Staff member shall:

- \* receive verbal reprimand for 1st violation
- \* receive one written warning (copies in personal file) for 2nd violation.
- \* be subject to procedure of Minnesota Statute 125.12 (Reason for Termination) for further violations, which shall be considered insubordination.

### **Citizens:**

Violations may be referred to Superintendent, Building Principal, or other school district supervisory personnel responsible for the area or program during which the violation occurred. Citizen penalties may be:

- \* asked to refrain from use of tobacco
- \* asked to leave school property
- \* prohibited from entering school property for a specified period of time (this shall be by Superintendent's recommendation)

NOTE: School administration may call in local law enforcement agency to assist with enforcement of this policy. Violation of the Minnesota Clean Indoor Air Act, by smoking in a designated nonsmoking area, is a petty misdemeanor and a court injunction can be instituted against a repeated violator.

### **VALUABLES IN SCHOOL:**

The school is not responsible for your personal property or money. We make every effort to provide a safe and secure school. If you have items of great value you should lock them up or bring them to a coach or the office for safe keeping.

## **VIOLATIONS OF SCHOOL RULES OF CONDUCT:**

Disciplinary action may be taken against any student for any behavior which is disruptive of good order or which violates the rights of others. The maximum administrative actions toward unacceptable behavior are expulsion and exclusion. The minimum listings in this section do not imply or require a "step by step" progression of increasing severity in dealing with a violation. However, there shall be a logical relationship between the severity of the offense and the administrative action. The following acts are considered unacceptable behavior and are expressly forbidden and subject to disciplinary action by the Westbrook and Walnut Grove Public Schools:

### **A. Alcohol, drugs or controlled substances.**

Students are prohibited from possessing, selling, consuming or being under the influence of alcoholic beverages, illegal drugs or other controlled substances while at school, on school grounds, or at school sponsored activities. Minimum Action - immediate notification of police, suspension, and application of appropriate restrictions on extracurricular participation. The welfare and rehabilitation of the student drug user should be a primary concern when legal action is taken.

### **B. Attendance violations**

These include truancy, absenteeism, tardiness, skipping, leaving school grounds. As required by current statute, regulations of the State Department of Education, and the School Board of the district, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time. Truancy, for the purposes of this policy, is the absenting of one's self from school or class without the approval of the school. If a student develops a pattern of tardiness to school or class disciplinary action will be taken. Minimum Action - See regulations under ATTENDANCE for additional details on actions for specific violations.

### **C. Cheating**

Any student who is guilty of any form of cheating on any class work will receive a grade of "0" for the work. The interpretation of what constitutes cheating is at the discretion of the instructor. Minimum Action - Grade of "0"

### **D. Criminal Activity**

The violation of any local, state or federal law is unacceptable behavior. Minimum Action - referral to juvenile authorities or police.

### **E. Falsification of records or signatures**

Falsifying data, signatures or refusal to give proper identification when requested to do so by a staff member. Also cheating or not being truthful. Minimum Action - dismissal with parent conference upon return

### **F. Possession or distribution**

of slanderous, libelous or pornographic material. Minimum Action - Student conference.

### **G. Tobacco**

Possession or use of any type of tobacco product by a student at school, at school sponsored activities and on school grounds is prohibited. Minimum Action - One day in-school detention and appropriate restrictions on extracurricular activities.

### **H. Violations Against Persons -**

1. Assault, Verbal - any abusive, threatening, profane or obscene language either oral or written toward student or staff member including conduct which degrades people because of their race, religion, ethnic background or physical or mental handicaps. Minimum action - parent conference
2. Assault, Physical - action which intentionally inflicts or attempts to inflict bodily harm upon another. Minimum Action - suspension and police referral.
3. Assault, Aggravated - committing an assault upon another with a dangerous weapon or an assault which causes great bodily harm. Minimum Action - Suspension, police referral and possible expulsion.
4. Dangerous Threats - Verbal or written threats to normal school operations or activities including but not limited to the reporting of dangerous or hazardous situations that do not exist. Minimum Action - Parent conference.
5. Fighting - Mutual combat in which both parties have contributed to the situation by verbal and/or physical actions. Minimum Action - One day in-school suspension.
6. Hazing - 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. See Hazing Policy for more information. Minimum Action - Warning and conference



7. Inappropriate Language - Words and or gestures that include swearing or threats or content that is of an offensive nature. Minimum Action - Warning and conference

8. Bullying - Words, electronic communication or actions that attempt to intimidate or threaten a student with harm. Minimum Action -Warning and Conference

9. Possession of an assault weapon. Minimum Action - suspension and police referral

10. School Disruption - Disturbing or interrupting the peace and good order of the school or school sponsored activities. Minimum Action - Student conference.

11. Sexual Harassment - refer to section on Policy on Sexual. Minimum Action - first offense - conference. Second offense - parent conference. Third offense - possible court referral.

## **J. Violations against property**

1. Arson - the intentional destruction or damage to any school building or property by means of fire or explosives. Minimum Action - Suspension, notification of police, consideration of expulsion.

2. False fire alarm - Giving a false alarm of fire or tampering with any fire alarm system. Minimum Action - Parent Conference and notification of the Fire Marshall.

3. Robbery / extortion - Obtaining property from another where consent was induced through force, threats or under the color of official right. Minimum Action - Notification of police, suspension, and conference with parents.

4. Theft - The unauthorized taking of the property of another or the finding of lost property and not making an effort to find the owner. Minimum Action - In school detention.

5. Trespassing - Physically present on school property or at a school activity after being requested to leave by principal or other person lawfully responsible for the control of the premises. Three or more persons trespassing constitutes a gross misdemeanor. Minimum Action - refer to police.

6. Unauthorized use of school property for non-school sponsored activities. Minimum Action - Student conference

7. Vandalism - Damage to or destruction of school property or property of others. Minimum Action - Student conference and restitution. The parent or guardian should be aware that they are liable for all damages caused by the student.

## **K. Violations of School Procedures**

1. Harmful or nuisance items - the possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored events. This includes but is not limited to water balloons, radios if continually too loud, fire crackers, etc..... Minimum Action - Student conference and confiscation of nuisance item.

2. Inappropriate Use of computer, cell phones, headphones, electronic ignition devices or other electronic devices. During the school day, computers are to be strictly reserved for academic / class uses. Viruses can be a severe problem. All disks from outside school must be checked with the technology coordinator before use is approved. Use of electronic devices such as pager, cell phone, record & playback devices in the classroom is at the discretion of the instructor. Cell phones are strictly prohibited from locker and bathrooms. Minimum Action - Student conference and confiscation of nuisance item.

3. Inappropriate Dress - (See Dress Code Policy) Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder. Minimum Action - Change clothes.

4. Misbehavior in school bus or car. Minimum Action - Student conference. Continued misbehavior will result in the denial of transportation on school bus.

5. Parking in an unauthorized area on school property. Minimum Action - Student conference. Car may be towed with charges assessed to the student.

6. Reckless Driving - Driving on school property so as to endanger persons or property. Minimum Action - Parent conference and possible notification of police.

7. Unauthorized driving - Students are not to drive any motorized vehicle (including snow mobiles which may not be on school property as per Westbrook Ordinance 106 except as noted in locations for parking as similar to cars.) during the school day without permission from the high school office. Students are not allowed to drive school vehicles.

Minimum Action - Warning on the first offense / 1 hour for 2nd offense / 1/2 day suspension on third offense and 1 day suspension for each further offense.

8. Unserved detention - Minimum Action - If student has over seven hours of unserved detention which has been due for more than three weeks, they may be suspended for up to three days.

9. Willful disobedience and defiance of authority - Refusal to follow published school rules and procedures or a legal directive or order given by a staff member. Minimum Action - Parent conference and possible suspension.

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# **TEACHER BUILDING AND STUDENT SAFETY CONSIDERATIONS:**

## 01. General Considerations

- a. Use a code phrase to alert staff.
- b. Have a plan and rehearse it with staff and community members
- c. Have the police and fire department and paramedics tour the school to update on lighting, building changes, hazardous materials, electrical and gas and phone connections
- d. Use \*69 or \*59? to trace the phone number of callers
- e. Request the phone company to reverse polarity of lines so that if the school does not hang up, the line remains open to the caller for tracing
- f. Take attendance after school is evacuated for fire drills, hazard material spills, tornado or hostage situations. Relay info to a central point to determine who is still in the building and who is missing
- g. Provide a handbook to the police with floor plan of building and photos of entrances and exits showing direction that the doors swing.
- h. Place evacuation info and class lists in a plastic envelope on the wall in the room so teacher or sub has immediate access in case of emergency.

## 02. For Bomb Threats

- a. Do not use electrical items including PA and light switch
- b. Indicate that school will be held on Saturday or continue school at another location
- c. Be sure backup lighting is functional as power is usually cut by the SWAT team when a bomb threat is investigated.
- d. Determine if the “bomb threat” is really a planned activity. Scribbling on the mirror in a bathroom does not usually constitute planning whereas a written note or a telephone call does.
- e. Internet is excellent source for bomb making information. Some schools are putting filters and controlling Email. Drano and aluminum foil. Emergency flares. Be aware of plastic bottles just lying around. They may explode and spray lye and glass and nails.

## 03. For hostage situations

- a. Lock all doors
- b. Have doors to classrooms always in lock position so they may be closed quickly
- c. Use desks and tables as shields
- d. Communicate with police in advance to get an idea of their response possibilities

## 04. Prevention

- a. no backpacks in classes or in school
- b. no visitor access without visitor badge including parents

- c. lock all doors except two and install cameras and alarms on all locked doors
- d. security guard or teachers who are assigned to roam the halls
- e. Conversation showed more emphasis on response to the crisis and less emphasis on prevention in the area of working with students before situations arise to determine who is at risk and what the school can do to be open to seeing these concerns. I would suggest a system of “profiling students” to inform us of possible concerns and being alert to the pulse of the student body.

#### 05. Other

- a. guns on school property cased or in cars are still a federal offense. The principal has the authority to grant exceptions for gun training classes etc.
- b. random drug dogs and searches. Consider going outside your county to keep the event secure. Generally you can search lockers on either side of a locker that has been tagged by a dog.
- c. IF you discover a controlled substance, be sure there are two to make the call. If police are involved, the process needs to be either a school interview or a police interview but not both at the same time. Complete the school interview first for determining the penalty. Then involve the police
- d. Back packs in lockers are searchable. Back packs on persons may be questionable.