Backpacks and Blankets
Backpacks, blankets and other items that may be considered a safety hazard or distraction must be kept in the student’s locker during the school day unless approved by principal.

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.

Building Access, Closed Campus Policy and Restricted Areas
All outside doors will remain locked at all times. Students and parents are asked to please try to refrain from accessing the building during the restricted, locked times. Visitors are asked to buzz for entry and check in at the office.

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 5th and 6th grade wing at any time, with the exception of supervised activities.

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.

Communication through Skyward Family Access
A wealth of information on your performance is available through Skyward Family Access. With username and password, your parents or guardians may access your grades, attendance, discipline and lunch account along with easy e-mail access to teachers at school.

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 be picked up during the school day, a parent or guardian should contact the school attendance office to release the student. Only parents, legal guardians and emergency contacts may sign students out from school. If someone else will pick a student up, the school office staff must be informed before the child will be released.

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 Skylert. In addition, notice will be made over the following television and radio stations: KFGO (790 AM), KDLM (1340 AM & 790 FM), KKCO (1480 AM & 107.1 FM), KRJB (106.3 FM), KRJN (101.5), WDAY (970 AM, 94 FM, 95 FM); TV channels 4, 6 & 11.

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.

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.

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

<table>
<thead>
<tr>
<th>Grade</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>F</td>
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Uniform Course Grades

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<td>A-</td>
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</tr>
<tr>
<td>B</td>
<td>86.99-83</td>
<td>72.99-70</td>
</tr>
</tbody>
</table>

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.

- Project Lead the Way courses (Intro to Engineering & Design, Computer Integrated Manufacturing, Civil Engineering & Architecture, Principles of Engineering)
- 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 2 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.

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.

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)

MCA for Graduation Requirements
High school students enrolled in grade 8 in the 2016-17 school year or later are required to demonstrate their understanding of required academic standards on state developed reading, and math tests as a condition of graduating from high school; effective for students entering grade 9 in the 2017-18 school year.

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 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.

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 you need to be absent from school, please contact the 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. 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 cases of 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 may be imposed for excessive tardies to class or school. 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.

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. Statue 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
• No shouting or loud noises that may distract the driver
• Use respectful 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 2:30 PM daily.

Late Bus
A late bus will be provided for students participating in after-school activities or athletics. The late bus departs from Waubun at 5:30 PM and from Ogema at 5:45 PM Monday through Friday. Bus stops include Ogema School, White Earth Dispatch, Taylor Baits & the Lutheran Church in Elbow Lake Village. Students riding the late bus must get a pass from their supervisor or coach in charge of their attended activity.
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 principal are notified.
• 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: 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: 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

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: Student is suspended from the bus for five (5) days.
• Second bus report: Student is suspended from the bus for 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 school year which will be at the bus driver’s discretion.
• Third bus report: 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.

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
• 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. Violations 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, 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
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 rest rooms 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 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.

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
• Caps, hats, scarves, or other headgear unless exceptions have been approved by the principal
• Coats or heavy jackets
• Tennis shoes are required for phy-ed classes. Black soled shoes and slip-on shoes are not allowed in the gymnasium.

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 athletic policies will be given to athletes 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 Athletic 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, library or corridors except for specially permitted occasions. Students may have bottled water in class. 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.

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 must not have a suspension of 1 or more days, in or out of school during the week prior to the dance.
- 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

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 5-12 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. 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 subject to removal.

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
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 terrifying 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. S14-2

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 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-S 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.

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.

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.
- Tennison 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:
A. Willful violation of any reasonable school board regulation.
B. Willful conduct which materially and substantially disrupts the rights of others to an education.
C. 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 unacceptahle 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.
1st Offense - One day in or out of school suspension
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

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

Level II Offenses
• Bullying (includes cyber bullying)
• Computer misuse
• 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

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)

Level III 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

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