

# Warroad Public Schools



**ISD#690**  
**District Handbook**  
**2023-2024**

## Warroad Public Schools--ISD #690 District Handbook

Education is a cooperative effort between families and educators working together to create the best learning experiences for our community's learners. Thank you for your partnership in education!

The ISD #690 District Handbook serves as a source of information for Warroad Public Schools' families and staff. This handbook is an outline of expectations and procedures; it is not all inclusive and changes do occur. Use the ISD #690's website [www.warroad.k12.mn.us](http://www.warroad.k12.mn.us) to stay current on the happenings within the Warroad Public Schools.

Please review the ISD #690 District Handbook information with your student. Questions regarding content in the school handbook may be directed to the respected school office. A complete list of policies directly related to students can be found on the Warroad Public School website or by clicking [here](#).

# MISSION & VISION

## 2021-2025



WARROAD PUBLIC SCHOOL DISTRICT 690

### OUR MISSION

*Together we create "a future of excellence" by providing a learning community that is personalized, innovative, and secure for all learners.*

### OUR VISION

- To be the benchmark school district
- To maintain beautiful facilities
- To provide a wide range of opportunities and activities that prepare students for success
- To be leaders in innovation
- To strive to be financially sound

### OUR GOALS

- Be bold through innovative learning and teaching
- Consistency in policies, trust development, communication, and transparency
- Financial stability and growth
- Creating opportunities through partnering with the entire community
- Have every student graduate

**Warroad Public Schools  
Independent School District #690  
510 Cedar Ave NW  
Warroad, MN 56763  
(218) 386-1472**

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

Facebook: Warroad Schools

Twitter: @WarroadSchools

Radio: KKWQ 92.5 FM

**Warroad Public School Staff Listings:**

Warroad Public School District: <https://www.warroad.k12.mn.us/staff>

Warroad Elementary: <https://www.warroad.k12.mn.us/o/wes/staff>

Angle Inlet Elementary: <https://www.warroad.k12.mn.us/o/aies/staff>

Warroad Early Learners: <https://www.warroad.k12.mn.us/o/elc/staff>

Warroad High School: <https://www.warroad.k12.mn.us/o/whs/staff>

Warroad Community Education: <https://www.warroad.k12.mn.us/o/community-ed/staff>

**Warroad Public School Activity and Community Education**

Community Education Flyer:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1190/Warroad\\_ISD/3277901/2023\\_Summer\\_Community\\_Education.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1190/Warroad_ISD/3277901/2023_Summer_Community_Education.pdf)

Activity Registration: <http://warroadpayments.registryinsight.com/>

General Information: <https://www.warroad.k12.mn.us/o/community-ed>

[Warroad Public Schools' Policies](#) in their entirety can be found on the ISD #690 website.

## The Warrior Way – Seven Grandfather Teachings:

**Respect** – I will give my utmost respect in my speech, actions, and motives, both in school, and within the community.. As I want to be regarded is how I will regard others. I will honor the policies of ISD #690.

**Bravery** – I will endeavor to do what is right and true for myself and/or others, even if it means standing alone or beside another who is standing up for what is right and true, both in school and within the community. .

**Truth** – I will speak truth, with dignity and grace, when truth needs to be spoken. I will accept the truth when spoken to me. I will be as true to my academic studies and all school activities both in school and within the community.

**Honesty** – In all aspects of my character, I will conduct myself honestly. In speech, action, purpose and path, both in my academics and my extra-curricular activities.

**Humility** – In all things, I will be first to recognize that I am not successful on my own but will give credit where credit is due:

**Wisdom** – I will strive to seek wisdom to learn to be the best person that I can be both as a student and as a community member, and to share that wisdom with those that come behind me.

**Passion** – I will purposely seek the good in myself, and others.. I will work to be the best I can be to achieve my goals and dreams. I will be a person of encouragement and be supportive to my peers, and others within the community.

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## ACADEMIC

Warroad Public School supports the individualized learning of all students.

The school year is divided into 3 trimesters of approximately 12 weeks each. [Click here](#) to view the complete 2023-2024 School Calendar.

### Daily Schedule

Teachers are available beginning at 7:30 a.m. Academic instruction begins at 8:15 a.m. If a student arrives late, a parent/guardian is to login to the School Dismissal Manager (SDM) system to sign the student in for the day or contact the Elementary (218) 386-6094 or High School Office (218) 386-6086.

In the Elementary and ELC attendance is taken in the am and pm. A student will be considered tardy for the morning if arriving between 8:15-9:00 a.m. If arriving at school after 9:00 a.m. the student will be counted absent for the morning. Student absence is reported for the afternoon if leaving more than one hour before the 3:00 p.m. dismissal time. Students who leave school during the day are to be signed out in the Elementary Office using SDM or the office sign out procedure.

In the High School attendance is taken at the beginning of every period. There are 7 periods in a school day. Students arriving up to 10 minutes late for the first period will be marked tardy. After 10 minutes a student will be marked absent. Students arriving up to 5 minutes late for any other period throughout the day will be marked tardy. After 5 minutes the student will be marked absent for the class period. Students who leave the school during the day are to be signed out in the High School Office using SDM or by contacting the office via phone or email for the sign out procedure. The High School Period Schedule:

<b>WHS SCHEDULES</b>		
<b>Daily Schedule</b>		
Hour 1	8:15 – 9:10	
Hour 2	9:14 – 10:09	
Hour 3	10:13 – 10:33	
Hour 4	10:37 - 11:32	
<b>Hour 5</b>		
<b>A Lunch</b>	<b>B Lunch</b>	<b>C Lunch</b>
Lunch 11:32 – 12:02	Class 11:36 – 12:02	Class 11:36 – 12:30
Class 12:06 – 1:00	Lunch 12:02 – 12:32	
	Class 12:32 – 1:00	Lunch 12:30 – 1:00
<b>Hour 6</b> 1:04 – 1:59		
<b>Hour 7</b> 2:03 – 3:00		
Busses depart 3:10		
<b>2-Hour Late Start (no Homeroom)</b>		
Hour 1      10:00 - 10:40		
Hour 2      10:45 - 11:25		
<b>Hour 5</b>		
<b>A Lunch</b>		<b>B Lunch</b>
Lunch 11:25 – 11:55		Class 11:30 - 12:10
Class 12:00 - 12:40 (1 <sup>st</sup> and 2 <sup>nd</sup> Lunch)		Lunch 12:10 - 12:40 (3 <sup>rd</sup> lunch and 6 <sup>th</sup> grade)
<b>Hour 4</b> 12:45 - 1:25		
<b>Hour 6</b> 1:30 - 2:10		
<b>Hour 7</b> 2:15 - 3:00		
Busses depart 3:10		



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### Assessments

Warroad Public Schools' students participate in benchmark assessments each trimester. Many of the benchmark assessments are taken using school issued devices. Individualized reports are available upon request following benchmark assessment periods. Benchmark assessments vary by grade level and may include, but are not limited to, Lexile Measurement, AIMSweb Plus Assessment (Reading & Math), ESGI measures, Achieve 3000 Literacy, SmartyAnts, Dreambox, Review 360. Other assessments given in the High School throughout the school year include the ASVAB (Armed Services Vocational Aptitude Battery), PSAT (Preliminary Scholastic Aptitude Test), and the ACT (American College Test). For more information regarding these assessments, please contact the High School Student Services.

### Parent-Teacher Conferences & Report Cards

The school reports student progress to parents via progress reports and parent-teacher conferences. Parents are encouraged to consult with school personnel regarding their child's progress at any time.

Report cards are available at the end of each trimester for K-12 learners. Report cards may be accessed a week after the trimester ends via Infinite Campus. Report cards are also available upon request through the Elementary and High School Offices. Early Learners developmental skills are reported through checklists/progress reports during parent teacher conferences and at the end of the school year.

Parent-teacher conferences will be held to provide parents and teachers opportunities to discuss student progress. Additional conferences may be initiated by a teacher or parent at times other than the school calendar scheduled conferences.

### Parental Support of School Assignments

Parents are encouraged to support students in completing assignments or make-up work due to an absence. Individual classroom teachers will assign grade level appropriate assignments to be completed at home upon occasion.

### Standardized Testing

Each year students of Warroad High School participate in a variety of standardized tests. Some tests are utilized for local use while others are reported to the state or utilized nationally. Please see a list of typical standardized tests your students will encounter while attending Warroad Public Schools here: For the testing calendar see the Statewide Testing and Assessments tab on the school website.

Minnesota Comprehensive Assessments (MCA) or the MTAS assessment are given to students in grades 3, 4, 5, 6, 7,8,10,and 11.. Students in grades 3, 4, 5, 6, 7, 8, 10, and 11 are assessed in the areas of reading and math. 5, 8, and 10th grade is also assessed in the area of science. MCA assessments are completed annually in the spring. Individual Student Results for the MCA/MTAS assessments are distributed to families once received from the state of Minnesota. While these assessments are optional we encourage all students to participate and do their best. If parents elect to have their student opt-out, parents must complete and return the "Parent/Guardian Refusal for Student Participation in Statewide Assessments" form located on the last page of this handbook.

## **ATTENDANCE**

Warroad Public Schools believe attendance and school success are closely related. We appreciate the efforts of parents in getting students to school each day and on time. Attendance details shall be acted on in accordance with state statute and the Warroad Public Schools' Attendance Policy. [Policy 503-Student Attendance](#) is available in its entirety on the Warroad Schools website.

### **Absences**

#### **Reporting Absences**

Warroad Public Schools should be notified of your child's absence either in advance or as early as possible the morning of the school day in which the student is absent. We are concerned for your child's safety and well being. Notify the school by 9:00 a.m. the morning the student is absent using School Dismissal Manager (SDM) or by contacting the School office.

Parents should try to schedule appointments and other student related activities outside the scheduled school day. Please contact teachers to request assignments when a student is absent.

The automated phone service may contact parents of students with an unexcused absence during the school day to ensure parents are aware their child is absent. Upon receiving a phone call, use SDM or contact the office to report the reason for the absence.

**Students who are 18 years old are not allowed to call themselves in for attendance or early release.** The responsibilities for attendance are shared by students, parents/guardians, and the school.

#### **Excused Absence**

The administration will determine the legitimacy of all absences. An excused absence indicates the school has been notified by a parent/guardian of the absence. Full credit is given for all make-up work. The school recommends two days to complete make-up work for each one day absent; teachers may extend the make-up time as they see fit.

The following absences are considered excused:

1. Illness of the student. A doctor's excuse may be required after three days.
2. Scheduled appointments (medical or dental)
3. Serious illness or death in the student's immediate family
4. Court appearance for family or personal action
5. Religious observance
6. School sponsored activities
7. Physical emergency conditions such as fire or flood
8. Removal of a student pursuant to a suspension.
9. Work done directly for and/or with parents
10. Excuses for other absences will be granted at the discretion of the administration

#### **Unexcused Absence**

Regular attendance is a crucial part of success in school. Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and approval has not been made through the school office. These

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absences indicate that the student is absent from school with or without the consent of a parent, and the excuse given is not acceptable to the school administration.

6th-12th grade students may receive up to a 25% reduction of credit for make-up work missed because of the unexcused absence.

The following may be considered unexcused:

1. Personal appointments such as: senior pictures, haircuts, shopping, etc. Any note that just has an appointment on it will be considered to be unexcused.
2. Attending a non-school related activity as a spectator.
3. Babysitting
4. Extended lunches
5. Oversleeping and missing school bus
6. Skipping, Walking out of class, left class early without permission,
7. Work (at a non-school sponsored program) or other work related activities,
8. Other absences not defined as school authorized or excused including no reason given for an absence

Parents/Guardians may be given an opportunity to meet and explain their child's attendance patterns prior to the school making contact with county officials. Attendance letters will be sent home when absences or tardies become excessive so families can take corrective action.

### Compulsory Attendance Law

Minnesota statutes require that all children between the ages of seven and seventeen, mentally and physically fit, must attend school every day that it is in session.

### School Dismissal Manager (SDM)

Families should use SDM to notify the school of student absences, early dismissals, and to set preferences for a student's daily dismissal routine. SDM is an easy-to-use mobile and desktop tool. Families should use SDM to keep the school informed of regular routines and note changes to student daily attendance schedules. Contact the Office should you need assistance with SDM.

### School Times

Teachers are available beginning at 7:30 a.m. Academic instruction begins at 8:15 a.m. If a student arrives late, a parent/guardian is to login to the School Dismissal Manager (SDM) system to sign the student in for the day or contact the Office.

In the Elementary and ELC attendance is taken in the am and pm. A student will be considered tardy for the morning if arriving between 8:15-9:00 a.m. If arriving at school after 9:00 a.m. the student will be counted absent for the morning. Student absence is reported for the afternoon if leaving more than one hour before the 3:00 p.m. dismissal time. Students who leave school during the day are to be signed out in the Elementary Office using SDM or the office sign out procedure.

In the High School attendance is taken at the beginning of every period. There are 7 periods in a school day. Students arriving up to 10 minutes late for the first period will be marked tardy. After 10 minutes a student will be marked absent. Students arriving up to 5 minutes late for any other period throughout the day will be marked tardy. After 5 minutes the student will be marked absent for the class period. Students who leave the school during the

day are to be signed out in the High School Office using SDM or by contacting the office via phone or email for the sign out procedure.

### Support for Student Attendance

All schools follow district approved procedures that promote regular student attendance and prevent absenteeism and truancy. The district will work with other organizations and agencies to support regular student attendance. Student attendance will be considered for review and possible intervention any time after a student is continually absent or tardy. Habitual truancy may involve County Social Services notification.

### Truancy and Educational Neglect

As per Minnesota Statute 260A.01, a student is considered a continuing truant if absent from instruction in a school without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

### Habitual truant is:

- A child under the age of 17 years who is absent from instruction in a school without valid excuse within a single school year for:
  1. seven days if the child is in elementary school; or
  2. seven or more class periods on seven days if the child is in middle school, junior high school, or high school.
- A child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school pursuant to Minn. Stat. 120A.22, Subd. 8.

Parents who do not send their children to school regularly may be charged with educational neglect. Educational neglect is legally defined as a parent's failure to ensure the child's regular attendance at school.

## CONDUCT

Students are expected to behave in a manner that allows them to learn and teachers to teach. Warroad Schools' behavior matters shall be acted in accordance with state statute, state board of education regulations, and the Warroad Public Schools' [Policy 506: Student Discipline](#). Please partner with the school in supporting a positive, productive, educational experience for all students.

### Alcohol, Drugs, and Tobacco

The use or possession of alcohol, drugs (any substance defined by law as a drug unless specifically prescribed by a doctor for individual use), and tobacco (including e-devices) by students is not permitted in school, on the school grounds, or at school sponsored activities. The use or possession of alcohol, drugs, or tobacco is harmful to the child's health. Disciplinary action may include any or all of the following: confiscation, student conference, parent notification, referral to cessation programs, suspension, and notification of law enforcement.

[Policy 418 Drug-Free Workplace/Drug-Free School](#) is available on the Warroad Schools' website.

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[Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's person](#) is available on the Warroad Schools' website.

### Bullying Prohibition

Warroad School District has a Bullying Prohibition Policy. Policy 514: Bullying Prohibition Policy is available in its entirety on the Warroad Schools' website. The purpose of the policy is to assist the school district in its goal of preventing and responding to acts of bullying (including cyber bullying, intimidation, violence and other similar disruptive behavior). Included in the district bullying policy is a definition of bullying along with consequences for identified acts of bullying.

Any student who believes he or she has been the victim of bullying, or any student with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to any appropriate school district employee. All reports of bullying will be fully investigated and disciplinary action will be taken if deemed necessary. All school district employees will report suspected bullying conduct to the building principal or designee.

[Policy 514: Bullying Prohibition Policy](#) is available on the Warroad Schools' website.

### Destruction of School Property

Students who destroy school property will be responsible for the repair or replacement of the damaged item.

### Disciplinary Action Options

The education of students is a partnership between home and school. Your support is essential for us to continue to provide a positive, productive, educational experience for all students. The following sequence of steps/consequences may occur based on the type and severity of the violation:

1. Student Conference: Depending on the seriousness of the violation and the seriousness of the action, a student may be given a verbal warning by teacher, principal/director, counselor, or other school district personnel that if a violation occurs again, the student's parents or guardians will be notified.
2. Parent conference: If a student violates a rule, the parent or guardian may be notified and a conference may be required.
3. Meet with any individual or combination of the following: teacher, administration, social worker, law enforcement, superintendent, and/or others as deemed appropriate for the situation
4. Referral to in-school support services
5. Referral to community resources or outside agency services
6. Removal from class and/or activities. Removal from class means any action taken by the teacher, principal, or other school district employee to prohibit a student from attending class for a period of time pursuant to the policy.
7. Referral to police or other law enforcement
8. Possible restitution
9. In-school suspension
10. Out-of-school suspension under the Pupil Fair Dismissal Act
11. Expulsion under the Pupil Fair Dismissal act; and/or
12. Other disciplinary action as deemed appropriate by ISD #690

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### Sexual Harassment/Violence Policy

Sexual harassment is a form of sexual discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200e, et seq, and Minn. Stat. 363.01 -.14, the Minnesota Human Rights Act, Sexual violence is a physical act of aggression that includes an unwanted sexual act or sexual purpose.

It is the policy of Independent School District #690 to maintain 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 ISD #690 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. 690 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.

[Policy 525: Violence Prevention](#) is available on the Warroad Public Schools website.

### Student Dress and Appearance

Students are expected to follow the student dress and appearance code. Students are encouraged to practice good hygiene, wear clothing which does not interfere with learning as identified in district policy, utilize tennis shoes for physical education, dress appropriately for the weather, and have footwear/clothing labeled to avoid losing personal items. Students choosing not to abide by the student dress and appearance code will be asked to change clothes and families will be contacted. Cooperation between home and school is appreciated.

[Policy 504: Student Dress and Appearance](#) is available on the Warroad Schools' website.

### Weapons

A Minnesota law makes it a felony to have a weapon on school district properties. Please make sure you talk with your children about this law. Failure to do so could result in their referral to law enforcement, expulsion from school for the year, and possible placement in a juvenile center. A weapon is defined as follows:

“A dangerous weapon means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, or any flammable liquid or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.”

In accordance with state law and to provide a safe environment for students, staff, and the public, weapons are not allowed in school buildings or on school grounds. This policy does not apply to licensed peace officers and military personnel. If anyone finds himself or herself by accident to be in possession of a weapon they need to immediately report to the principal's office.

[Policy 501: School Weapons Policy](#) is available on the Warroad Schools' website.

## **GENERAL INFORMATION**

### Activity Tickets

Activity tickets may be purchased from the Community Education office for a reduced price admission to various school related activities.

### Admission

A child must be five years of age on or before September 1 of the current school year to enter kindergarten. First grade children must be six years of age on or before September 1 of the current school year or have been promoted from an acceptable kindergarten. Registration into Warroad Public Schools can be done through the [online registration system](#) or by contacting the Elementary or High School Office.

### Classroom Placement

Teachers/administration know students well and make professional judgments to best plan for student success in school. Every effort is made to place each child in a learning environment in which they will be successful.

### Closed Campus

Students must remain on school premises from the time they arrive at school, including lunch and recess, until they are dismissed at the end of the day. Students in 12th grade are allowed to leave during the lunch period with parent permission by signing out in the HS Office.

School doors are secured throughout the school day. Entrance may be made by buzzing in at the main office doors. Items being dropped off for students should be left at the school office. School office staff will notify students to pick up the item(s).

### Directory Information/School Records

#### A. Directory Information

Families have access to their student's information through the Infinite Campus portal. By "having access to this information"; it means they have the right to review the correctness of the contents.

The following information may be considered "directory information" and available to the public upon request Student's and parent's name, address, telephone number, date and place of birth, classes in progress, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. If a student does not want this information available to the public, he/she must complete the "opt out" section of the Annual Permissions form.

#### B. School Records

Warroad Public Schools' records include grades, attendance, standardized test scores, and discipline notes from the time a student enrolls in the district. If you have attended schools other than ISD #690 records from these schools have been received and are on file in our Student Information System. Families may access records by making an appointment through the school office to meet with the principal or counselor. Requests regarding

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school record information changes may be made to school administration. In the event the request change is denied, you may appeal the decision to the district office.

The Release of Information including school records are only transferred after receiving written consent from parents/guardians or students over 18 years of age. An exception is the transfer of records to another public school in which an enrollment has been received.

By law, the school must receive a written consent from you and your parent or guardian for the following:

- a. Send a transcript of your school record to a college, vocational school or university,
- b. Give information from your record to a prospective employer.

All students' records will be treated in accordance with the provisions of Public Law 93.380, passed by Congress in 1974, and Chapter 479 Session Laws of the State of Minnesota. These Laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

### Early or Emergency Dismissal

In the case of an early dismissal due to inclement weather, planned early dismissal noted on the school calendar, or emergency dismissal from school students will be dismissed to their usual location unless another plan is shared with the classroom teacher. Families should use SDM to notify the school of alterations in an early or emergency dismissal routine. Contact the Office should you need assistance with this process rather than the classroom teacher.

### Emergency Drills

The District Crisis Team plans five fire drills, one severe weather drill, and up to five lockdown drills per school year. Additional drills may occur if a need arises. Students are expected to participate in the drills. The purpose of a drill is to provide students with the opportunity to practice for any safety and/or security issues which may arise.

### Family Contact Information

Please use the Infinite Campus student information system to maintain your most current address, phone numbers, and emergency contact information. Should you need assistance entering information in the Infinite Campus system, contact the school Office.

### Field Trips

Parents sign an annual permission form for field trips. Permission forms are kept on file for one year. Teachers may send additional forms for field trip participation. If an official, written permission form is not returned, a student will not be permitted to go on a field trip. All school trips and activities will be chaperoned by a designated school employee. Teachers may request volunteers to serve as chaperones for field trips. All overnight chaperones **MUST** have a background check completed with the District Office **PRIOR** to chaperoning students on an overnight field trip.

[Policy 610: Field Trips](#) is available on the Warroad Schools' website.



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### Leaving School Before Dismissal Time

Families should use SDM to notify the school of student absences, early dismissals, and to set preferences for a student's daily dismissal routine. SDM is an easy-to-use mobile and desktop tool. Families should use SDM to keep the school informed of regular routines and note changes to student daily attendance schedules. Contact the Office should you need assistance with SDM.

### Lockers

Students are assigned a locker. School lockers are school district property. School authorities may inspect the interior of lockers at any time for any reason.

[Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#) is available on the Warroad Schools' website.

### Lost and Found

Staff and students are encouraged to report lost items to the office. Found items will be held in the elementary or high school office. Items remaining at the end of each month may be donated.

### Memory Book/Yearbook/Class Photos/Individual Photos

Detailed information regarding individual and class photos and the opportunity to purchase an elementary Memory Book or High School Yearbook will be sent home with students, as well as posted on the district website and various school sites.

### New Students

Warroad Public Schools welcomes new students. Once registration is received, time is allotted for processing student information and preparing schedules. Students enrolling during the school year should expect a one-day registration processing period. Families are provided with a school start date when registering.

### Parent Communication

Warroad Schools promote paperless communication. Parent communication is available through Infinite Campus, Schoology, the school website, and school social media links. Please use the Infinite Campus system to maintain your most current address, phone, and emergency contact information. Please submit updated contact information to the school office.

Warroad Public Schools provides access to school related information via the school website: [www.warroad.k12.mn.us](http://www.warroad.k12.mn.us). Parents should use School Dismissal Manager, Infinite Campus, and Schoology to be informed of district, elementary school, and classroom information.

### Parents' Right to Know

Federal and State Statutes require districts to inform parents that they have the right to request and receive timely information on the professional qualifications of their child's classroom teacher. In these cases, the district must respond in a timely manner to the requested information, at a minimum, reporting the following:

1. Whether or not the teacher has met Minnesota licensing requirements for the grade level(s) and core academic subjects they teach;
2. Whether or not the teacher is teaching under a variance status;

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3. The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
4. Whether the child is provided services by paraprofessionals, and if so, their qualifications

Warroad Elementary receives Title I funds, therefore, the district must also provide to each family:

1. Information on the level of achievement of the parent's (grades 3 -6) child on the State academic assessments and
2. Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified as defined by the State of Minnesota.

### Personal Belongings (including Bicycles)

The school can assume no responsibility for personal belongings brought to school by students. Personal items including personal money, personal electronic devices including cell phones, and toys are discouraged during the school day. Please do not send toys or technology/electronic devices with your child.

Students are permitted to ride bicycles to school. Bicycles are to be placed in the bike racks located near the Elementary Office or Elementary Gym door. Bicycles are not to be ridden on the school grounds during the school day.

The school can assume no responsibility for personal belongings including bicycles brought to school by students.

### Pets or Animals

Due to the health and safety of our students and staff, domestic/service animals will not be allowed to visit during the school day.

### Photo Use Policy

If a parent/guardian does NOT want their child's photo taken for publication on the school related publications or social media they should fill out the Student Media Waiver Opt Out form and remit it to the Elementary or High School Office.

### Pledge of Allegiance

In accordance with state law, students will be asked to recite the pledge of allegiance daily. If a student objects to reciting the Pledge of Allegiance, they need to indicate their opposition to their teacher in a timely fashion and special arrangements will be made. Also, proper etiquette, display and respect for the flag of the United States of America will be included in the instructional goals.

[Policy 531: The Pledge of Allegiance](#) is available on the Warroad Schools website.

### Releasing Students to Non-parent/Guardian and/or Transporting Students to New Locations

No student shall be released to any nonparent/non-guardian or transported to a location other than the location originally designated by the parent/guardian without written permission or personal telephone contact.

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### Retention

Warroad Public Schools are dedicated to the educational development of all students. District personnel are responsible for placing a student at a level to ensure academic, social, and emotional growth and success.

Retention recommendations for elementary school students will be considered on an individual basis by the Student Assistance Team following the notification of parents/guardians.. A decision to retain a student must be agreed upon by the school and family. Grade level placement based on retention will be implemented the following school year.

[Policy 513: Student Promotion, Retention, and Program Design](#) is available on the Warroad Schools' website.

### School Closings

Information regarding the closing of school due to inclement weather or an emergency will be reported over the local radio stations. The announcement will also be sent to families via the Warroad Schools' automated system. Please use the Infinite Campus system to maintain your most current address, phone, and emergency contact information. Should you need assistance entering information in the Infinite Campus system, contact the Elementary School Office.

### School Supplies

Learning resources, school issued devices, and many additional supplies are furnished by the school free of charge with the expectation these resources will be given reasonable care.

Library books are available for student checkout throughout the school year. If a book is lost or damaged, a student will be charged for replacement or repair.

Students will be expected to furnish crayons, pencils, notebooks, and miscellaneous supplies. Each grade level has a designated supply list. For all grade level specific school supply lists click here: [K-5th grade](#) and [6th-12th grade](#).

### Special Events

Individual classroom teachers will determine when classroom special events will occur. According to State Law, treats must be purchased in a store. Please consider smaller, healthy alternatives for celebrations.

### Telephone/Cell Phones

Use of the telephone by a student is limited to emergency calls and school business calls only. Calls for permission to attend parties or to ride a bus with a friend, etc. are not encouraged. These matters should be taken care of before the student comes to school.

Cell phones will not be allowed during the school day. If a student is using a cell phone during the school day, the cell phone may be collected and may be picked up by parents in the office. Warroad Public Schools are not responsible for lost or stolen electronic equipment.

### Visitors and Volunteers

Visitors and volunteers are welcome. For school safety and security, all visitors and volunteers will report to the school office when entering the building, sign the visitor's register and receive authorization (a pass) to visit elsewhere in the building.

Any school employee who sees, or is informed of, an unauthorized person in or near the school must report that fact to the building principal. Prearranged visits and a volunteering schedule made with teachers is encouraged. Visitors attending an assembly program are not required to sign the visitor's register.

Regular volunteers shall complete a background check with the District Office.

Warroad School District discourages students from bringing friends and relatives to spend the day attending classes as visitors.

### Withdrawals from School

If you are moving out of the school district, notify the office in advance so that the proper transfer records can be prepared and the child's supplies collected.

## **HEALTH & NUTRITION SERVICES INFORMATION**

Warroad Public Schools has a school nurse and health assistant available to students during the school year. If your child shows symptoms of illness, please keep them home from school. The intent is to speed recovery for your student and reduce the spread of infectious/contagious disease in the classroom. It is the parent's responsibility to arrange transportation home if their child becomes ill during the school day.

### Immunizations

Students attending school are required by the School Immunization Law to have various immunizations. Minnesota Statute requires each child be properly immunized and appropriate documentation of each child's immunizations be on file in the school office. The nurse will inform you if immunization requirements have not been met. Please take action to complete immunizations as required. Reference [Policy 530](#): Immunization Requirements for information.

Per Policy 530, students under the age of 18 years will be exempt from immunization requirements should a parent/guardian submit to the school office a signed and notarized medical and/or non-medical exemptions from immunizations form. Medical exemptions signed by a healthcare practitioner indicate a child should not receive a vaccine for medical reasons or because there is laboratory confirmation that they are already immune. Non-medical exemptions confirm a child has not received vaccines because of parent/guardian beliefs. To protect them and others, unvaccinated children may be required to stay home from child care, school, and other activities if exposed to a vaccine-preventable disease.

### Medication Administration

Upon the written request of a parent/guardian and a licensed physician, medication may be administered during the school day by the school nurse or designated personnel. All medication is to be kept in original containers in the nurse's office. Parents are encouraged to administer medication outside the school day if possible.

[Policy 516: Student Medication](#) is available in its entirety on the Warroad Schools' website.

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### Health Related Restrictions

If your child has a chronic medical condition, environmental or medical allergy, or temporary activity restrictions due to illness or injury, please notify the school.

### Food Service Program

With the passage of the “Healthy Hunger Free Kids Act”, change with the school lunch offerings began with the 2012-2013 school year. Increased portions of fruits and vegetables as well as more whole grains are incorporated into the lunch. The guidelines provide caloric minimums and maximums appropriate to the age of the student. Sodium levels meals will have been lowered to meet the ten-year reduction plan as part of the HHFK Act. With the new guidelines, students are required to take serving size portions of fruit and/or vegetables each day as part of their lunch. Menus will include a variety of both fruits and vegetables, so students’ selection will be made easier. Choosing the entire meal is the most nutritious and the most economical for everyone.

School meals including breakfast and lunch are served daily. The MN Free School Meals Bill was effective starting July 1, 2023. All students enrolled in Warroad Public Schools can now receive one breakfast and one lunch at no charge to the student or families. Although a complete breakfast and lunch are free, please be aware that there may be other charges on your student’s meal account for extra entrees, sides, additional milks, second meals, snack milks, kindergarten milks, and additional a la carte purchases.

Kindergarteners will receive a snack milk daily. Warroad schools participates in the MN Kindergarten Milk Program which allows us to provide your kindergarten student with a snack milk at a discounted price of \$0.20 per carton. Please ensure your kindergarten student has funds in their meal account for this program.

Please make a deposit into your child’s meal account prior to or on the first day of school. If sending a lunch payment with your child to school, please put the deposit in an envelope with your child/children’s first name, last name, and grade on the . Deposits may also be made online through Infinite Campus with a quick link on the Warroad School District website: <http://warroad.k12.mn.us>

Meal Prices	Preschool	Kindergarten	Grades 1-5	Grades 6-12	Adult
Breakfast	Free	Free	Free	Free	\$2.50
Lunch	Free	Free	Free	Free	\$5.00
Extra Milk	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60

All households are encouraged to apply for the Federal Free and Reduced Meal Program. Applications for free and/or reduced-priced meals are sent annually to district residents prior to the beginning of the school year. These applications should be returned to the office as soon as possible so eligibility can be determined. A new application must be completed each school year.

Warroad Public Schools’ Student Nutrition Services uses a computerized system for recording meals purchased. Students will use their assigned student identification number as their student identification number throughout their K-12 years in the Warroad Public Schools.

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## Food Allergies and/or Special Diets

Please contact the food service office prior to your child/children beginning school if you have concerns related to their food allergies or special diets. We must follow the guidelines of the USDA program yet can accommodate many diets. A physician's written note is required if we are to eliminate items from the program requirements and provide others as substitutions in the case of food allergies. If you have any questions, please contact the Warroad Schools' Food Services department.

## TECHNOLOGY

### Warroad Digital Programs Overview

Parents are strongly encouraged to take an active role in our students' academic experience by accessing district provided parent dashboards. Please consider the following reference guide for the programs we host in the Warroad School District.



#### **Campus Parent (Infinite Campus) - All students grades PreK-12**

**Why do I want it?** -Complete annual forms, check student schedules, pay fees, lunch balances, and maintain family contact information.

**How do I get it?** - Contact the school office for a user account.



#### **Schoolology - All students grades PreK-12**

**Why do I want it?** - Follow student course work completion and grades, receive announcements from teachers and school personnel, sign up for conferences, and get connected with advisors and coaches.

**How do I get it?** - Contact the school office to request your parent access code to use at Schoolology.com



#### **School Dismissal Manager- All students grades PreK-12**

**Why do I want it?** Report student absences, late arrivals, early dismissals, and changes to after school plans all from the convenience of an app on your phone.

**How do I get it?** - Look for an email at the address supplied in Infinite Campus or contact Tammy Wilmer at (218)386-6094.



#### **Securely Home - All Students grades K-12**

**Why do I want it?** - Track student usage of digital tools in their day. Help encourage productivity by setting parameters to student use of school devices and accounts outside of the school day.

**How do I get it?** - Look for an activation email at the address supplied in Infinite Campus or contact the school office.



#### **Smarty Ants - Students grades K-2**

**Why do I want it?** - Monitor student progress in their Early Literacy skill development. See what students are working on and what topics you might discuss to help promote literacy development at home.

**How do I get it?** - Contact your grades K-2 student's teacher to provide your email address for activation.



#### **Achieve3000 Literacy - Students grades 3-12**

**Why do I want it?** - Monitor student growth in their lexile levels (reading comprehension) and access career readiness center as student develop in their reading skills.

**How do I get it?** - Contact your grades 3-12 student's ELA teacher to provide your email address for activation.



#### **Dreambox - Students grades K-5**

**Why do I want it?** - Monitor Student growth in their personalized development in math skills. Further conversations with your students on their progress, weekly lesson goals, and standards mastered through their independent practice.

**How do I get it?** - Contact your child's teacher for more information

## Device Checkout and Management

Warroad Public Schools provide a device and charging cord for all students. Each device and charging cord is tagged with a Warroad Public Schools' barcode label. Devices and charging cords are checked out to individual

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students. Devices are managed by the Warroad Public Schools and are to be used for educational purposes. Annual agreement forms are required for school technology use.

Students are provided with detailed information regarding the care of devices and digital citizenship practices. Devices are monitored by teachers as students utilize them for educational purposes; device use can be tracked by the technology department at any time.

### School Technology Use

Computer systems, device usage, and internet access is a privilege. If this privilege is abused, access to computers and/or the internet may be suspended. Transmission of any information in violation of state and federal regulations is prohibited. Computer systems and internet access is designed for educational purposes only.

The proper use of the Internet and the educational value to be gained from proper Internet use is the joint responsibility of students, parents and employees of the school district. Permission of and supervision by the school's designated professional staff must be obtained before a student may use a school account or resource to access the Internet. The Internet Use Agreement form must be read and signed by the user, the parent or guardian and the supervising teacher. The form must then be filed at the school office. As supervising teachers' change, the agreement signed by the new teacher shall be attached to the original agreement.

[Policy 524: Technology Acceptable Use and Safety](#) is available on the Warroad Schools' website.

### Internet Use Agreement

While on the Internet, I will follow the Warroad Public Schools Usage Guidelines:

- Use proper language.
- View or print approved educational /research material only.
- Give credit to the people who developed the material I am using and not call it my own.
- Never give out my or another person's name, address or phone number on the Internet.
- Respect the equipment.
- Never cause damage to the Internet or its networks.
- Tell a supervisor immediately if I have a problem.
- Never download games or software onto a school computer.
- Respect all school computers and behavior rules while using the Internet.

[Policy 524: Internet Acceptable Use and Safety Policy](#) is available on the Warroad Schools' website.

## **TRANSPORTATION**

### Bus Information

Please emphasize to your child the importance of being on time for the bus when it arrives in the morning and as it departs from the school in the afternoon. All students should report to their bus following afternoon dismissal to avoid being left behind. If a student misses a bus, he/she should report to the elementary office immediately. Parents will be called to pick up their child at school. For more information regarding bus transportation, routes, and regulations contact the Transportation Department.

### Bus Guidelines and Safety Rules

Warroad Public Schools are committed to providing your child with a safe and respectful bus ride. Students who choose not to obey the safety rules and guidelines will be subject to consequences. The 1994 State Legislature made riding the school bus a privilege, not a right. This means a student may lose riding privileges for violating safety guidelines and/or school policy. Students are expected to follow the same standards of behavior on the

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school bus as in school. The school bus is school property and the school bus ride is part of the school day. With regard to the well being of our students, the bus driver has the same responsibility and authority as any other school staff member.

Students riding school buses are expected to behave in the same manner as they do at school. Students are expected to be safe, responsible and respectful. If student conduct impacts the health, safety, comfort, or well-being of others, either on or off the bus, the student discipline policy will be followed.

### Waiting for the School Bus:

1. Arrive 5 minutes before your scheduled pickup time.
2. Stay a safe distance away from the road.
3. Be in line when the bus approaches.
4. Wait to approach the bus until it has come to a complete stop, the red lights are on, and the bus driver has given the signal to approach.
5. If you must cross the road to get on or off the bus, cross IN FRONT of the bus.
6. Respect the property of others.
7. Use appropriate language.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.
10. Weapons, including ammunition, and dangerous objects are prohibited.

### Boarding the School Bus:

1. Allow smaller children to board first
2. Use the handrail and go up steps one at a time.
3. Go directly to your seat and be seated.

### On the Bus:

1. Keep hands, heads, property, and objects inside the bus at all times.
2. Treat others respectfully – no teasing, fighting, use of profanity, etc.
3. Stay seated – do not move about in the aisles or needlessly change seats in the bus.
4. Avoid loud talking, shouting, singing, or any noise that may distract the bus driver or be disruptive to other passengers. This includes keeping technology volume at a reasonable level.
5. Do not tamper with emergency doors except in legitimate emergencies.
6. Do not throw ANYTHING in the bus. Pass things instead.
7. Do not damage the bus in any way – this includes writing on seats or any part of the bus.
  - a. Report damage to the bus to the driver immediately.
8. No eating or drinking on the bus.
9. No littering on the bus.
  - a. Students who litter may be assigned to clean-up duties.
10. Keep hands off bus equipment such as First Aid Kits, flares, etc.
11. Use of alcohol, tobacco, or drugs on the bus is prohibited.
12. Weapons and dangerous objects are prohibited.

Based on the severity of a student's conduct, consequences can range from a warning to more serious such as being suspended from riding the buses. In cases involving criminal conduct (for example assault, weapons, vandalism, etc.), the Superintendent, local law enforcement officials, and the Department of Public Safety may be informed. Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Students choosing to damage school buses will be held



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financially responsible for the damages. Failure to pay for such damages (or make arrangements for payment) may result in the loss of bus privileges until damages are paid.

Buses are on a tight timeline and can't wait past scheduled loading times. If students are not going to ride the bus or are having schedule problems, please contact the bus garage at 386-1153. If a student is riding a different bus going home, they must have a note or parent/guardian must have contacted the Elementary Office .

Students who ride in school transportation for out-of-town trips must return in school transportation unless the parents (in person) take the student home from the out-of-town activity and notify the teacher.

For more information reference [Policy 707: Transportation of Public School Students](#), [Policy 708: Transportation of Nonpublic School Students](#), [Policy 709: Student Transportation Safety](#).

## WARROAD EARLY LEARNERS HANDBOOK

The following are policies/procedures specific to students attending the pre-K programming.

### GENERAL INFORMATION

Early Learners' Center (ELC) programming supports high quality, developmentally appropriate early education experiences through multi-faced opportunities to guide the social, emotional, academic, motor, and language skills development of early learners.

#### Enrollment

A child must be three years of age on or before September 1 of the current school year to enroll in an ELC class. Registration into Warroad Public Schools can be done through the online registration system or by contacting the school office.

Registration may occur throughout the year. Once registration is received, time is allotted for processing student information and preparing schedules. Should classes be at capacity, students are placed on a waiting list and contacted in the event there is an opening in a classroom.

#### Daily Program Schedules

3 Year Olds - Two Half Days

Monday/Wednesday OR Tuesday/Thursday 8:15 a.m. - 11:15 a.m

4 / 5 Year Olds - School Readiness - Four Full Days

Monday - Thursday 8:15 a.m. - 3:00 p.m.

#### Drop-Off and Pickup Procedures

##### Beginning of Day:

Early Learners' Center students are encouraged to arrive at school around 8 a.m. and should not be dropped off at school before 7:45 a.m. Should a student arrive earlier than 7:45 a.m., the student will be directed to Kid Kare program for supervision and families may be assessed a fee.

##### Drop-off:

Parents or another designated individual may escort early learners to their classroom for the first two weeks of the school year only. Following the first two weeks, students are to be dropped off at the entrance door

All students dropped off by parents should enter at the main, north entrance to the ELC School. Students will be directed into the building by the staff member serving as the drop-off monitor/crossing guard. Student independence is encouraged. Parents are to remain in vehicles. Bus students enter through the Bus Zone entrance.

##### End of Day:

Parents or other designated individuals picking up students at the end of the school day should wait in their vehicles in the designated area outside the ELC/Elementary Schools. The staff members serving as the pickup monitors/crossing guards will dismiss students in the waiting zone to parents in vehicles.

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ELC students who utilize school transportation will be walked to the bus zone and board the bus/van accompanied by a school staff member.

Pick-up:

If a child is not picked up by 3:15, he/she will join the Wee Warriors/Kid Kare program and parents will be charged accordingly. Children will be dismissed only to designated individuals as noted by parents in registration materials, School Dismissal Manager, or through phone calls/notes/emails to the school office.

Families should use SDM to notify the school of alterations in a student's daily dismissal routine. Contact the school office should you need assistance with SDM.

### Toilet Training

Students enrolling in ELC classes are to be toilet trained. ELC classrooms are equipped with child sized bathrooms available to students throughout the school day. Additionally, public bathrooms are available throughout the school. We ask that children wear regular underpants to school. We understand accidents are part of early childhood, and we believe that children should not be made to feel ashamed for having a misstep. Please be sure your child has an extra set of clothes in their backpack should a toileting accident arise.

Families may work with the school nurse and preschool team if there are specific toilet training needs which need to be considered based on developmental concerns.

Weather:

### **Outdoor Procedure**

As a guideline, if the temperature and/or wind chill is below -15 degrees Fahrenheit, the children will stay inside. Determination of the outdoor activities will be decided by the building leaders. Students will need appropriate winter clothing. Coats, hats, mittens, snow pants, and boots are necessary during months with inclement weather as all students have recess outside on a daily basis.

### **Weather Wise Clothing**

Students are required to be appropriately dressed for weather conditions and outdoor recess. Please ensure your child is dressed appropriately for the current day's weather conditions. Outdoor clothing should be appropriate for the weather and easy for the child to handle since children will be going outdoors every day, weather permitting.

Children will be encouraged to dress themselves as much as possible. Please consider shoes and clothing that children can put on independently as you send them to school each day. Consider marking your child's clothing as well as other articles that are brought to school with their name. We also request sending a separate Ziploc bag of weather appropriate clothing such as underwear, shirt, pants and socks to keep at school in the event of an accident. Lost clothing items will be kept in the school's Lost and Found located in the school office. Unclaimed items at the end of each month will be donated.

### Wee Warriors

Wee Warriors is a school program offering after school care and full day Friday enrichment for students who attend the full day - four days per week 4 /5 year old program. Qualified, caring staff provides a varied choice of activities that enhance positive self-concept and socialization. Wee Warriors is not available before the school day or during the summer months. Contact Community Education at (218)386-6028 for more information.

## LEARNING AND GROWING

### Assessments

Early learners participate in early literacy and early numeracy benchmark assessments fall, winter, and spring. Early literacy and early numeracy assessments are administered by classroom teachers or Minnesota Reading Corps trained tutors. Individualized reports are available upon request following benchmark assessment periods.

Students identified as needing an early literacy or early math academic boost may receive Early Learners Corps intervention.

### Early Childhood Family Education (ECFE)

ECFE is a program for parents/guardians and their children during the years from birth through enrollment in kindergarten. ECFE provides a safe, educational environment to promote the learning and development of children through family based activities. Please find information specific to ECFE weekly classes and special events on the school website [www.warroad.k12.mn.us](http://www.warroad.k12.mn.us) or by contacting the school office at (218)386-6028. Registration for ECFE and Special Events is encouraged.

### Early Childhood Screening

Minnesota requires all children to have a health and developmental screening before entering public school, preferably around the age of 3 to 4 years of age. The Early Childhood Screening is a simple check of your child's physical, mental, and emotional growth. The screening takes approximately one hour. Resources and information about preschool developmental milestones are made available at the screening.

The purpose of the Early Childhood Screening is not to determine kindergarten readiness, but rather to promote early detection of a child's health and/or developmental delays. School district professionals conduct screenings. Early Childhood Screening is free of charge. This free health and development screening fulfills the State of Minnesota's requirement for all children to be screened before entering Kindergarten with a goal of all students starting school ready to learn.

Warroad Public Schools posts Early Childhood Screening dates on the school website. Please contact the school office to schedule a screening.

### Gross Motor Activity Participation

Physical activity is important for health and learning. All children are expected to participate in indoor and outdoor gross motor activities. To be excused from physical activity, a signed and dated physician's note should be presented to the health office.

### Learning Activities

Warroad's Early Learners' Center is proud to be a Four-Star Parent Aware preschool. ELC educators are committed to providing children with the best early childhood learning experiences. The ELC experience emphasizes academic

and social-emotional development and readiness activities both as preparation for kindergarten and as the foundation for future learning. Lessons and units focus on teachers building children's confidence, creativity, critical thinking skills, and promote positive outcomes. Children are provided with developmentally appropriate opportunities to acquire new skills. Play is important for the development of imagination, self-confidence, creativity, and problem solving.

Through observation, each child's progress is monitored. ELC educators foster a love of learning among children and encourage them to become independent, self-confident, and inquisitive learners. Using hands-on learning centers, children are encouraged to experiment with science, math, language, art, music, and reading. Early learners are provided with experiences which encourage social, emotional, academic, motor, and communication growth.

### Pyramid Model

Pyramid Model programming within the Warroad Schools emphasizes social and emotional development, strong relationships between students and caring adults, and school spirit. The goal of Pyramid Model practices is for students to transfer their learning into how they daily live, work, and play within their community.

Within the Pyramid Model structure, these expectations are taught and practiced in the school setting:

- Be Kind
- Be Safe
- Do the Right Thing

Students are expected to behave in a manner that allows them to learn and teachers to teach. Warroad Schools' behavior matters shall be acted in accordance with state statute, state board of education regulations, and the Warroad Public Schools' [Policy 506: Student Discipline](#). Please partner with the school in supporting a positive, productive, educational experience for all students.

### Rest Time

All classrooms offer a rest time as a part of the afternoon schedule. Children may bring a labeled blanket or towel for rest time. While it is *not* required for children to fall asleep, children are expected to rest quietly to give their bodies and minds a rest and to show consideration to other children who may need a nap.

## EARLY LEARNERS' CENTER TUITION

### Early Learners' Center Programs' Tuition

Warroad Public Schools has an established tuition schedule for ELC enrollment. Please be reminded that fees are assessed each month. Bills are viewable on Infinite Campus or can be mailed per family request. Payment methods may include cash, check, or credit card. Payments may be made online through Infinite Campus, in the school office, or mailed to Warroad ELC - 510 Cedar Avenue NW - Warroad, MN 56763.

Should you be interested in setting up a payment plan or have determined a tuition level adjustment is appropriate per the Family Income Level chart, please contact the Warroad Elementary/ELC Office at (218)386-6094. Tuition payment requests which are not acted on are turned over to the ISD #690 Business Office for further action and may affect your child's enrollment status.

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### Early Learning Scholarships

The Minnesota Department of Education has awarded Warroad Public Schools' a Four-Star Parent Aware Rating by which Pathway II scholarship funds are available to eligible families as outlined in [Minnesota Statutes, section 124D.165](#).

The Early Learning Scholarships increase access to high-quality early childhood programs for 3- and 4-year-old children with the highest needs to improve school readiness for all young children. Scholarship applications for eligible children who meet one or more of the four criteria listed above are given priority:

- Child of a teen parent.
- Currently in foster care.
- In need of child protective services.
- Experienced homelessness in the last 24 months.

Early Learning Scholarship applications must be completed each year. Scholarship award notification letters are sent to families upon an award being granted. To qualify for a Pathway II scholarship, the application materials must be completed and provided to the school office.

### Preschool Tuition based on family income.

Gross Income Levels**					
Family Size	Income Level 0	Income Level 1	Income Level 2	Income Level 3	Income Level 4
2	Below \$25,636	\$25,637 - \$35,874	\$35,875 - \$44,999	\$45,000 - \$54,999	\$55,000 +
3	Below \$32,318	\$32,319 - \$44,606	\$44,607 - \$53,999	\$54,000 - \$64,999	\$65,000 +
4	Below \$39,000	\$39,001 - \$53,338	\$53,339 - \$62,999	\$63,000 - \$74,999	\$75,000 +
5	Below \$45,682	\$45,683 - \$62,070	\$62,071 - \$71,999	\$72,000 - \$84,999	\$85,000 +
6	Below \$52,364	\$52,365 - \$70,802	\$70,803 - \$80,999	\$81,000 - \$94,999	\$95,000 +
7	Below \$59,046	\$59,047 - \$79,534	\$79,535 - \$89,999	\$90,000 - \$104,999	\$105,000 +
8	Below \$65,728	\$65,729 - \$88,266	\$88,267 - \$98,999	\$99,000 - \$114,999	\$115,000 +
9	Below \$72,410	\$72,411 - \$96,998	\$96,999 - \$107,999	\$108,000 - \$124,999	\$125,000 +

\*\*Please note: These income levels are approximations and subject to change based on 2023-2024 guidelines.\*\*  
 For family units of more than 9 members, please add \$6,682 for each additional member.

Tuition Rates per Month					
Class	Head Start <small>(additional application required)</small> Income Levels 0 - 1	Pathway II Scholarship <small>(additional application required)</small> Income Level 1	Reduced Rate Income Level 2	Reduced Rate Income Level 3	Full Fee Income Level 4
Age 3 Half Day (M/W or T/Th)		\$0	\$35	\$80	\$125
Age 4+ Full Day (M/T/W/Th)		\$0	\$125	\$275	\$425

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<b>Age 3 Full Day Head Start Only</b> (M/T/W/Th)	\$0	
<b>Age 4+ Full Day Head Start Only</b> (M/T/W/Th)	\$0	

## WARROAD ELEMENTARY HANDBOOK

The following are policies/procedures specific to students in grades K-5.

### ACADEMICS

#### Reading and Mathematics Intervention

Students identified as needing an academic boost through benchmark assessments and classroom data may receive Title I or ADSIS support. Minnesota Reading Corps and Minnesota Math Corps tutors as available provide research based interventions to students identified through benchmark data. Parents will be notified if students are to begin receiving additional reading or mathematics intervention. Please assist your child in improving reading and mathematics skills through additional practice at home.

### CONDUCT

#### Positive Behavior Support System

Positive Behavior Interventions and Support (PBIS) programming within the Warroad Schools emphasizes citizenship, social/emotional development, strong relationships between students and caring adults, and school spirit.

Within the PBIS structure, the Warrior Way expectations are taught and practiced in the school setting:

- Be Responsible
- Be Respectful
- Be Safe

The goal of PBIS lessons and expectations is for students to transfer their learning into how they daily live, work, and play within their community.

### GENERAL INFORMATION

#### Drop-Off and Pickup Procedures

##### Beginning of Day:

Elementary students are encouraged to arrive at school around 8 a.m. and should not be dropped off at school before 7:45 a.m. Should a student arrive earlier than 7:45 a.m., the student will be directed to Kid Kare program for supervision and families may be assessed a fee.

All students dropped off by parents should enter at the main, north entrance to the ELC School. Students will be directed into the building by the staff member serving as the drop-off monitor/crossing guard. Student independence is encouraged. Parents are to remain in vehicles. Bus students enter through the Bus Zone entrance.

##### End of Day:

Parents or other designated individuals picking up students at the end of the school day should wait in their vehicles in the designated area outside the ELC/Elementary Schools. The staff members serving as the pickup monitors/crossing guards will dismiss students in the waiting zone to parents in vehicles. Parents are to remain in vehicles in the pick-up lane and move with the traffic through the parking lot.

Students who utilize school transportation will be directed by a school staff member to the Bus Zone..



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### Pick-up:

If a child is not picked up by 3:15, he/she will join the Kid Kare program and parents will be charged accordingly. Children will be dismissed only to designated individuals as noted by parents in registration materials, School Dismissal Manager, or through phone calls/notes/emails to the school office.

Families should use SDM to notify the school of alterations in a student's daily dismissal routine. Contact the school office should you need assistance with SDM.

### Kid Kare

Kid Kare is an after school program that provides a safe and quality environment for children in grades K-6. Qualified, caring staff provides a varied choice of activities that enhance positive self-concept and socialization. The program is offered each school day from 6:00 a.m. until school begins and after school from 3:00-6:00 p.m. Parents needing care for their child(ren) during these times will find Kid Kare can provide the fun learning environment.

A full day Kid Kare program is offered on days school is not in session and in the summer months. For more information pertaining to Kid Kare contact the Community Education office.

### Parent Teacher Organization

Warroad Elementary has a Parent Teacher Organization to support school events. The PTO offers appreciation and support to school staff. More information regarding PTO is available on the Warroad Public Schools' website.

Families should use SDM to notify the school of alterations in a student's daily dismissal routine. Contact the Elementary Office should you need assistance with SDM.

### Program Dismissal

Parents/Guardians are encouraged to attend school programs. School aged siblings are expected to remain in class during programs as attendance is being taken and academic content being taught.

### Physical Education and Recess Participation

Physical activity is important for health and learning. All children are expected to participate in structured physical education classes and outdoor recess activities. To be excused from physical activity, a signed and dated physician's note should be presented to the Health Office.

### Weather:

#### **Outdoor Procedure**

As a guideline, if the temperature and/or wind chill is below -15 degrees Fahrenheit, students will participate in indoor recess. Students will need appropriate winter clothing. Coats, hats, mittens, snow pants, and boots are necessary for seasonal outdoor activities.

#### **Weather Wise Clothing**

Students are required to be appropriately dressed for weather conditions and outdoor recess. Please ensure your child is dressed appropriately for the current day's weather conditions. Outdoor clothing should be

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appropriate for the weather and easy for the child to handle since children will be going outdoors every day, weather permitting.

Consider marking your child's clothing as well as other articles that are brought to school with their name. Teachers may request sending a separate Ziploc bag of weather appropriate clothing such as underwear, shirt, pants and socks to keep at school in the event of an accident. Lost clothing items will be kept in the school's Lost and Found located in the school office. Unclaimed items at the end of each month will be donated.

## WARROAD HIGH SCHOOL HANDBOOK

The following are policies/procedures specific to students in grades 6-12.

### ACADEMICS

The school year is divided into 3 trimesters of approximately 12 weeks each. A final letter grade will be given for each class at the end of the trimester.

#### ACADEMIC ELIGIBILITY FOR ACTIVITIES

At Warroad High School, we agree a student/athlete is exactly that...a student first! Every other week of the trimester a report will be generated giving the office a list of student-athletes currently at a grade of F in any of their courses. This student will be given a slip that the teacher of the failing course must sign and return by the end of the week. If the student/athlete brings their grade from failing to passing or the teacher of the course decides the student/athlete is making adequate progress towards passing the student/athlete is eligible to continue participating as normal. If the student does not turn the slip in, does not get their course grade up, or is not considered as making adequate progress the student will be considered "Ineligible."

- 1st offense- in a season will sit out 1 competition
- 2nd offense- in a season will sit out 2 competitions (no travel)
- 3rd offense- the student is not allowed to practice, travel, or compete until the student is passing their course.

Note: "All school activities" are defined as athletic contests, pep band, music contests, plays, speech meets, and any other contest/performance as part of a school sponsored activity. Field trips and class trips may be included on teacher, administrative, and team discretion.

#### ACADEMIC HONESTY

Cheating or plagiarizing to unfairly gain academic advantage or to defraud the educational process is unacceptable. When discovered, each overt act of cheating or plagiarism may be referred by the teacher to the principal. The following consequences may include but are not limited to: 0 on the assignment, call to parents, detention, and/or making up the assignment. Students enrolled in CIHS courses will follow the consequences determined by the hosting college/university.

#### ACADEMIC LETTERING

The purpose of the academic letter is motivation, incentive to achieve and recognition of work well done.

The following guidelines are:

##### Qualifications

Grade 9 - 3.80 weighted cumulative GPA through second trimester of grade 9

Grade 10 - 3.70 weighted cumulative GPA through second trimester of grade 10

Grade 11 - 3.60 weighted cumulative GPA through second trimester of grade 11

Grade 12 - 3.50 weighted cumulative GPA through second trimester of grade 12

Must be considered a full time student.

## COLLEGE SCHOLARSHIPS

Many scholarships are available to students. The guidance counselor meets with students during their 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade year to discuss opportunities available and how to apply. All information is available in the Student Services office year round. Students are responsible for applying. Additional information can be found on the school website under Student Life → [Career and Guidance](#).

### **Non-Traditional Enrollment & Scholarships**

Senior scholarships may be prorated due to the amount of time a student has attended courses on the Warroad Campus taking Warroad courses. All scholarship amounts are subject to the discretion of the Scholarship committees.

*Examples of situations that would cause a senior to have a prorated scholarship amount include*

- *Part-time enrollment at WHS*
  - *Examples:*
    - *home school students*
    - *PSEO students taking 3 or more classes of PSEO per trimester*
      - *This does not include students in Warroad College In The Schools (CIHS) courses*
- *Transfer students*

## CREDIT RECOVERY

Warroad High School ALP - Night school and summer school are offered for course recovery to students. This includes students not currently enrolled in ISD 690. In most scenarios, students must earn at least 45% in a failed course to be eligible to utilize credit recovery. (Exceptions were made for grades during 3rd trimester of 2019-20 and all of 2020-21 due to Covid-19) Contact the high school guidance counselor for more information.

## GRADING

### **GRADE POINT CALCULATION**

Warroad High School uses the following un-weighted grading and honor point scale:

A = 4.00 A- = 3.66 B+ = 3.33 B = 3.00 B- = 2.66 C+ = 2.33 C = 2.00 C- = 1.66 D+ = 1.33 D = 1.00 D- = 0.66 F = 0.00

All credits are included for GPA calculation except Homeroom, Tutor, and Teacher Aide.

### **GRADING SCALE**

The grading scale listed below was approved by the school board for all regular education classes 9-12. Exceptions may include, but are not limited to, resource courses and CIHS courses where grading scales are set by the college/university.

93.0 - 100% = A	90.0 - 92.9% = A-	87.0 - 89.9% = B+
83 - 86.9% = B	80.0 - 82.9% = B-	77.0 - 79.9% = C+
73.0 - 76.9% = C	70.0 - 72.9% = C-	67.0 - 69.9% = D+
63.0 - 66.9% = D	60.0 - 62.9% = D-	59.9%-0.0% = F

\*This grading scale was approved by the school board for all regular education classes 9-12. Exceptions may include, but are not limited to, resource courses and CIHS courses where grading scales are set by the college/university.

### **WEIGHTED GRADES**

In grades 10, 11 & 12, there are classes where the grade has a weighted honor point value. These are advanced and/or accelerated classes, which have a 25% greater honor point weight than in the scale above. For example, a grade of "B" would have a weighted honor point value of 3.75 (1.25 X 3.00). Weighted grading in the courses listed below makes it possible for students to have a GPA greater than 4.00. There are no weighted courses in grade 9.

Approved Weighted Courses:

10th grade--Honors Biology and Honors English,

11th & 12th grade--Honors English, CIHS English 11, CIHS English 12, CIHS Chemistry, CIHS Environmental Science, CIHS Pre-Calculus, CIHS Calculus, CIHS Psychology, CIHS American Government, Pre-Calculus, Calculus, Statistics, and Physics.

### **INCOMPLETE WORK**

All students are expected to satisfy any incompletes within two weeks after the trimester ends, *unless other arrangements have been made with the instructor*. If the work has not been completed, the student will receive the letter grade in place of the "I" for the trimester grade. Incompletes will be awarded sparingly and need prior approval from administration.

### **GRADUATION CEREMONY**

The graduation ceremony is a public acknowledgement, organized and hosted by the school, honoring those students who have successfully completed ALL graduation requirements as set forth by the State of Minnesota and the Warroad School Board. It is not required that students attend the ceremony to receive their diplomas.

A student must meet the following conditions to participate in the graduation ceremony:

1. The student will have been enrolled in the Warroad High School for their senior year.
2. The student will have satisfied all graduation requirements as listed in [Policy 613](#).
3. Administration reserves the right to withhold participation in the graduation ceremony

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### GRADUATION REQUIREMENTS

All students must meet graduation requirements as laid out by WHS and approved by the School Board yearly.

<p><b>Class of 2024 (Seniors)</b>            4.5 credits English (1 full course per grade level)            0.5 credit of Public Speaking or Professional Communications            4.5 credits Social Studies            3.0 credits Mathematics (must include 1.0 credit of Algebra II)            4.0 credits Science (1.0 9th, 1.5 10th, 1.0 Chemistry or Physics)(.5 Science Elective)            0.5 credit Health            1.0 credit Physical Education            1.0 credit Fine Arts            .5 credit Personal Finance or Ind. Living            1.0 credit Technology courses            15.5 credits Electives    <b>Total 34 credits minimum + CPR certifications + 10 hours of community service during the senior year.</b></p>	<p><b>Class of 2025 (Juniors)</b>            5.0 credits English (1 full course per grade level)            0.5 credit Professional Communications            0.5 credit Public Speaking            5.0 credits Social Studies            4.0 credits Mathematics (must include 1.0 credit of Algebra II)            4.5 credits Science (1.5 9th, 1.5 10th, 1.0 Chemistry or Physics)(.5 Science Elective)            0.5 credit Health            1.0 credit Physical Education            1.0 credit Fine Arts            .5 credit Personal Finance            .5 credit Independent Living            1.0 credit Technology courses            12 credits Electives    <b>Total 34 credits minimum + CPR certifications + 10 hours of community service during the senior year.</b></p>
<p><b>Class of 2026 (Sophomores)</b>            5.0 credits English (1 full course per grade level)            0.5 credit Professional Communications            0.5 credit Public Speaking            5.5 credits Social Studies            4.0 credits Mathematics (must include 1.0 credit of Algebra II)            4.0 credits Science (1.0 9th, 1.5 10th, 1.0 Chemistry or Physics)(.5 Science Elective)            0.5 credit Health            1.0 credit Physical Education            1.0 credit Fine Arts            .5 credit Personal Finance            .5 credit Independent Living            1.0 credit Technology courses            12 credits Electives    <b>Total 34 credits minimum + CPR certifications + 10 hours of community service during the senior year.</b></p>	<p><b>Class of 2027 (Freshmen)</b>            5.0 credits English (1 full course per grade level)            0.5 credit Professional Communications            0.5 credit Public Speaking            6.0 credits Social Studies            4.5 credits Mathematics (must include 1.0 credit of Algebra II)            4.5 credits Science (1.5 9th, 1.5 10th, 1.0 Chemistry or Physics)(.5 Science Elective)            0.5 credit Health            1.0 credit Physical Education            1.0 credit Fine Arts            .5 credit Personal Finance            .5 credit Independent Living            1.0 credit Technology courses            10 credits Electives    <b>Total 34 credits minimum + CPR certifications + 10 hours of community service during the senior year.</b></p>

\*\*All students must register for a full course load (9.0 credits) each year, despite the 34.0 minimum credits required to graduate.\*\*

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### HONOR ROLL

At the end of each trimester, an honor roll will be published. The “A” honor roll recognizes the academic achievement of those students in grades 7-12 who have maintained a 3.66 or above average in all course work during the marking period. The “B” honor roll recognizes those students who have achieved a 3.00 average or better for the marking period. Students must be enrolled in at least 5 classes per trimester to be included in the A or B honor roll. *An incomplete makes a student ineligible for the honor roll.*

### HONOR STUDENTS

An honor medal is awarded to the outstanding seniors at Commencement who have accumulated a GPA of 3.50 or better during their high school years in Grades 9-12. GPA is based on final grades 9-12.

### PARENT-TEACHER CONFERENCES

Three conferences will be held each year, one per trimester. Please refer to the district calendar for dates and times. Parents of students are highly encouraged to attend, and confer with the teachers.

### REPORT CARDS

Report cards will be issued upon request of parents and will be available two weeks after the trimester ends. Report cards may be mailed at the discretion of the High School Principal. Report cards are available on the Parent Portal of Infinite Campus.

### REQUEST OF RECORDS/TRANSCRIPTS

Students requesting a transcript need to complete the official transcript request form located online. This form should be completed in its entirety to ensure it reaches the correct location. Transcripts will be mailed out in a timely fashion. Additional information can be found on the school website under Student Life → [Career and Guidance](#).

### VALEDICTORIAN AND SALUTATORIAN

These honors are recognized at Commencement. The 9th-12th grade weighted cumulative GPA is used. GPA used to determine status will be rounded to the nearest hundredth. This may allow for more than one honoree.

## ACTIVITIES AND ORGANIZATIONS

All students are encouraged to participate in the various activities and organizations. Not only will you gain valuable skills, but you will grow socially as you work and play with other students. You will have many good times during the year, but also interests and skills will develop which will bring enjoyment for many years. Colleges, Technical Colleges and employers are increasingly looking at participation in activities as evidence of a more desirable and well-rounded individual. You will have a better spirit, morale, and enthusiasm as well as a better school record if you support these activities. Get your share of fun by joining your friends in some of these school groups.

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### EXTRA-CURRICULAR ACTIVITIES & ORGANIZATIONS

Band	Hockey	Student Council
Baseball	Knowledge Bowl	Swimming
Basketball	Minnesota Honor Society	Track and Field
Choir	One Act Play	Trap Club
Cross Country	Robotics	Travel Club
Football	Softball	Volleyball
Golf	Speech	Yearbook

### ART DEPARTMENT

Lettering in Visual Art - To earn a letter in visual arts at Warroad High School, a student must complete a minimum of one year with exemplary performance in a visual art class. In addition, a student must fulfill the following criteria:

- must participate in the high school art exhibit at the Roseau County Fair;
- must participate in an art competition, such as the NWRDC regional art exhibition, the MSHSL Section 8A visual art competition, or do a one-man show exhibit at the Roseau or Lake of the Woods County fairs;
- must participate in at least two other special art events, such as:
  - display art locally in the media center or in a business place;
  - assist with art camps or classes sponsored by the WHS art program.

Final awarding of a letter is up to the discretion of the art advisor. A student lettering the first year will receive a chenille "W" - if they have not already lettered in another activity. A bar will be awarded for each successive year a student letters in visual arts.

### HONOR SOCIETY

To be eligible for application to the Warroad Chapter of the Minnesota Honor Society you must meet the following minimum requirements: Have a minimum of the following cumulative grade point averages at the end of the previous school year: for incoming juniors a 3.70 sophomore year, with a 3.40 maintained GPA throughout the junior year: for incoming seniors a 3.40 junior year, with a 3.30 maintained GPA throughout the senior year.

Once this minimum requirement is met then students may apply. The application process will require that successful applicants also meet the following requirements:

- active involvement in a community/school activity
- completed 30 hours of community service within the last calendar year
- 2 letters of recommendation from community members
- A panel interview
- no MSHSL or school violations
- signed code of conduct
- turned in on time

The application, selection, and induction process will take place during the first trimester of the school year.



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### MSHSL RULES AND REGULATIONS

All Students Participating In [Minnesota State High School League](#) activities are expected to be aware of MSHSL Rules and Regulations. Student participants are expected to attend yearly eligibility rules meetings conducted by the activities director's office. A Student Eligibility Form will be signed by the student and parent each year of participation at the high school level. See Activities Handbook for policies and procedures.

### MUSIC DEPARTMENT

The music department awards a chenille lyre letter to those students who satisfactorily participate in either band or chorus the first year. A certificate is given each ensuing year with them receiving a senior letter last year. An outstanding musician award is given to the senior or seniors who have performed outstandingly in music. They receive a personal pin and their name engraved on the plaque. Chorus: The main events in the music department are the Christmas Program, fall and spring concerts and the subsection music contests. The chorus is an integral part of these activities. Choir is open to girls and boys in grades 7-12. Bands: The bands are busy year round, but are most active during the school year. The band appears at numerous athletic contests, pep, concerts and music contests. Band is open to students in grades 7-12.

### STUDENT COUNCIL

Student council is made up of representatives from each grade. Students who desire to make their school and community a better place as well as have the time to dedicate to this organization may submit their names by filling out an application. Applications are released and due in spring for the following school year. The high school principal will approve all nominations.

Council members who do not conduct themselves properly may be removed from the council. Students who have committed any alcohol, drug, or tobacco violation will be ineligible to run for student council for one year.

### STUDENT ELIGIBILITY AND DISCIPLINE LEADERSHIP

Any student serving as a Leader or Captain of a WHS team or activity will lose his/her Leader or Captain status immediately after the first violation of the school's code for eligibility. For seniors, this will also mean total ineligibility for Captaincy or Leadership roles in all other sports and activities during the remainder of that senior's school year. This loss of status also applies to student Royalty. Students cannot be reinstated as a Leader, Captain, or Royalty. Students, other than seniors, may be eligible to be a Captain, a Leader, or Royalty while a senior, even if there was a single violation in any year prior to their senior year. Any second violation, regardless of when it occurs, makes the individual forever ineligible for any Leadership or Captaincy role for any high school team or activity. This would also apply to student royalty.

## GENERAL PROCEDURES

### BUILDING PASSES

Building passes are in effect during the school day. Students signing in and out of school will be reported in Infinite Campus by the High School Office. Passes will be issued to students entering class from the office. Each teacher has their preferred method of assigning passes.

### FEES

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

1. A project in art, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the students elect to do such a project with the approval of the supervisor. The students may elect to take such a project home, and the costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor. Because students sometimes fail to pay the cost of the materials for a class project, an instructor may, with the principal's concurrence, assess a deposit of up to 25% of material costs before a student begins a project. Whatever the assessed amount, it will apply to all students engaging in a particular project.
2. Cost of school equipment or materials destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. Driver Education, for students taking behind-the-wheel training.
4. Costs of field trips, which are made available from time to time, but are not required as part of a course, should the student elect to participate in the field trip.
5. Costs of the yearbook, graduation announcements or class rings, should the student elect to order any of these items.
6. Admission fees for concerts, plays, athletic events, and other programs or activities that the student may attend at his/her own option.
7. Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, tennis and athletic shoes and other items of personal equipment. Please contact the Student Services office if assistance is needed.
8. Fees unpaid within 30 days at the end of the school year may be collected through action in a small claims court or other appropriate means.
9. The school will charge an appropriate replacement fee for textbooks, workbooks, electronic

### LUNCH PERIOD

The following information pertains to payment of lunch bills and lunch times and procedures.

1. Lunch periods are closed for grades 9-11; which means all students in grades 9-11 must remain on campus during their lunch period. **Students in grade 12 with passing grades will be allowed to leave with parent permission.** A letter allowing 12th grade students for the school year will be sent home at the beginning of the school year for a parent/guardian to sign and return to the office. A note or phone call is also accepted as parent permission. Open lunch may be suspended at any time under the direction of administration.
2. 12th grade students with permission to leave school at lunch need to sign out and in through the main high school office during their lunch period.
3. Grades will be checked at the beginning of each week to determine eligibility. Eligibility continues through the entire week. The updated list will be posted in the HS Office for students to sign in and out.
4. The lunch line uses a keypad system. Each student is issued a 4-digit number and may have to type on the keypad as they go through the lunch line. Students may only use the number that is assigned to them.

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5. When available the gymnasium may be made available to students during the lunch period.
6. Students are not allowed to buy a meal for another student.

### MEDIA CENTER

Checkout period is 2 weeks

A student may be limited on the number of unassigned materials checked out as determined by the Media Center Supervisor.

No overdue fines: Students pay the cost of replacement value of lost books.

Upon receipt of overdue notice, students has two options: return book(s) or renew book(s)

There are no restrictions on faculty checkouts.

Student is responsible for the whereabouts and return of his/her own media center materials. Letters will be sent home at the end of each trimester for students who have not returned their materials.

Students are to conduct themselves in a responsible, quiet, respectable manner while in the media center. The Media Center Supervisor reserves the right to revoke media center privileges for those students who do not respect the rights of other students or who do not respect Media Center materials. If a student is asked to leave the media center for undesirable behavior, they will be deferred to administration.

Students may use the pass system to go to the office or to the bathroom in the commons area. Students who wish to return to class or study hall are to retrieve their passes and report there immediately. The Media Supervisor will make periodic checks with instructors at the end of the period to verify their return. Appropriate disciplinary measures will be taken for those who fail to do so.

### MEDICAL

A school nurse is located near the Elementary School Office. Minor medical needs will be met in the High School Office. The nurse's schedule for the high school will be posted in her office. All prescription drugs must be turned into the school nurse with proper student identification. Medications can only be administered by the nurse, principal, teacher, or designee.

### PARENT COMPLAINT PROCEDURE

If you have a concern/complaint regarding your child's teacher, please follow the procedure outlined below:

1. Talk to the teacher. Email, call or set up a meeting to discuss your concern.
2. If you do not resolve the problem with the teacher, or the problem persists, then contact the building principal. The building principal will ask you if you have contacted the teacher first.
3. If the problem persists, the next step would be to contact the superintendent. The superintendent will ask if you have contacted the teacher and the principal first.
4. The final step to take to find resolution to the problem would be to call a school board member. School board members will ask you if you have contacted the teacher, principal, and superintendent first.

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### PARKING (Policy 527)

Parking in the school parking lot is available for students. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in access and fire lanes, and designated areas for visitors, police, or handicapped.

When there are unauthorized vehicles parked on school district property, school officials may: move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or, if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

### PERSONAL ELECTRONIC DEVICES

Warroad High School is not responsible for lost, stolen or broken cell phones/electronic devices

### SCHOOL EMBLEM AND JACKET

The school emblem is the "Warrior". The history of Warroad makes the "Warriors" a fitting mascot. The Warrior logo is trademarked. For more information on WHS history, see the high school office. Letter jackets can be purchased by students who earn a letter at Warroad High School. For more information, contact the Activities/Community Ed Office.

### SCHOOL ISSUED COMPUTER

Each student is entitled to the use of a computer during the school day. Students may opt to take the device home for an insurance fee of \$40 or they may choose to leave the device at school. Please refer to [Policy 524 Internet Acceptable Use and Safety](#).

Please click [here](#) or see the school website under Parent Hub for the Rental Agreement Form.

### SIGNS/POSTERS

Any signs or posters must have prior approval from the high school administration before they may be put up in the high school. Any signs on lockers that are inappropriate will be removed.

## SCHOOL FUNCTIONS

### DANCE CONDUCT

1. At any school function, if a chaperone suspects that a student may have consumed or have possession of alcohol, controlled substances, or tobacco, this student shall submit to a search by a law enforcement officer under the direction of a school staff member. The student may be subject to a preliminary breath test if probable cause exists to do so. If there is evidence of the presence of a controlled substance, the student shall be turned over to the high school principal and the police for further action.
2. If a student is being obnoxious or offensive, he/she may be asked to leave.
3. A student may not leave the dance and return later.
4. Students must stay within the designated area.

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5. All dances will be chaperoned by a combination of advisor(s), faculty, and parents.
6. Students must sign in as they enter.
7. After a previously designated time has been set for ticket sales, no student will be granted admission unless he or she has a special written permit from the sponsoring advisor. (Example: working late.)
8. Warroad High School guests must be registered and cleared with the advisor and the principal's office by noon the day of the dance. An exception for good reason, may be honored by the sponsoring advisor and the principal. At least four days advance notice is required for prom dates.
9. Students who are on "Out-of"-School Suspension are not permitted to attend a school dance or party during the time of suspension.
10. Guests to high school dances may not have attained the age of 21.

### DANCE ELIGIBILITY

A student must be on track and making progress towards their academic plan to be eligible to attend. Guests attending between the ages of 15-18, must be actively enrolled in an academic program to attend a dance as a guest of a Warroad High School student. Including a registered online program or homeschool on file with the district. Dances follow the same eligibility requirements as other high school activities.

### HOMECOMING AND DANCE

The Student Council is responsible for Homecoming festivities. When possible a coronation, pepfest, and dance will be hosted. The dates are pre-determined by administration and the Activities Department. The Homecoming Dance is reserved for students in grades 9-12 and preapproved guests under the age of 21.

### FROSTY FEST

Under the direction of the Student Council advisor, the Student Council will host the Frosty Fest celebration. When possible a coronation, pepfest, dance, and other activities as determined by the Student Council will be hosted. The Homecoming King and Queen will not be eligible for Frosty royalty. A prince and princess will be crowned from each class 9<sup>th</sup>-12<sup>th</sup> as determined by class voting. A 9-11th grade student can only win one year as prince or princess. They can continue to be candidates multiple times during those years, only if they haven't won the prince or princess title. Seniors are eligible for all Frosty titles, whether or not they were crowned prince or princess in the past.

### PROM

Juniors host the Seniors to the traditional prom. The prom is open to students in grades 10-12. However a 10th grade student is allowed to attend only by invitation from an 11th or 12th grade student. All guests must be under the age of 21 by the date of Prom. Students attending Prom as a guest that are between the ages of 15-18, must be actively enrolled in an academic program to attend Prom as a guest of a Warroad High School student. Homecoming and Frosty royalty will not be eligible for Prom King and Queen.

## STUDENT SERVICES

### GUIDANCE

1. A counselor is available to assist every student in making appropriate adjustments to personal, social, educational and vocational needs and problems. Confidential conferences may be arranged individually or in groups. These conferences may be scheduled in advance or the student may feel free to stop in the office any time the counselor is not already with a student.
2. What courses shall I take this year? What background course do I need for engineering? Do I have the qualifications necessary for study in college? These are a few of the questions asked frequently by students at some time or another. The school counseling program is set up for the purpose of giving the student help in planning their school program, to give aid or encouragement in choosing and planning a vocation, and to assist the student with countless other problems. The district utilizes a variety of sources such as, the Career Assessment Inventory, Kudor Occupational Interest Survey, Aptitude, Intelligence and Achievement Tests and student interviews.

An occupational information file has been set up to provide first hand up-to-date information concerning the current job situation in most fields of work.

### SOCIAL/EMOTIONAL ASSISTANCE

Students in need of additional assistance are encouraged to reach out to one of our professionals in our Student Services area.

**NOTICE TO 18 YEAR OLDS MSA 120.06 states the following: The Board of Education of any school district shall provide free education services to any person between the ages of 18 and 21 years and may require that the person adhere to rules and regulations applicable to students under 18 years of age. Therefore, all students enrolled in Warroad High School will be required to follow the same policies as established for those under 18 years of age. For example: Warroad High School requires that students 18 years of age or older must provide parental verification for absences. It also means that no student, regardless of age, may use or possess tobacco products on school property.**

**Students older than 21 years of age may attend high school only with permission of the School Board of Education.**



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

### Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

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

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics                      \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

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

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_