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**1013 3rd Street, Waubun, MN 56589  
www.waubun.k12.mn.us**

Thunderbird Calendar Handbook

One Team. One Goal. Student Success

2021-2022

Waubun Public School District

The Administration and Board of Education of Waubun Public School District 435 welcomes all students back for the 2021-22 school year. This calendar will serve as the parent/student handbook for the Waubun School District. Students, staff, parents and guardians are responsible for understanding district policies and procedures. The contents of this handbook may be changed or amended during the school year. Please familiarize yourself and your student with these policies and procedures and refer to our school website [www.waubun.k12.mn.us](http://www.waubun.k12.mn.us) for updates, daily announcements, and other important school information. If you have any questions about these policies please contact the building principal or district superintendent. This handbook and its contents were approved by the Board of Education of Waubun School District in July 2021.

**MISSION STATEMENT**

**The mission of the Waubun School District, a collaboration of communities and culture, is to prepare our students to be responsible citizens and lifelong learners in an ever-changing world.**

We at Waubun School District take pride in every student’s achievement and continue hold all students to an ever-higher standard; this means higher expectations for achievement, attendance, and behavior for all students. As we look forward in anticipation to a new school year we encourage students, community members and staff to be responsible, respectful and proud of our schools and of one another.

**Telephone Numbers**

ALC Director: 473-6120

Activities Director: 473-6120

Community Education: 473-6144

Dean of Students: 473-6173

District Superintendent’s Office: 473-6171

Early Childhood Family Education: 473-6174

Ogema School Principal & Attendance: 473-6174

Ogema School Nurse: 473-6174

Title VI Director (Indian Ed.) 473-6183

Waubun Attendance: 473-6103

Waubun Guidance Office/Student Services: 473-6144

Waubun School Nurse: 473-6134

Waubun School Principal’s Office: 473-6173

**Office Hours**

Classroom/Student Hours 8:10-3:22

District Superintendent’s Office 7:30-4:30

Guidance/Student Services Office 7:30-4:00

Ogema Office 7:30-4:00

Teaching Staff Hours 7:45-3:30

|  |  |
| --- | --- |
| Adults | $5 |
| Kick Start - 12th Grade | $3 |
| College Student with ID | $3 |
| Student Athlete | FREE |
| Adult Season Pass | $40 |
| Student Season Pass | $20 |
| Family Season Pass | $100 |
| Senior Citizen Pass (over 55) | FREE |

Waubun Principal’s Office 7:30-4:00

**School Board Members**

Vikki Bevins, Director

Terry Dorman, Director

Allan Haugo, Vice-chairperson

Christie Haverkamp, Chairperson

Derek Hoban, Clerk

Nick McArthur, Director

John Zima, Treasurer

**School Board**

The Board of Education of Waubun School District meets on the second Wednesday of each month. Board meetings are open to the public. For information please check the school website.

**Thunderbird Coaches**

Baseball- Dan Kohler

Boys Basketball- John Clark, Jr

Girls Basketball- Zack Qual

Cheerleading – Vicky Haverkamp

Football- John Clark, Jr

Boys Golf – Steve McMullen

Girls Golf – Derek Aus

Softball- Dave Varriano

Boys Track - Ed Snetsinger

Girls Track – Scott Thomas

Volleyball- Vickie Anderson

Wrestling- John Short

**Sports Admission Prices**

Community support at games is appreciated. The following are prices for home games (not including playoffs); passes will be the same for both schools:

**School Lunch Program**

The Waubun School District is committed to serving healthy meals with healthy portions. Breakfast and lunch are served daily in the cafeteria. The following are the prices for a serving of breakfast or lunch.

|  |  |  |  |
| --- | --- | --- | --- |
| Meal Rates | Breakfast | Lunch | Milk |
| Kickstart, Grades 1-6, Regular | 1.15 | 2.40 | .15 |
| Kindergarten | FREE | 2.40 | .15 |
| Grades Kickstart-6, Reduced | FREE | FREE | .15 |
| Grades 7-12, Regular | 1.30 | 2.50 | .15 |
| Grades 7-12, Reduced | FREE | FREE | .15 |
| Adult |  | TBD | MDE |

Families will be notified of an outstanding negative balance once the negative balance reaches -$0.01. Families will be notified by automated calling system, email and/or letters sent home. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debit is considered collectible, and efforts are being made to collect it

**GENERAL INFORMATION**

**Backpacks**

Parents and guardians of elementary students should check their student’s backpack daily for homework and important information and notices. Students should keep their backpacks clean of unnecessary items that make the weight of the backpack harmful to developing backs. Backpacks must be kept in the student’s locker during the school day unless approved by principal.

**Building Access, Closed Campus Policy and Restricted Areas**

In Waubun the North main outer doors will be unlocked daily from 7:30-3:30. The inner doors will remain locked at all times. Entry must be made through granted access to the High School Office. Use of any other exit during the school day is prohibited. Ogema doors will be unlocked daily from 7:30-8:00 and from 3:00-5:45; these doors will remain locked at all other times. All other doors will remain locked at all times. Students and parents are asked to limit access to the buildings during the restricted, locked times.

Students are not allowed off school grounds or in the parking lot during the lunch period for any reason, unless a parent or guardian picks them up at the school office or if they have permission from the principal. Students may use the supervised commons and gymnasium areas during their lunch period. Students are not permitted in any locker area during lunch. Students in grades 7-12 should not be in the 4-6th grade wing at any time, with the exception of supervised activities.

**Communication through Thrillshare Online Messaging**

The Waubun School District will use an online messaging system to notify parents of weather-related announcements and school closures, attendance, and other pertinent information. To ensure you receive these announcements it is important that we have current contact information at the start of each school year. This is one of the forms you receive in your yearly enrollment packet. Please contact your child’s school office when updates to family or student information are necessary.

**Communication through Synergy**

A wealth of information on your child’s performance is available through Synergy. With your username and password, you may access your child’s grades, attendance, discipline and lunch account along with easy e-mail access to his/her teachers at school. Go to the school website and click on the Synergy link on the home page under the Parents column in the Menu. Everyone has been assigned a username and password. If you don’t know your username and password or have any other questions about Synergy, please call your child’s school office.

**Communication with Staff and Students**

Communication between home and school is important and is encouraged. However, we ask that parents, guardians and students DO NOT call directly into classrooms during class time as this may cause unnecessary interruption to the learning environment. Often times, teachers are not available to speak during instructional time. If it is necessary to contact a teacher or student during the day, please use e-mail or, in an emergency, call the appropriate school office and the secretary will deliver the message to the teacher or student. Students will be allowed to return phone calls during lunch, recess, between classes, during homeroom or at the end of the school day.

**Early Dismissal**

If it becomes necessary to pick up a child during the school day, the parent or guardian should contact their child’s school attendance office to release the student (please read Attendance Policy). Only parents, legal guardians and emergency contacts may sign students out from school. If someone else will pick up your child, the school office staff must be informed before the child will be released. Pick-ups after 3:00 will not be released until school is released unless prior arrangements have been made before noon.

**Emergency Closings and Delayed Starts**

The Waubun District Superintendent makes decisions regarding emergency closings or delayed starts between 5:45-6:00 a.m. or in the evening. School closings or late starts will be communicated to all families through Thrillshare. In addition, notice will be made over the following television and radio stations: KFGO (790 AM), KDLM (1340 AM & 790 FM), KKCQ (1480 AM & 107.1 FM), KRJB (106.3 FM), KRJM (101.5), WDAY (970 AM, 94 FM, 95 FM); TV channels 4, 6 & 11.

**Field Trips**

Field trips are designed to enhance the learning experiences of our students. Each grade level may arrange trips that will enrich their own curriculum. Parent or guardian permission is required for field trips. Trip cost will include any admission and bus fees.

**Kick Start**

Kick Start is a School Readiness preschool program located in the Ogema Elementary School.  This class is held for children who are 4 years of age and who will be attending Kindergarten the following school year. This early childhood program will introduce your child to concepts and skills that will help prepare them for an easier transition to their upcoming Kindergarten year.  Kick Start is not only wonderful preparation for elementary school, it is also a place where young children can meet and interact with each other, feel safe while away from home, learn and have fun!  It will stimulate your child’s imagination and creativity, aid in physical, cognitive, social and emotional development, and provide opportunities for intellectual exploration. There are three classrooms of Kick Start, each running full school days, five days a week.

**Kindergarten**

The district provides all day, every day kindergarten. Kindergarten students are assessed at the beginning of the school year and at the end of each trimester. Kindergarten conferences occur three times a year and are 15-20 minutes long.

**PaySchool Online**

Payschool allows you to make school-related payments online via e-check or credit card at your convenience from our school’s website. We accept online payments for the following accounts:

1. School Lunch Deposits
2. COBRA Insurance Payments
3. Kick Start (ECFE) Tuition
4. School Age Childcare (SACC)

**Parent and Community Involvement Activities**

Parents and guardians are encouraged to participate in the Parent Teacher School Organization (PTSO), where parents and teachers work hand in hand in various aspects of our children’s education. The PTSO meets monthly; meeting dates and location will be posted on the school website. Parents, guardians, and community members are also invited to participate in district committees. All parents, guardians, teachers and community members are urged to become involved.

**Party/Birthday Treats**

The celebration of birthdays and special events with treats is an important part of our students’ lives. Before bringing treats to school, please make arrangements with the classroom teacher to minimize classroom disruption. To comply with health regulations all treats must be store bought.

**Pass Policy**

No student will be permitted to leave class without the permission of the teacher. Students must have a planner, signed by the teacher, to be in the hallway during class time. Teachers reserve the right to deny issuing a pass to students and pass privileges may be revoked for excessive tardiness, abuse of passes or other disciplinary reasons.

**Permit to Leave School Grounds**

Students are not permitted to leave school grounds during the school day unless the school office receives detailed written or verbal permission from an authorized contact. Any student seen off school grounds during the school day without permission is automatically considered skipping that part of the school day and will be subject to consequences.

**Release of Information**

Directory Information may be released to the public without prior parent or student consent if the student is over 18 years old unless otherwise stated in writing. In most cases, directory information is used in sports programs and the local paper to highlight activities and also provided to colleges or the armed forces for recruiting purposes. The Waubun School District has defined the following as directory information: name, address, telephone number, date and place of birth, names of parents, participation in locally recognized activities, grade levels completed, height and weight of team members, dates of attendance, degrees and awards received, previous institutions attended and a photo of the student if available. If you do not want all or any part of this information to be released or, would like the school to notify you before any information about your child is released, please call your child’s school office.

**Safety at Arrival and Dismissal**

To ensure safety at arrival and dismissal times, do not drop off or pick up children in the bus loading areas along the sidewalks of both buildings.

**School Supplies**

A list of recommended school supplies by grade level is available from the school offices and posted on the district website.

**Special Notice to Parents/Guardians**

If you feel there is a problem or concern related to your child’s educational welfare the Board of Education requests that you follow the protocol below:

1. First, contact the person directly involved.
2. If you are unable to resolve the problem by contacting the person, please contact the appropriate principal or supervisor.
3. If you feel the problem still exists, you should meet with the superintendent of schools.
4. If not resolved after a meeting with the superintendent, you may request a meeting with the appropriate committee of the Board of Education.
5. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full Board of Education for final resolution.

**Students Over 18 Years Old**

Minnesota Statute 120.06 provides that the Board of Education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require that the student follow the same rules and regulations that apply to students under 18 years of age. Therefore, all students over the age of 18 enrolled in Waubun High School will be required to follow the same policies that those students under 18 years of age follow. A pupil who becomes age 21 after enrollment is eligible for continued free public school enrollment until at least one of the following occurs: (1) the first September 1 after the pupil's 21st birthday; (2) the pupil's completion of the graduation requirements; (3) the pupil's withdrawal with no subsequent enrollment within 21 calendar days; or (4) the end of the school year.

**Visitors at School**

In order to provide a safe and uninterrupted learning environment for our students, visitors may not be allowed in classrooms or other areas of the school while classes are in session. All individuals visiting the school must report to the main office, explain the reason for the visit, and obtain a visitor pass. Individuals who fail to do this may be charged with trespassing.

**ENROLLMENT AND GRADING**

**Enrollment Options**

All Minnesota students have the opportunity to attend school outside their resident district under a number of enrollment options adopted by the state legislature. Enrollment options include:

* Public and Private Alternative Programs
* Non-resident agreements
* Home schooling
* Post-Secondary Enrollment Options (PSEO)

To apply for any of these enrollment options, choose your desired school and contact their district superintendent’s office to obtain and complete an application. Students who attend school outside their home district must provide their own transportation.Student visitors may be allowed at school for open enrollment considerations. Parents must make prior arrangements for these visits and must accompany the student on the visit.

**Enrollment Procedures**

To ensure that students are properly placed when enrolling in our schools, we ask that parents and guardians contact the Guidance Office to obtain and complete all necessary enrollment forms. Before students can begin school, records must be obtained and evaluated. If the student has ever received special education services bring a copy of his/her most recent IEP and make arrangements for a mandatory IEP meeting before the student can begin school.

**Schedule**

For the 2021-22 school year, classes for students in grades 7-12 will be on an 8 period modified block schedule. Monday, Thursday, and Friday classes will be an 8 period day. Each period will be 48 minutes in length. On Tuesdays periods 1, 3, 5 and 7 will meet as block classes. On Wednesdays periods 2, 4, 6 and 8 will meet as block classes. Each block will be 92 minutes in length. If you have questions regarding your child’s schedule, please call the Guidance/Student Services Office at 473-6144.

**Schedule Changes**

All class schedule changes must be made by the guidance counselor. Students who wish to drop or add a class may request to do so during the drop/add period one week prior to the beginning of each semester. Although we attempt to honor student requests during scheduling, this is not always possible due to the size of our school and the limited courses offered. A student may request a change for the following reasons:

* Did not take or has failed a pre-requisite
* Has previously completed the course
* Was inappropriately placed in the course

**Grade Classification**

The following guidelines and range of credits will be used as a guide to determine the number of credits needed for advancement in each grade. Although most credits are earned through our high school course work, credits may also be earned through alternative programs, or can be transferred in from other educational systems under certain conditions.

**Junior High Graduation Requirements**

The goal in Waubun Junior High School is to help students obtain the skills necessary to be successful in high school. Students must meet the minimum requirements, listed below, in order to graduate to the next level of their schooling.

* 2 credits of Science (Earth Science and Life Science)
* 2 credits of Social Studies (US History and Geography)
* 2 credits of Math (Algebra 1 must be obtained by 8th grade)
* 2 credits of English

Students who fail to meet these minimum requirements will be required to retake courses either during the school day or through the credit recovery options program.

**Grades 9-12 Graduation Requirements**

* Freshmen have earned fewer than 5 credits
* Sophomores have earned 5-12 credits
* Juniors have earned 13-19 credits
* Seniors have earned 20+ credits

**Grade Point Average System**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A | 4.000 | B | 3.000 | C | 2.000 | D | 1.000 |
| A- | 3.667 | B- | 2.667 | C- | 1.667 | D- | 0.667 |
| B+ | 3.334 | C+ | 2.334 | D+ | 1.334 | F | 0.000 |

**Uniform Course Grades**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | 100 - 93 | B- | 82.99 - 80 | D+ | 69.99 - 67 |
| A- | 92.99 - 90 | C+ | 79.99 - 77 | D | 66.99 - 63 |
| B+ | 89.99 - 87 | C | 76.99 - 73 | D- | 62.99 - 60 |
| B | 86.99 - 83 | C- | 72.99 - 70 | F | 59.99 - 0 |

AUGUST 2021

**Weighted Grades**

Students who are enrolled in a course from the following areas either for the first or second semester will be eligible for a weighted grade in that course.

* Advanced Placement “AP” courses (AP Stats, AP Econ, AP Biology, AP English 11)

**Honor Roll**

The Honor Roll will be calculated at the end of each quarter after the two-week make-up period has passed. Students on the “A” or “B” Honor Roll do not necessarily qualify for the “A” or “B” Academic Letter since the requirements differ.

* “A” Honor Roll = 3.501-4.000
* “B” Honor Roll = 3.00-3.500

**Academic Letter**

Academic letters are awarded each semester to students in grades 7-12. Awards are determined by the final semester or course grade. The Academic Letter Committee has established an academic letter award for two levels. Requirements for lettering:

* “A” Academic Letter = 3.667 – 4.0
  + Grades 7 – 10: No lower than a B; no more than one B
  + Grades 11 – 12: No lower than a B; no more than two B’s
* “B” Academic Letter = 3.001 – 3.666
  + Grades 7 – 10 : No lower than a C; no more than one C
  + Grades 11 – 12 : No lower than a C; no more than two C’s

The grade point requirements and grade limitations must be met in order to receive the qualified letter. Awards are presented at the Academic Breakfast, which is held in the fall (2nd semester academic letter winners of the previous school year) and in the spring (1st semester academic letter winners), for letter-winners, parents, guardians, and interested community members. There is a charge for the breakfast (please refer to meal prices) however, award recipients eat free of charge.

**Incomplete Grades**

All incomplete grades must be made up within two weeks after the issuance of quarterly report cards, unless otherwise arranged with the principal and instructor. After the two-week period, the “I” will be recorded as an “F”.

**Credit Recovery**

Credit Recovery is an option for students who have failed a course and need to earn credits toward graduation. Credit Recovery options are Pass/Fail. If a student wishes to have a grade for GPA purposes, he/she must retake the entire course at Waubun High School. Credit Recovery options are offered beyond the regular school day or during the summer. Students may not schedule credit recovery courses during the regular school day unless approved by the high school principal. Students may not drop a course at Waubun High School and then sign up to take the same credit recovery course during the same semester.

**Progress Reports**

Each quarter, a mid-term progress report will be run for students in grades 4-12. Mid-term reports will be available for parents to pick up during parent-teacher conferences or will be mailed home.

**Report Cards**

Report cards will be mailed to all families after the end of each quarter. Parents who are not custodial guardians may request to have a report card and other school information mailed to them. The end of each quarter is indicated on the school calendar.

**Parent/Teacher Conferences**

Conference time is an excellent resource for families. They are important to connect with your child’s teacher to give you insight to your child’s school progress and student life at WOWE schools. Conferences for Ogema and Waubun Schools will be from 3:30-7:00. Ogema will be November 12 & 17 in the fall and February 18 & 23 in the spring. Waubun will be November 12 & 17 in the fall and February 23 & March 2 in the spring.

**Online Classes Procedure**

Students taking College in the High School online classes are considered the same as regular instructional students. Students must be in school during online class time and are to remain in the online classroom that is assigned.



SEPTEMBER 2021

**EDUCATION PROGRAMS**

**Alternative Learning Center (ALC)**

The Waubun School District ALC has been established to meet the needs of learners whose experience in traditional school has not been successful. The ALC may also assist students who are enrolled full-time in a regular school program but need to make up credits due to transfer or failure.

**ALC Eligibility**

To be eligible for ALC, students must either be a parent, or at least one year behind in satisfactorily completing high school coursework.

**Procedure for ALC Admittance**

Before a student will be admitted to the ALC, all student records must be obtained and evaluated and a meeting shall be conducted between the student, parent, ALC director, guidance counselor and others as necessary. All students admitted to the ALC must have a written plan for graduation on file with the Guidance Office. The plan must include the following:

* The pupil’s learning objectives and experiences, including courses or credits the pupil plans to complete each year and, for a secondary pupil, the graduation requirements the student must complete
* The assessment measurements used to evaluate a pupil’s objectives
* Requirements for grade level or other appropriate progression
* For pupils generating more than one average daily membership in a given grade, an indication of which objectives were unmet.

Any exceptions to the above procedures require a meeting with the parent, student, principal (or designee) and ALC director. All ALC admissions must be approved by the guidance counselor, ALC director, and the principal.

**ALC Attendance**

ALC students who are age 18 and older, are parents, or are doing independent study are required to have at least 6 contact hours of instruction with ALC teachers per week. In addition, it is expected that students will have 4 additional hours of independent study for every one hour of instruction and be making timely progress towards the completion of their courses. Failure to meet attendance and progress guidelines may result in students being dropped from the ALC.

All other ALC students are required to be in attendance full-time (35 hours or 90% of the week) unless alternate arrangements have been made and approved by Administration. Dual-enrolled students fall under these same guidelines and are accountable to the district attendance policies and procedures.

**Due Process for ALC Attendance and Progress:**

Phase 1: (30 hours of non-attendance AND/OR less than 6% per week per course completion rate):

Warning letter sent parents and student. Students must attend for 30 or more hours per week and must complete more than 6% of the assigned activities per the course pace chart.

Phase 2: (60 hours of non-attendance AND/OR less than 6% per week per course completion rate):

Parents and student must meet with the ALC Director and the High School Principal to develop an attendance plan; Notification of truancy.

Phase 3: (90 hours of non-attendance AND/OR less than 6% per week per course completion rate):

Drop from ALC letter is sent home containing the following information: Date student was dropped from the program and re-enrolled at Waubun High School; Notification of truancy.

**Indian Education (Title VI)**

The Indian Education Act (Title VI) provides funding for students with at least one grandparent who is an enrolled member in an Indian Tribe. The Waubun School District provides tutoring and instruction with Title VI funding. Federal guidelines prevent Title VI funds from being used to supplement any parental costs for pictures, fees, etc. If you have any questions, call the Director of Indian Education at Waubun School.

**Special Education**

Special Education services are available to help meet the needs of students on an Individualized Education Plan (IEP). To qualify for Special Education services, a student must meet state guidelines. The Waubun School District has a variety of specialists and therapists available to help meet the needs of our students. If you have any questions about the Special Education services provided and how your child may access these services, please call your child’s school office.

**Online College in the High School/Requirements**

Seniors:

* 2.8 GPA or better
* Pass the Accuplacer
* Cannot fail any High School courses or receive a D on any online college courses

Juniors:

* 3.0 GPA or better
* Pass the Accuplacer
* Cannot fail any High School courses or receive a D on any online college courses

Sophomores:

* 3.2 GPA or better
* Pass the MCA
* Cannot fail any High School courses or receive a D on any online college courses

*To participate in online courses you need to take and pass either the Accuplacer or MCA assessments the semester before you take the class.*

Accuplacer: Reading score of 78, math score (if applicable) of 85 (Elem Alg) or 60 or higher in Intermediate Algebra to be eligible for college level math.

MCA: Reading score of 850 or 1050 and above

**E- Learning Plan**

As Part of WOWE’s commitment to proving the highest quality education to our students, our district has opted to take advantage of e-learning days in the event of school closures due to inclement weather. The following information outlines our district’s current e- Learning plan:

1. **Communication**

* Advance notice of an e-learning day will be given as soon as possible. Parents/ Guardians will receive an automated phone call, email and optionally a text via the districts mass notification service. This notice will also provide instructions for accessing assigned e-learning activities.
* The district has developed a webpage that provides families additional information about e-learning days. This webpage can be accessed through the school’s website under *Public Information,* or by using this address. <https://www.waubun.k12.mn.us/o/waubunogemawhiteearthschoolsmn/page/e-learning--64>
* When an E-learning day is declared, teachers will be responsible for updating their google classroom or SeeSaw pages with information and instructions.

1. **Instruction**

* Learning activities will be delivered primarily online
* Learning activities will be in sync with current lessons, in order to ensure continuity of learning.
* Teachers will post assignments in Google Classroom or SeeSaw by 10:00 am that morning. These assignments will be self-directed, independent learning activities with specific consideration given to age and individual learning needs.
* Attendance will be taken, and is confirmed through the submission of student work, and/or participation in virtual meetings or chats.

1. **Other Considerations**

* Grade level teams will determine a standard protocol for assigning e-learning activities, and providing learning support.
* Students who receive Special Education services may receive communications on how their accommodations and modifications can support their engagement with e-learning Day activities. Special Education staff may also choose to share a list of 2-4 activities students can engage in at home to further progress toward IEP goals, through Google Classroom or SeeSaw, or by sending emails directly to families.
* In order to ensure equal access to learning, he district will provide a district device to access learning, and/or a mobile hotspot if necessary.



OCTOBER 2021

**GRADUATION REQUIREMENTS**

**Graduation Requirements**

Graduates of Waubun High School must earn a minimum of 28 credits in grades 9-12, including the following courses:

* 3 credits in Science (Biology, Physics & Chemistry)
* 3.5 credits in History/Social Studies (Civics, American History, World History, Economics)
* 4 credits in Math (Algebra 1 must be obtained by 8th grade)
* 4 credits in English
* 1.5 credits in Physical Education
* 1 credit in Health
* 1 credit in Technology
* 1 credit Senior Seminar
* 9 credits of elective courses – one credit must be in the area of dance, music, theatre, visual and/or media arts

Transfer students with different credit requirements will receive pro-rated credits to align with Waubun High School requirements. Special learning plans may modify this rule. Seniors are required to register for 8 credits during their senior year. Early graduation is not an option.

**Standards-Based Accountability Assessments**

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota’s academic standards and also meet the requirements of the Elementary and Secondary Education Act (ESEA). Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

The list below shows tests by subject along with the grades they are given in parentheses behind each subject.

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

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

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

Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. 120A.20, Subd. 1©/ A student’s plan under this section shall continue while the student is enrolled.

**Honor Graduates**

All students graduating from Waubun School District having a 3.667 cumulative GPA in courses completed in grades 9-12 will be designated Honor Graduate status. The cut-off for Honor Graduate GPA is the end of 3rd quarter of the senior year. Students participating in homeschool or alternative education are not eligible for class rank. Transfer students must maintain a 3.667 while in attendance at Waubun High School in order to qualify for honor graduate status. Waubun High School will honor a class Valedictorian. The Valedictorian will be the student with the highest grade point average and must also have an ACT score of 21 or better. Students must have completed a minimum of 16 credits at Waubun High School in order to qualify for Valedictorian.

**Graduation Ceremony Participation**

* Student must be enrolled full time in accordance with the regular attendance policy. Authorized programs include any Alternative Education program or the Post-Secondary Enrollment Options program (PSEO)
* ALC student credits must be completed by **May 1st** of the graduating year
* Student must have fulfilled all local and state graduation requirements, including state mandated tests
* Student must complete any detention assignments or any other disciplinary assignments
* Student must not have any unpaid fees or bills
* Student must attend graduation rehearsal as scheduled by administration.
* Students must be in good standing, meeting attendance and discipline expectations
* Students able to participate in the graduation ceremony who have not completed all the requirements will receive a diploma cover. Diplomas will be awarded only upon satisfactory completion of all graduation requirements.
* If a student is under the influence of alcohol or any other controlled substance prior to the graduation ceremony, they will be reported to law enforcement, restricted from the premises not allowed to participate in the graduation ceremony.

NOVEMBER 2021

**ATTENDANCE POLICIES**

**Attendance and Earning Credit**

Minnesota State Law requires that all persons under 18 years of age attend school. The Compulsory School Attendance Law states that all children between the ages 7-17, and ages 5 and 6 if they are enrolled in school, must attend school every day on time unless lawfully excused by the school. Students must be in attendance 90% of the time as required by the Elementary/Secondary Education Act. Students with less than 90% attendance may be recommended for retention.

If your child needs to be absent from school, please call his/her school attendance office. Students may be excused for up to 8 absences per year. All absences beyond the allowed 8 will be considered unexcused and subject to truancy. School-related activities such as contests and field trips are not considered absences and won’t count toward overall attendance. Under Minnesota law, school administration has the right to determine the validity of any request for an unexcused absence. Parents will be contacted by phone or mail when concerns arise about the number of absences or tardiness. Students who habitually miss the same class period(s) will be subject to truancy. Below are valid excuses to miss school:

* **Illness** – A parent or guardian must verify the illness (Doctor’s note required after three consecutive days of illness. Medical documentation required for all medical excuses after 8 cumulative days.)
* **Medical/Dental appointments** that cannot be scheduled outside of school hours (verification from the provider is required)
* **Extreme family emergency** – A parent or guardian must verify the absence (e.g. house fire, critical injury to parent/guardian, funeral of a close family member)
* **Court appearances** occasioned by family or personal action (verification is required)
* **Prior approval** by the school principal is required for absences due to travel
* **Active military duty** in any United States branch

**Missed Assignments Due to Absence**

It is the student’s responsibility to gather missed assignments and submit the completed work within the time specified by the teacher. Any request for missing work should be received by 11:15 a.m. so that it can be gathered by the end of the school day. Generally, assignments will be given to the student upon returning to school. This enables the teacher to give needed instruction and help the student complete the assignments successfully when he/she returns to school. The classroom teacher may recommend an alternate packet of work.

Work missed because of absence must be made up within two (2) school days for every day absent. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

**Tardiness**

Students arriving late to school must check in at the appropriate school office for an admit slip. Lunch detention will be assigned after three tardies to class and for each tardy thereafter, per quarter. More serious consequences will be imposed for excessive tardies to class or school, including a parent meeting with the goal of improving overall attendance issues. Teachers may have alternative or additional consequences for tardiness to their classes.

**Truancy**

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Truancy, for purposes of this policy, is the absenting of one’s self from school or class without the approval of the school. The Waubun School District will process all truancy in accordance to Minnesota Law (Minn. Statute 260A, 260A.02, 260A.23) and/or the White Earth Band of Chippewa Tribal Juvenile Justice Code. Parents will be notified by mail after three days of truancy in elementary grades (KG-6), or three or more class periods on three days in secondary grades (7-12). Parents and the appropriate county/tribal authorities will be notified of habitual truancy after seven days of truancy in elementary and seven or more class periods on seven cumulative days in secondary grades. Truancy reporting is based on cumulative days of truancy during any one school year. Any absence without parental contact will be considered truant.

**Safe Children Notification**

In order to protect our students against the growing problem of human trafficking in our area the school district will notify the County Attorney’s Office after 15 days of consecutive absences. If you do not want your child’s name released please contact the Waubun District Office.

DECEMBER 2021

**HEALTH SERVICES**

School Health Services are located in the main office of each school. Nursing services will be provided on a part-time basis through White Earth Public Health. All medical information is confidential and only for authorized personnel use.

**Immunizations**

Minnesota law requires that all children get vaccinated against certain diseases or have a legal exemption on file to enroll in school. Students entering 12th grade for the 2021-22 school year need to have documentation or a legal exemption for the booster dose of meningococcal vaccine (Most children received the initial dose of this vaccine when they entered 7th grade). Students/parents must provide the school with verification of the following immunizations: Hepatitis B, Polio, MMR, Tdap (DTaP), Varicella and Td booster. Additionally, seventh grade students will need their MCV immunization.

**Illness and Absences**

If your child is ill, please keep him/her home until they are not contagious or until your physician gives the “ok” to return to school and notify the appropriate school office. If a student must leave school due to illness or injury, the parents or guardian will be contacted by telephone. If a parent or guardian is not available, the emergency contacts on file will be contacted and asked to pick up the student.

**Head Lice Policy**

The Licensed School Nurse (LSN) or Health Assistant (HA) will screen for lice at the request of the parent or child, if the child is scratching their head more than usual, or if live lice are seen.

If live lice are found, a guardian will be asked to pick the child up from school. The child will remain in the health office until the parent arrives and will be re-screened upon return to school and after 1 and 2 weeks of return. Siblings will also be screened. It’s the guardian’s responsibility to rid their child of lice so the child may return to school. Guardians are encouraged to regularly inspect their child for lice and to contact families of playmates who may have been exposed to head lice.

If nits are identified but no live lice are found the child may return to class; students with no evidence of live lice will not be excluded from school. The LSN/HA will contact a guardian to inquire if the child has been treated for lice. If nits are less than ½ inch from the scalp, the LSN/HA will recommend the guardian remove the nits. If the nits are more than ½ inch from the scalp, no action is needed. Children will be excused from school one day for each occurrence of live lice. Days missed beyond one day for each occurrence will be unexcused absences. No child should be routinely absent from school due to head lice. Guardians are expected to treat promptly when needed and return the child to school the next day.

**Medication Administration Procedure**

* School personnel will only administer medications approved by the Federal Drug Administration. A licensed nurse or those designated by the principal and trained by the school nurse, may administer oral medication to a pupil per Minnesota Statutes 126.202.
* If a student self-medicates without proper notification to school officials, the school is not responsible.
* Administration of prescription medication must be given according to the written order by medical personnel licensed to write prescriptions in the State of Minnesota and written authorization of a parent/legal guardian.
* Prescription medication must be sent to school in a container labeled by the physician or pharmacy with the following information on the label: child’s full name, name and dosage of medication, time and directions for administration, instructions if any, physician’s name, date, pharmacy name and prescription number. Ask your pharmacy for an extra labeled bottle.
* Any over-the-counter medicine must have a doctor’s order to be given at school and parent’s written permission to administer and must be in the original container of purchase however, parents may come and administer these medications to their children themselves without a doctor’s order.
* All medications are stored in a locked area in the Health Office with access restricted to designated school personnel. Refrigeration is available for medications that require it.
* Medication will be administered at the designated time. Students in grades 7-12 will be responsible for requesting his/her medication at the appropriate time. Efforts will be made in elementary grades to teach students the responsibility of remembering their medications with minimal reminders.
* The Health Office will keep a medication chart for each medication order initiated per student and will place completed consent forms and medication charts in the student’s health record.
* If a student experiences a medication reaction appropriate first aid measures will be instituted with special emphasis to maintain an open airway, respiration and circulation. Emergency drugs will be given per the individual student health plan. Parents will be notified by telephone. If emergency medical care is required, school authorities may use their own judgment in calling the student’s physician or emergency services (911).

Secondary students may possess and use non-prescription pain relief in a manner consistent with the labeling, if the district has received a written authorization from the student’s parent/guardian permitting the student to self-administer the medication. The district may revoke a student’s privilege if it is determined the student is abusing the privilege.

JANUARY 2022

**BUS POLICIES**

The bus route is designed to provide student safety to and from school. Riding the bus is a privilege and not a right. Failure to follow bus rules may result in loss of bus privileges, Minn. Statute 123.7991.

At the bus stop students are asked to:

* Be on time. (It is recommended that parents accompany younger students to the bus stop for the first few days.)
* Board the bus only at your assigned pick-up point.
* Wait for the bus to come to a complete stop before attempting to board.

Student Behavior Expectations:

* Obey driver at all times
* Wait for bus off roadway
* Cross road in front of bus, never behind
* Keep head and hands inside bus
* Remain seated at all times
* Do not shout or use other loud noises that may distract the driver
* Use respectable language at all times
* Do not throw things
* Report to bus driver at once any damage observed
* Student will pay for any responsible damage to bus
* Keep bus clean

**Bus Passes**

Students are expected to ride their assigned bus. Bus passes will be issued to students who need to ride an unscheduled route. To obtain a bus pass the student should bring a note from home to the office before school starts stating what route he/she will need to ride and the location of the stop where they need to get off. Bus passes are subject to the maximum capacity of each bus and are restricted to scheduled stops on the bus route. **All bus pass requests must be received by the school office before 2:30pm daily**.

**Late Bus**

A late bus will be provided for students participating in after-school activities or athletics. The late bus departs from Ogema at 5:45 PM and from Waubun at 6:00 PM Monday through Friday. Students riding the late bus must get a pass from their supervisor or coach in charge of their attended activity.

**Bus Stops:**

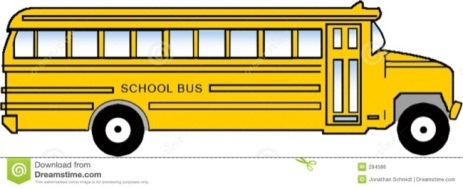
Route #1 - EZ One Stop, Bone's Bait Shop, Tulaby Lake Store, Elbow Lake Church, County Rd #4 to Brown's Baits

Route #2 - Ogema School, M & W in White Earth, So. Projects, RTC, East Projects, WE Lake (Swedberg's), Kay's Corner, Christian Retreat

**Class I Bus Offenses**

* Excessive noise
* Excessive horseplay
* Out of seat or standing while bus is in motion
* Spitting
* Possession of prohibited material
* Riding unassigned bus without permission
* Eating or drinking (at the driver’s discretion)
* Other offenses as reported by the driver

**Class I Bus Consequences**

* First bus report: Warning. Parent and administration are notified.
* Second bus report: (Grades PK-4) Student is suspended from the bus for up to three (3) days. Upon regaining bus privileges, the student may be assigned to a seat for two weeks or more at the bus driver’s discretion.
* Second bus report: Student is suspended from the bus for three (3) days. Upon regaining bus privileges, the student may be assigned to a seat for two weeks or more at the bus driver’s discretion. Parent and school official conference may be required.
* Third bus report (Grades PK-4): Student is suspended from the bus for up to five (5) days beginning the following day.
* Third bus report (Grades 5-12): Student is suspended from the bus for five (5) days beginning the following day and possibly for the remainder of the school year. A MANDATORY conference (including the student, parent, driver, and principal or designee) will be held to develop a behavior contract before the student’s bus privileges are reinstated. The student may have an assigned seat for the remainder of the year which will be at the bus driver’s discretion.
* Fourth bus report (Grades PK-4): Student is suspended from the bus for up to ten (10) days and possibly the remainder of the year. A MANDATORY conference (including the student, parent, driver, and principal or designee) will be held to develop a behavior contract before the student’s bus privileges are reinstated.
* Fourth bus report (Grades 5-12): Student will be removed from the bus for the remainder of the school year. The student will not be allowed to ride any other district school bus.

FEBRUARY 2022

**Class II Bus Offenses**

* Hanging out of window
* Throwing or shooting of any object
* Physical aggression against another person
* Use or possession of tobacco or controlled substance
* Vandalism (restitution will be made)
* Profanity, verbal abuse, harassment, obscene gestures
* Lighting matches, firecrackers, or any flammable object
* Holding or attempting to hold on to any exterior portion of the bus
* Tampering with the emergency door or other bus equipment
* Unauthorized entering or leaving through emergency door
* Spitting on others
* Other offenses as reported by the driver
* Any offense committed on any bus outside of regular transportation (activity bus, field trips) will be a minimum Class II first offense

**Class II Bus Consequences**

* First bus report (Grades PK-4): Student is suspended from the bus for up to three (3) days.
* First bus report (Grades 5-12): Student is suspended from the bus for five (5) days.
* Second bus report (Grades PK-4): Student is suspended from the bus for up to five (5) days. A MANDATORY conference (including the student, parent, driver, and principal or designee) will be held to develop a behavior contract before the student’s bus privileges are reinstated. The student may have an assigned seat for the remainder of the year which will be at the bus driver’s discretion.
* Second bus report (Grades 5-12): Student is suspended from the bus for up to ten (10) days. A MANDATORY conference (including the student, parent, driver, and principal or designee) will be held to develop a behavior contract before the student’s bus privileges are reinstated. The student may have an assigned seat for the remainder of the year which will be at the bus driver’s discretion.
* Third bus report (Grades PK-4): Student is suspended from the bus for ten (10) days and possibly the remainder of the school year.
* Third bus report (Grades 5-12): Student will be removed from the bus for the remainder of the school year. The student will not be allowed to ride any other district school bus.
* Fourth bus report (Grades PK-4): Student will be removed from the bus for the remainder of the school year. The student will not be allowed to ride any other district school bus.
* Severe Clause: In severe cases, where student(s) have been placed in danger as a result of bus misbehavior, the student(s) engaged in the misbehavior may be immediately removed from the bus for the remainder of the school year or longer.

**Behavior Consequences for Late or Activity Bus**

First bus report: Loss of late or activity bus privileges for the remainder of the school year.

When a student has suspended bus privileges, they MAY NOT RIDE ANY DISTRICT SCHOOL BUS for the duration of suspension.

**Spectator Bus Policy**

Spectator buses may be made available for selected out-of-town activities if there is enough interest. Student must sign up in the office and have parent or guardian permission. Students with previous disciplinary issues may not be allowed to ride the spectator bus. Students who miss the deadline for signing up will not be allowed to ride the bus. Students are expected to sit in the school’s cheering section and support their team. If a student wants to ride home with their parents or guardians, they must bring a written request to the principal at the time they sign up for the bus. If a student does not follow the spectator bus policy, they will not be permitted to ride the bus to future events.



MARCH 2022

**STUDENT BEHAVIOR EXPECTATIONS**

**Acceptable Technology Use**

The Waubun School District offers internet access for student classroom activities and career development. The district has the right to place restrictions on the material accessed and has installed software that is designed to prevent students from accessing inappropriate or unacceptable websites. The following rules exist to ensure that student use of the computer network is in compliance with the school district’s policy for Acceptable Use of Technology:

* All students are expected to follow copyright laws that provide legal protection to the author or creator of information or images
* Student use of the computers and computer network is only allowed when supervised by a staff member
* Always ask permission before using the computer
* Accessing files and/or documents of others is prohibited
* Attempting to log on to a computer or e-mail system by “cracking a password” is prohibited. Assisting others in violating this rule by sharing information or passwords is also unacceptable.
* Improper use of the computer network is prohibited. This includes games, accessing inappropriate information, selling or buying any products, political lobbying, using threatening or obscene language, and any type of illegal activities. If there is a question about the appropriateness of a computer activity, a teacher’s permission should be obtained.
* Use of personal e-mail, social media sites and the exchange of any personal contact information is prohibited

Violations of this policy will, in most cases, result in the loss of computer and network privileges. School disciplinary action, as well as other possible consequences, including referral to law enforcement agencies, may be imposed.

**Aerosol Cans**

Aerosol cans are prohibited from school. Violation of this policy will result in confiscation and may include disciplinary action.

**Alcohol/Tobacco/Drug Free Zone**

The School Board does not permit students to use or possess tobacco, tobacco-related devices, electronic delivery devices, alcohol, or narcotics on school premises, at school activities or on school buses, including medical marijuana or medical cannabis, even when prescribed by a physician. Possession and use of narcotics without a prescription is illegal at any age. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 18. In the event of any alcohol, tobacco or other drug violations, a school pre-assessment team is required to discuss each incident and make recommendations for follow-up actions for the student.

**Appropriate Language**

Students are expected to use appropriate language on school property. Any student who chooses to use offensive language, written, spoken, or demonstrated will be subject to disciplinary action as outlined in the disciplinary guidelines.

**Assembly Behavior Expectations**

During school assemblies, students are expected to listen, pay attention and not talk during presentations. Behaviors which are disrespectful toward school guests, performers, faculty or administrators will not be tolerated. Any student who fails to meet behavior expectations will be removed from said assembly, barred from the next two (2) assemblies and may be subject to additional discipline.

**Cell Phones**

**Ogema**

Cell phones brought to school will remain in lockers. Students are not permitted to use cell phones during the day. Cell phones will be confiscated if they are found during the school day and returned at the end of the day.

**Waubun Grades 4-8**

Cell phones brought to school will remain in lockers. Students are not permitted to use cell phones during the day. Cell phones will be confiscated if they are found during the school day and returned at the end of the day.

**Waubun Grades 9-12**

Cell phones should not be seen or heard during instructional time therefore, they will be turned off and collected by school staff at the beginning of each class. Cell phones will be confiscated if they are found in the locker rooms or restrooms at any time during the school day or in use at any time other than stated above. Our confiscated cell phone policy is outlined below.

* First offense and second offense: The phone will be returned to the student at the end of the day
* Third offense: All day in-school suspension and parent meeting scheduled. The phone will be returned to the student at the end of the day

**Dance Guidelines**

Dances are a privilege and students who wish to attend must abide by the guidelines. Students who have been suspended for one or more days, in or out of school, the week before a dance will not be allowed to attend. Students must be present in school for at least ½ the day of the dance (or the Friday before if the dance is on Saturday) in order to attend. Students attending a dance must arrive within the first hour of the dance. If students choose to leave the dance, they will not be re-admitted. Guests may be allowed to attend at the discretion of the district, provided a guest form is filled out a week prior to the dance. Specific dress codes and age or grade limitations will be implemented and enforced at dances.

APRIL 2022

**Dress Code**

We expect students to dress in a manner appropriate for school. We reserve the right to speak to students wearing inappropriate clothes and accessories. Students may be asked to change or cover inappropriate clothing. School dress code rules apply to physical education class as well. If students are noncompliant, consequences will occur. Inappropriate types of clothing that are unacceptable are as follows:

* Loose-fitting pants that are grossly oversized, with the inseam hanging less than four inches above the knee area or that display undergarments
* Shoes with wheels, roller blades or other roller-skate type shoes
* Clothing containing obscene or discriminatory language or images
* Clothing that promotes products or activities which are illegal for use by minors such as tobacco or chemicals
* Any objectionable images or words that communicate messages that could be construed as gang related
* Clothing that displays bellies, backs, breasts and bra straps (shorts and skirts should reach the end of fingertips); no strapless tops
* Caps, hats, scarves, or other headgear unless the day has been designated as a special event or exceptions have been approved by the principal
* Unnecessary outside garments
* Tennis shoes are required for physical education classes. Black soled shoes and slip-on shoes are not allowed in the gymnasium.

**Energy Drinks**

Energy drinks are not recommended for consumption by anyone under the age of 18. Energy drinks will not be permitted on the school grounds at any time. This includes all school and athletic buses.



**Extracurricular Activities**

The extracurricular programs at the Waubun School District are an important part of the school’s culture. Extracurricular activities are a privilege. Any student participating in these activities will conduct themselves in accordance with the regulations of the Minnesota State High School League and Waubun School Board policies. A complete description of eligibility rules and the Waubun High School activities policies will be given to participants at the beginning of each activity. Coaches and advisors may add requirements and consequences at their discretion. Students and parents will be made aware of any additional requirements and consequences in writing. Meetings will be held with coaches, families and students to distribute and review the contents of the handbook prior to the school year. If you have any questions, call the Waubun Activities Director.

**Food and Beverages**

No pop or soda is allowed on the school grounds during the regular school day unless pre-approved by the principal. Students may not eat or drink in the classrooms, playground, library, or corridors except for specially permitted occasions. Students may have bottled water in class.

**Harassment and Violence**

The district has adopted a policy that prohibits harassment or violence directed toward students or staff. Harassment may include, but is not limited to, name-calling, discriminatory jokes, rumors, sexual advances and unwelcome touching. Violence may be defined as any word, look, sign, or act that hurts a person’s body, possessions, dignity or security. Students who choose to harass, intimidate or behave in a violent manner will be disciplined accordingly.

**Hazing**

The school district has a policy that strictly prohibits hazing on and off school property, both during and after school hours. “Hazing” is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Any acts of hazing should be reported immediately to the principal or dean of students. School district officials or a designated third party will conduct an investigation. The district will take steps to protect the complainant or reporter. Appropriate disciplinary action will be taken after the investigation is complete.

**Outdoor dress**

It is important for students to dress appropriately for the weather. We believe that students need physical activity on a daily basis. Students in the elementary grades will go outside for a 15-30 minute recess period on most school days unless severe weather conditions are present. In addition, although the buses are heated, students should wear appropriate winter apparel in the event of bus problems.

**Prom**

Prom is a privilege and students who wish to attend must abide by the guidelines.

* Students who have been suspended for one or more days, in or out of school, the week before a dance will not be allowed to attend
* Students with 14 or more unexcused absences won’t be allowed to attend
* ALC students must be meeting their attendance requirements
* All students must attend school the day before prom
* Students must have enough credits to be considered a junior or senior
* Guests may be allowed to attend at the discretion of the district, provided they are a sophomore or freshman and have submitted a completed guest form at least one week prior to the prom

MAY 2022

**Pledge of Allegiance**

The 2003 Minnesota State Legislature made it mandatory for students in public schools to say the Pledge of Allegiance at least once a week. Individual classroom teachers may say the Pledge of Allegiance daily. Anyone who does not wish to participate in reciting the pledge may elect not to and everyone must respect another person’s right to make that choice.

**Personal Property**

It is unwise to bring valuables to school or to keep valuables in a locker. The school district is not responsible for any item that is lost or stolen at school or on the bus. If it is necessary to bring valuables to school, it is advised that the student check them in with the office.

**Personal Relationships**

School policy states that holding hands, kissing, hugging or hanging on each other is not acceptable or appropriate behavior on school property. Students violating this policy will be referred to parents or guardians.

**School Locks/Lockers**

All locks and lockers are property of the school and are provided to each 4-12 student at the beginning of the school year. Students are to use the lock and locker assigned to them. Any locker and lock changes must be made and approved by the school office. All locks are to be turned in at the end of the school year. Students will be charged the cost of the lock if lost or not returned and will not be assigned another until it is returned or paid for. Students should lock their lockers at all times. Personal locks will not be allowed. **NO EXCEPTIONS!** If a personal lock is found on a locker it will be removed.

Gym lockers are used to store clothing for physical education classes and extra-curricular sporting activities. Students are not allowed into gym locker

areas during the school day except when they are dressing for physical education classes.

**Searches**

Lockers, desks and students are subject to periodic searches by designated school personnel at any time, for any reason and without student consent or a search warrant. Personal possessions within a school locker or desk may be searched when school authorities have a reasonable suspicion that the search will uncover evidence that the student is in violation of the law or school policy.

**Trespassing**

Students who have been suspended and who refuse to leave school grounds or who return to school grounds before the suspension is complete may be charged with trespassing. Anyone asked to leave school grounds may be prohibited from returning to school grounds for a period not to exceed 6 months under Minnesota statute 609.605. Students who violate this policy will be considered trespassing and disciplined accordingly.

**Use of Trained Dogs**

The district may use specially trained, non-aggressive dogs to alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person. The above inspections may be made at the discretion of the administration. Trained dogs sniffing cars and lockers do not constitute a search under the Fourth Amendment. If a student refuses to consent to search of a vehicle, local law enforcement may obtain a search warrant based on a dog’s alert on the vehicle. If any contraband is found in a vehicle, appropriate police action will be taken. If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than school policy.

**Weapons Free Zone**

Students may not possess weapons of any kind, including look-alikes, on school property. A violation will result in immediate suspension from school pending review for expulsion from school. The incident will be reported immediately to local law enforcement officials. Weapons violations on school property are considered a felony in the state of Minnesota.



JUNE 2022

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

**PURPOSE** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

**GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. 514-2

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district’s policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

**DEFINITIONS** 514-3 For purposes of this policy, the definitions included in this section apply.

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

1. Harming a student or a group of students;

2. Damaging a student’s or a group of students’ property;

3. Placing a student or a group of students in reasonable fear of harm to person or property;

4. Creating a hostile educational environment for a student or a group of students; or

5. Intimidating a student or a group of students.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to

JULY 2022

school grounds, school bus stops, school buses, school vehicles, school contracted

vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

**REPORTING PROCEDURE**

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school 514-4 district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.**SCHOOL DISTRICT ACTION**

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the 514-5 Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

**REPRISAL** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

**TRAINING AND EDUCATION**

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

**NOTICE** The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

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**INITIAL RESPONSE AND REPORTING**

School Principal: School principal or designee (“principal/designee”) is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent.

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved as appropriate to the context.
2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee as deemed appropriate.
3. Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

**INVESTIGATION**

Information Pertaining to Bullying Incidents:

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school’s legal obligations.

*https://sites.google.com/a/waubun.k12.mn.us/bombers/home/district-home-site/policies*

Procedure:

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

1. The developmental ages and maturity levels of the parties involved.
2. The level of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences or past or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

**REMEDIAL RESPONSE**

The principal/designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying.

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student’s history of prohibited conduct and performance.

When a student engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student’s behavior and developmental age.

When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

**PROFESSIONAL DEVELOPMENT AND EDUCATION**

School Employees: The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. A review of the district’s reporting requirements related to bullying.

Students: The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child’s 504 or IEP team, the school district shall allow the child’s individualized education program or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

**DISCIPLINE POLICIES**

**Discipline Policy and Procedure**

We believe all students can behave appropriately in school. Therefore, we will not tolerate behavioral disruptions to our learning environment. Students may be sent to the office immediately for being insubordinate, harming other students or destroying school property. If a student is unable to demonstrate PRIDE (Positive Choices, Respect, In Control, Do Your Best, Encourage Others) and disrupts learning for other students, adults will:

* Re-direct, work with and ensure that student fully understands the expectations
* Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations
* Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
* Refer to Circle or Conflict Resolution/Restorative Measures or other proven processes
* Determine if there are extenuating physical, emotional or mental challenges
* Submit referral as required
* Move to remove from class, suspension, or expulsion

ADDITIONAL DISCIPLINE INFORMATION

* Reasonable Force Statement–Administrators, teachers, school bus drivers, and other staff of the school may use reasonable force with students, when necessary, in compliance with Minnesota Statute 121A.582 and other laws.
* Special Education or Disabled Students – Consequences for Special Education or disabled students may be adjusted, as required by federal and state laws and regulations and/or the student’s individual education plan (IEP), when appropriate. Special Education students and their parents may request modification of these policies and accommodations when appropriate.
* Law Enforcement Referral –Administrators will involve the police or other law enforcement authorities as necessary; if a student violates a district policy that also violates a law, the student will be referred to the law enforcement.
* Unique Situations – Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances may call for an adjustment in the discipline policies to meet the school’s needs.
* Off Campus Behavior –Any behavior that substantially disrupts school order, even if it does not occur on school property, may be subject to disciplinary action by school administration.
* No Privilege List –Students may be placed on a no-privilege list at the discretion of the principal or the dean of students. Students will not be allowed to leave class during the period except for limited purposes and may lose other privileges as well.
* Lunch/Homeroom Detention and After School Detention –Failure to serve assigned detention will result in additional consequences.
* In-School Suspension –Students who are assigned to in-school suspension but do not behave appropriately at in-school suspension will either receive additional consequences or will spend the remainder of the suspension time out of school.
* Modification of Consequences – Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.
* Tenneson Warning –School officials may need to speak with students to determine whether attendance and disciplinary policies have been violated. Although students do not have to provide information to school officials, the expectation is that all students will cooperate with school officials during any investigation. Students who do not cooperate are subject to disciplinary action.

**Discipline Action Options**

Inappropriate classroom behavior that is ongoing and/or disrupts the learning of other students, and is not corrected by teacher intervention may require other disciplinary action. Below is a list of possible disciplinary actions that may occur when student behavior interferes with the educational process.

* Confiscation of items not appropriate for school
* Removal from class
* Meet with teacher, counselor, dean or principal
* Lunch, homeroom, or after school detention
* In-school or out of school suspension
* Parental conference
* Loss of school privileges
* Schedule adjustment or modified school programs
* Financial restitution
* Referral to police or other authorities
* Expulsion
* Other disciplinary actions deemed as appropriate by school administration

**Suspension – Expulsion**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26 – 127.40, commonly known as Minnesota Pupil Fair Dismissal Act. Under the provisions of the law, students may be suspended or expelled from school for any of the following:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student, or other students or school property. Expulsions may be imposed by the School Board upon recommendation by the Expulsion Review Committee (which may be composed of at least four of the following: superintendent, principal, dean of students, school social worker, school counselor, district American Indian advocate). Expulsions may be for the remainder of the school year or less, or, in the case of bringing a firearm to school, 365 days from the date of the incident.

A student who wants to re-enter school following an expulsion must make application for re-admittance to the Waubun or Ogema School Office prior to the beginning of the school year following the incident.

**Discipline Guidelines**

All disciplinary action is subject to the discretion of the principal. Below are general guidelines that provide a range of penalties, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses at each level may be subject to the strictest disciplinary action at each level, at the discretion of the principal.

**Swearing/Vulgar Language Consequence**

Profanity, including gestures or substitutes, is not allowed at any school event.

Waubun 1st Offense **-** One day in or out of school suspension

Waubun 2nd Offense **-** Up to three days of in or out of school suspension

Waubun Subsequent Offenses **-** Up to ten days of in or out of school suspension

Ogema 1st Offense **–** Warning/detention

Ogema 2nd Offense **–** Detention/up to 1 day of in-school suspension

Ogema Subsequent Offenses **–** Up to 5 days of in-school suspension

**Level I Offenses**

* Aggressive behavior
* Cheating (includes loss of credit)
* Computer misuse (minor incident)
* Disrespectful behavior
* Dress code
* Forgery/falsification of information
* Gambling
* Gang symbols (drawing, displaying)\*\*
* Insubordination
* Leaving school grounds
* Nuisance devices (toys, slime, media devices, laser lights, etc.)
* Public display of affection
* Scuffling/horseplay
* Skipping Class
* Trespassing\*\*

**Ogema Level I Consequence**

1st Offense **-** Warning

2nd Offense **-** Noon Detention

3rd Offense **–** Detention/in-school suspension

Subsequent Offenses **–** Detention/up to ten days of in or out of school suspension

**Waubun Level I Consequence**

1st Offense **-** Warning/Detention

2nd Offense **-** Up to three days of in or out of school suspension

Subsequent Offenses **-** Up to ten days of in or out of school suspension

\*\*Gang symbols and trespassing are referred to law enforcement.

**Level II Offenses**

* Bullying (includes cyber bullying)
* Computer misuse (major incident, ie pornography/damage)
* Fighting or instigating a fight
* Harassment
* Leaving school grounds without permission
* Possession of drug paraphernalia
* Smoking/possession of tobacco
* Stolen property theft/possession
* Threatening or intimidation of student/staff
* Vandalism

**Ogema Level II Consequence**

1st Offense **-** Warning/Detention/ISS

2nd Offense **-** Up to three days of in or out of school suspension, possible referral to law enforcement

3rd Offense **-** Up to five days of in or out of school suspension, possible referral to law enforcement

Subsequent Offenses **-** Up to ten days of in or out of school suspension, referral to law enforcement, and possible referral to the expulsion review committee to review for expulsion recommendation

**Waubun Level II Consequence**

1st Offense **-** Up to three days of in or out of school suspension, possible referral to law enforcement

2nd Offense **-** Up to five days of in or out of school suspension, possible referral to law enforcement

Subsequent Offenses **-** Up to ten days of in or out of school suspension, referral to law enforcement, and possible referral to the expulsion review committee to review for expulsion recommendation

**Level III Offenses**

* Burglary
* Disorderly conduct (student does not respond to staff interventions)
* Extortion
* Hazing
* Physical assault on student/staff
* Possession of ammunition
* Reckless driving (on or around school property)
* Under the influence of alcohol/drugs (on or at school property)

**Ogema and Waubun Level III Offense Consequence**

1st Offense **-** One to five days of in or out of school suspension, possible referral to law enforcement, restitution when appropriate, possible referral to the expulsion review committee to review for expulsion recommendation

Subsequent Offenses **-** One to 10 days of in or out of school suspension, referral to law enforcement, and referral to the expulsion review committee to review for expulsion recommendation

**Level IV Offenses**

* Alcohol possession or distribution on school property
* False fire alarms/bomb threats/setting fires (includes firecrackers and other incinerating devices, chemical or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers)
* Illegal drugs/marijuana possession or distribution on

school property

* Weapon possession (includes look-alikes)
* Sexual criminal conduct

**Ogema and Waubun Level IV Consequence:** 10-15 days out of school suspension, referral to law enforcement and referral to the expulsion review committee to review for expulsion recommendation

**STATEMENTS & NOTICE**

**Statement of Rights**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, the Confidentiality of Information sections of the regulations implementing the Education of all Handicapped Children Act of 1975 and the Data Management Policy of Waubun Independent School District 435:

* The right, if asked to provide private or confidential data, to be informed of (a) the purpose and intended use of the data within the school system; (b) whether he/she may refuse or is legally required to supply the requested data; (c) any known consequences data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.
* The right to inspect and review the student’s education record.
* The right to explanations and interpretations of the record.
* The right to have a representative of the parent or eligible student inspect and review the records.
* The right to exercise a limited control over other people’s access to the student’s education record.
* The right to seek to correct the student’s education record in a hearing is necessary.
* The right to report violations of the rules and regulations, cited above, to the Department of Education.
* The right to be informed of the above rights.

All rights and protections given to parents under the above statutes, regulations and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. Parents or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the principal or superintendent of schools.

**Discrimination in Programs and Employment Title IX**

It is the policy of Waubun School District not to discriminate on the basis of gender in its educational programs, activities or employment policies required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Lisa Weber, Superintendent of Schools at Waubun Independent School District No. 435, 1013 Third Street, PO Box 98, Waubun, MN 56589. Telephone (218) 473-6171.



**Grievance Procedures – Title IX**

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the person designated to handle complaints.
2. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. The designated official shall make a decision and such decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.
3. If the designated official finds that the complaint is justified he/she shall initiate action to rectify the complaint.
4. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
5. If the complainant is not satisfied with the findings of the designated official an appeal may be made to the Board of Education. The appeal must be represented in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.
6. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant’s behalf. The designated official will present the findings of the investigation called for in Step 2. The board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

If the complainant is not satisfied with the decision of the board, an appeal may be made to the Office for Civil Rights.

**Policy 615, Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving financial assistance. The act defines a person with a handicap as anyone who:

* Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
* Has a record of such impairment
* Is regarded as having such impairment.

It is the policy of the Waubun School District not to discriminate on the basis of handicap in admission or access to, or treatment or employment in its programs and activities. The person responsible for assuring that the district and buildings comply with Section 504 is Eric Martinez, Waubun School, 1013 3rd Street, Waubun, MN 56589. Telephone (218) 473-6173.

**Section 504 Grievance Procedures**

The grievance procedure for alleging violations under Section 504 are as follows:

1. The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with Eric Martinez, 504 Coordinator within five (5) school days. The 504 Coordinator will promptly attempt to resolve the matter among the affected parties.
2. If the 504 Coordinator is unable to resolve the grievance, she shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days from the date of filing the grievance.
3. If the complainant wishes to appeal the decision of the local Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school days.
4. If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent’s response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) school days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting.
5. If at this point the grievance has not been resolved satisfactorily, further appeal may be made to the Office of Civil Rights.

**413 Harassment and Violence Policy**

*[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE’s policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person’s race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person’s race, color, creed, religion, national origin, sex, gender age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

**III. DEFINITIONS**

A. “Assault” is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or

3. Otherwise adversely affects an individual’s employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor’s legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

1. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
2. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
3. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
4. In Each School Building. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
5. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
6. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
7. In the District. The school board hereby designates the building principal as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.[[1]](#footnote-1)
8. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
9. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.
10. Use of formal reporting forms is not mandatory.
11. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
12. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
13. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
14. False accusations or reports of violence or harassment against another person are prohibited.
15. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

**V. INVESTIGATION**

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**VI. SCHOOL DISTRICT ACTION**

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child’s individualized education program (IEP) or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in acts of harassment or violence.

**VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**Minnesota Office:**

Office for Civil Rights

US Department of Education

Citigroup Center

500 W Madison Street, Suite 1475

Chicago, IL 60661-8339

Phone: (312) 730-1560

Fax: (312) 730-1576

TDD: (800) 877-8339

Email: [*OCR.Chicago@ed.gov*](mailto:OCR.Chicago@ed.gov)

Online: *http://www2.ed.gov/about/offices/list/ocr/complaintintro.html*

**National Headquarters:**

US Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg.

400 Maryland Avenue, SW

Washington, DC 20202-1100

Phone: (800) 421-3481

FAX: (202) 453-6012

TDD: (800) 877-8339 Email: [*OCR@ed.gov*](mailto:OCR@ed.gov)

**WAUBUN PUBLIC SCHOOLS**

**Independent School District 435**

Non Profit

Organization

US POSTAGE

**PAID**

Waubun, MN 56589

PERMIT #1

**1013 3rd Street**

**PO Box 98**

**Waubun, MN 56589**

**BOXHOLDER**

1. In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board. [↑](#footnote-ref-1)