

The Wheaton Board of Education approved this handbook and its contents on **July 9, 2018**. Wheaton Area Schools reserve the right to make changes or amendments during the school year. The changes will be posted in the office of the principal and/or on the school's web site.

### **DISTRICT VISION**

The Wheaton Area Schools will work together with our community to provide a rich and rigorous curriculum which will challenge and support our students as they achieve academic excellence. WE will foster a safe and secure environment for the success of ALL while remaining progressive and financially accountable.

### **DISTRICT GOALS**

- I.** We will explore curriculums and implement best practices to meet the academic and social needs of our students.
- II.** We will communicate consistent expectations for all, while providing a positive and respectful school culture in a welcoming environment.
- III.** We will work together as a school community, to remain fiscally responsible and forward thinking in our actions.

### **NOTICE OF NON-DISCRIMINATION**

The Wheaton Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator

Daniel Posthumus  
1700 3<sup>rd</sup> Ave South, Wheaton, MN 56296  
320-563-8282  
[dposthumus@wheaton.k12.mn.us](mailto:dposthumus@wheaton.k12.mn.us)

Section 504 Coordinator

Heidi Rinke  
1700 3<sup>rd</sup> Ave South, Wheaton, MN 56296  
320-563-8282  
[hrinke@wheaton.k12.mn.us](mailto:hrinke@wheaton.k12.mn.us)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **EQUAL EDUCATIONAL OPPORTUNITY**

#### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district. Please refer to the Equal Educational Opportunity Policy on the district website for complete grievance procedures.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Students with disabilities are entitled to a free appropriate public education that includes general education, special education, and/or related aids and services.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute

violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

- C. This policy applies to all areas of education, including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school official as provided by policy. Any inquiry or complaint should be referred to the following:

Title IX Coordinator

Daniel Posthumus  
1700 3<sup>rd</sup> Ave South, Wheaton, MN 56296  
320-563-8282  
[dposthumus@wheaton.k12.mn.us](mailto:dposthumus@wheaton.k12.mn.us)

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Heidi Rinke  
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*Legal References:* Minn. Stat. Ch. 363 (Minnesota Human Rights Act); Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment and Violence Policy); 42 U.S.C. 12101 et. seq. (Americans with Disabilities Act). *Cross References:* Wheaton Policy 402 (Disability Nondiscrimination); Wheaton Policy 413 (Harassment and Violence); Wheaton Policy 521 (Student Disability Nondiscrimination); Wheaton Policy 522 (Student Sex Nondiscrimination).

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Wheaton Area Schools assure that student records will be kept confidential and will not be released by the school without written consent of a parent, guardian, or student if over 18 years of age.

Parents/guardians and students over 18 years of age may inspect the records of that student. School district staff, on a need to know basis, with access to student records will be identified by title.

Each file will include a record of access signed by as staff member whenever the file is withdrawn. Also, the parent or student over 18 years of age has a right to appeal anything in that file that is considered incorrect.

**SPECIAL EDUCATION/SECTION 504 SERVICES**

It is the policy of the Wheaton School District to provide a free and appropriate public education for all children with disabilities within its legal jurisdiction (ages 0 to 21), regardless of type or severity of the disabling condition. It is the intent of the District to ensure that students with a disability who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, assessed, and provided appropriate educational services.

In accord with this statement, a student with a disability is one who (a) has physical or mental impairment that substantially limits one or more major life activity(s), (b) has a record of such impairment, or (c) is regarded as having such impairment. Students may be disabled under Section 504 even though they do not require services consistent or pursuant with the Individuals with Disabilities Act (IDEA).

At the direction of the 504 Compliance Officer or building principals, each school site will coordinate its efforts to comply with Special Education and Section 504 regulations. The following person has been designated to handle Section 504 and Special Education questions:

Heidi Rinke  
1700 3<sup>rd</sup> Ave South, Wheaton, MN 56296  
320-563-8282  
[hrinke@wheaton.k12.mn.us](mailto:hrinke@wheaton.k12.mn.us)

The District's special education system in cooperation with the Midwest Special Education Cooperative provides a Total Special Education System for the District. This system allows for annual review and evaluation.

If you have any questions concerning the special education programs, please contact your local school administrator or Todd Travis, Director of Special Education, Midwest Special Education Cooperative, 203 South Columbia Avenue, Morris, Minnesota 56267, phone (320) 589-4248.

#### **GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. The school board hereby designates Dan Posthumus, 1700 3<sup>rd</sup> Ave South, Wheaton, MN 56296, 320-563-8282, [dposthumus@wheaton.k12.mn.us](mailto:dposthumus@wheaton.k12.mn.us), as the school district Human Rights Officer to receive reports, complaints, or grievances of unlawful discrimination. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Wheaton School Board Chair.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

#### **INVESTIGATION**

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability

discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

### **APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

### **SCHOOL DISTRICT ACTION**

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### **RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

## **CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

## **DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

### **TITLE IX COORDINATOR**

Dan Posthumus  
1700 3<sup>rd</sup> Ave South  
Wheaton, MN 56296  
320-563-8282  
dposthumus@wheaton.k12.mn.us

### **SECTION 504 COORDINATOR**

Heidi Rinke  
1700 3<sup>rd</sup> Ave South  
Wheaton, MN 56296  
320-563-8282  
hrinke@wheaton.k12.mn.us

## **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 agencies listed below or initiating action in state or federal court.

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

U.S. Department of Education  
Office for Civil Rights, Region V  
500 W. Madison Street – Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

## **EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching service to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **CRISIS MANAGEMENT PLAN**

In conjunction with law enforcement and community members, the Wheaton Area Schools developed the Crisis Management Plan to prepare the school for a multitude of disasters. The crisis plan is outlined in an easy-to-read flip chart that is kept in all the classrooms and offices.

The purpose of this Crisis Management Plan is to act as a guide for Wheaton Area Schools' district building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situation in the school district. The procedures will provide guidance to each school building in drafting crisis

management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district.

The Wheaton Public School District’s Crisis Management Plan has been created in consultation with local law enforcement agencies, the ministerial association and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

Bethlehem Covenant Church will be the emergency safe area for students of Pearson Elementary School. St. John’s Lutheran Church will be the emergency safe area for middle and high school students. Emergency management plans will be placed in each school classroom and work area.

**THE SCHOOL DAY**

The high school and middle school (grades 6-12) hold classes Monday through Friday from 8:30 a.m. to 3:15 p.m. The school has a closed noon hour for grades 6-8. Students in grades 9-12, after submitting a signed permission form to the office, will be able to leave the school campus for lunch. If a permission form is not turned in, a student may not leave campus for lunch. 9-12 grade students, if leaving for lunch, will be expected to be on time for the beginning of 5<sup>th</sup> hour. Chronic tardiness after lunch will result in a student’s approved privileges to leave school for lunch to be revoked.

**COLLEGE CLASSES AND WEIGHTED GRADING**

Wheaton High School and Middle School use the following grade scale to recognize the achievement of enrolled students and calculate GPA’s. Weighted grades apply to WHS classes that have universal college acceptance. Classes currently offered that receive weighted grade status are: College Calculus, College Algebra, College Trigonometry/Functions, College English, College Speech, College Biology and College Psychology. A list of these classes are in the High School Office. Weighted grades apply to class rank and honors.

\*Year-long college class that meet every other day still receive .5 credit per semester

**Grading Scale (Standard Classes vs. College-credit Classes)**

<u>Letter Grade</u>	<u>Standard Class</u>	<u>College Class</u>
A	4.0	5.0
A-	3.67	4.67
B+	3.33	4.33
B	3.0	4.0
B-	2.67	3.67
C+	2.33	3.33
C	2.0	3.0
<u>Letter Grade</u>	<u>Standard Class</u>	<u>College Class</u>
C-	1.67	2.67
D+	1.33	2.33
D	1.0	2.0
D-	.67	1.67
F	0	0
I*	0	0

\*Incomplete quarter and/or semester grades must be completed by 2 weeks after the end of the quarter/semester or the grade will automatically be changed to an “F”. Extended medical absences will be considered on an individual basis. There will be NO incomplete grades given at the end of the fourth (4<sup>th</sup>) quarter.

## UNIVERSAL GRADING SYSTEM

Wheaton Area MS/HS has implemented a Universal Grading System for all courses taken at the middle school or high school level. The only exception will be if an approved course for weighted grade has a university requirement for another grading scale. The scale will be as follows:

A = 100%-94%	A- = 93%-90%	B+ = 89%-87%
B = 86%-83%	B- = 82%-80%	C+ = 79%-77%
C = 76%-73%	C- = 72%-70%	D+ = 69%-67%
D = 66%-63%	D- = 62%-60%	F = 59 and below

### “A” Honor Roll

Students must obtain a grade point average of 3.67 to be placed on the A Honor Roll. An honor roll will be published recognizing these students each quarter.

### “B” Honor Roll

Students with a minimum of 3.00 average with no grades below a “C-” will be listed on the B Honor Roll.

## HONOR STUDENTS

Wheaton High School has implemented a new honors system. All honors will be taken from the final cumulative grades earned in grades 9 through three quarters of grade 12.

Students who achieve a 3.600-3.799 GPA will graduate with the status of Cum Laude.

Students who achieve a 3.800-3.999 GPA will graduate with the status of Magna Cum Laude. Students who achieve a 4.000 and above will graduate with the status of Summa Cum Laude.

## ACADEMIC LETTERS

Students in grades 9-12 who average 3.8 GPA based on the four quarters of the school year qualify to receive a Wheaton Academic Letter

## SENIOR HONORS

To be eligible to receive Wheaton Area High School senior honors or graduation with honors, a student must be a full time student (at least 6 credits/semester) at Wheaton Area High School for a minimum of their senior year or one full school year immediately prior to enrollment as a full time Post-Secondary Enrollment Options student. A student who is enrolled as less than full time as a Wheaton Area High School student must have a total enrollment that is equivalent to full time student status. Students transferring from another public, private or state-approved home school would receive full credit for grades recorded on their official transcript. A transfer student must be enrolled as a full time student with the Wheaton Area High School prior to October 1 of their last year at Wheaton Area High School to be eligible for senior awards.

## MINNESOTA HONOR SOCIETY

Induction into the Wheaton chapter of the Minnesota Honor Society requires consideration of the following criteria:

- \* **Scholarship.** Students must have maintained a cumulative academic average of more than 3.30.
- \* **Service.** Potential members must submit a list of their services to the selection committee. Out of school projects are also considered.
- \* **Leadership.** Potential members must also include leadership activities on the same list.
- \* **Character.** Character is defined as integrity, positive behavior, cooperation and ethics.

## GRADUATION REQUIREMENTS

Students of Wheaton Area High School are required to take the following courses during grades 9-12. A list of qualifying courses for graduation are in the HS office.

**-4 credits of English**

**-4 credits of Social Studies** (.5 World Geography, .5 Civics, 1 year each of US History and World History, .5 Economics, .5 Sociology)

**-3 credits of Science** (.5 Intro to Chemistry, .5 Intro to Physics, 1 year of Biology and a year of either Chemistry or General Chemistry)

**-3 credits of Mathematics** (Geometry, Algebra II, and a year of either Advanced Algebra or College Algebra/College Trigonometry and Functions)

**-1.5 credits of Physical Education**

**-1.5 credit of Health Education**

**-1 credit of Fine Arts designated courses** (Concert Band, Concert Choir, Painting, Digital Media, Drawing, Sculpture/Pottery, Sewing, Interior Design, Metals, Architectural Drafting)

## MINNESOTA COMPREHENSIVE ASSESSEMENTS

\*National College Entrance Exam Participation:

Junior and Senior students are encouraged to participate in a nationally recognized college entrance exam for career and college readiness. Juniors (class of 2020) will be offered the opportunity to participate in a school day, district-provided ACT with Writing examination during the spring of 2019. Seniors (class of 2019) participated in this exam as part of graduation eligibility during the spring of 2018; *seniors who did not participate in the state ACT during their junior year will be offered the opportunity to sit the school day, district provided exam in the spring of 2019.* Students with a disability may qualify for accommodations for college entrance or placement exams, such as the Accuplacer/ACT. For details, talk to the testing coordinator or visit the following websites:

[www.act.org](http://www.act.org)

<http://act.org/app/minnesota/act.html>

[www.collegeboards.com](http://www.collegeboards.com)

## EMERGENCY CLOSING PROCEDURE

The following radio and television stations are used by Wheaton Area Schools to announce school closings or late starts due to inclement weather conditions:

**Radio**

- KMRS Radio (Morris) 1230 AM/95.7 FM
- WCCO (Minneapolis) 830 AM
- KBMW (Breckenridge) 1450 AM
- KFGO (Fargo) 790 AM

**Television**

- WCCO (Minneapolis) Channel 4
- KELO (Sioux Falls) Channel 3
- KSFY (Sioux Falls) Channel 9
- KSTP (Minneapolis) Channel 5
- FOX 9 (Minneapolis) Channel 9
- KARE 11 (Minneapolis) Channel 11
- KVLV (Fargo) Channel 11
- KXJB (Fargo) Channel 4



**MEAL PRICES (Elementary, Middle School/High School)**

	<b>Lunch:</b>		<b>Breakfast:</b>	
	Elem.	MS/HS	Elem	MS/HS
20 Student Meals	\$45.00	\$49.00	\$25.00	\$25.00
Single Student Meal	\$2.30	\$2.50	\$1.25	\$1.25
Single Adult Meal	\$3.85	\$3.85	\$2.25	\$2.25

**EXTRA-CURRICULAR PARTICIPATION FEES**

All students who participate in school sponsored extra-curricular activities will pay a fee prior to their participation. The amount of the fee will be determined by the activity. There is a \$250.00 cap on families per year. A list of fees is given below.

**Athletics**

Grades 9-12.....	\$60.00/Sport
Grades 7-8.....	\$40.00/Sport
Clay Target Grades 7-12.....	\$65.00/Year

**Speech/Cheerleading**

Grades 7-12.....	\$20.00/Activity
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**INSTRUMENTAL RENTAL FEE (BAND)**

All students who use a school-owned instrument for band will pay a rental fee.

Concert Band (Grades 9-12).....	\$30.00/Year
Middle School Band (Grades 6-12).....	\$20.00/Year

**STUDENT ACTIVITY TICKETS**

Student tickets are good for admission to all events except post-season tournaments. Prices are as follows: **\$20.00 for the first child, \$19.00 for the second child and \$18.00 for additional children.**

**ADULT ALL-SPORT PASSES**

Adults may purchase season tickets for **\$60.00**, which gets them into all home athletic events except tournaments. Senior citizens who are age 62 or older and are a resident of the Wheaton School District are eligible for a complimentary activity pass. Forms are available at the Superintendent's office in the High School building.

**GATE ADMISSION PRICES**

Adults - \$6.00	Students - \$4.00
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## **COMPULSORY ATTENDANCE LAW**

Minnesota state law requires that all children between the ages of 7 and 17, who are mentally and physically fit, must attend school every day that school is in session. The law must, and will, be strictly enforced.

If your child is absent from school for the day because of illness, will be absent for part of a day for a medical appointment, or will be absent in the future because of important family business, it is extremely important that the parent or guardian call the school or write a note in advance so that the school is clear as to the whereabouts of your child.

## **ATTENDANCE POLICY**

The attendance policy limits the number of absences from classes that students may miss and still receive credit. If a student misses a class more than 12 times, he or she will not receive credit for said class. All absences, excused or unexcused, count toward the 12 that are allowed. School activities are not considered absences. Students who exceed the 12 absences may appeal the loss of credit to a committee made up of board members, teachers and administrators. When a student reaches 8 absences in one class, the school will inform the student's guardian of their child's absences in all classes via mail. It is the responsibility of the student and their guardian to monitor the absences and submit records of medically related absences to the office for documentation in case of an appeal. Exceptions may be made for students with disabilities.

## **ATHLETICS AND SKIPPING CLASS**

Wheaton High School students who participate in extra-curricular activities that skip one or more classes will not participate in the next game or event after the coach/advisor has been notified. Student absences with parent permission are not counted as skipping and are excused absences.

## **TRUANCY PREVENTION PLAN**

1. After a student has a 3<sup>rd</sup> unexcused absence from a complete school day, the school shall schedule an intervention with the student and his/her parent(s) or legal guardian(s) to address the issues surrounding the unexcused absence.
2. After a student has a 5<sup>th</sup> unexcused absence from a complete school day, the school shall refer the student and his/her parent(s) or legal guardian(s) to a Diversion Panel, which will be made up of the School Administrator, School Counselor and Traverse County Social Services to address the issues surrounding the unexcused absences and come up with a plan to improve the student's school attendance.
3. After a student has a 7<sup>th</sup> unexcused absence from a complete school day, the school shall contact Traverse County Social Services for the filing of a C.H.I.P.S. petition for habitual truancy.

## **TARDY RULES AND PROCEDURES**

1. Students not in class when the starting bell rings will be marked tardy unless they have an excused admittance pass from the office or another teacher.
2. Students need to attend 30 minutes of class to be considered present for that class.
3. Students absent or tardy are responsible for all work missed during the part of the class they missed.

Once a student reaches their 3<sup>rd</sup> and subsequent tardy in a month for a class period, they will receive an after-school detention.

## **CHECKOUT PROCEDURE**

To leave the school, students must have a pass issued in the office. The office will accept notes or phone calls. All notes must explain the reason in adequate detail. A student has to show the teacher the pass to get an excused departure. Emergencies will be handled by the office on an individual basis.

## **STUDENT BEHAVIOR**

### **General Student Behavior**

Proper student behavior is expected at all times when students are in transit to and from and while attending school or school events. Proper behavior includes obeying all local, state and federal laws and regulations.

Any willful violations of any law, rule or regulation or any willful conduct which disrupts the rights of others will be reprimanded according to standard school guidelines.

### **Student Behavior at Athletic Events**

-Profane, derogatory or harassing chants, slogans, posters or other such messages at athletic events are prohibited as are laser pointers, noise-makers or other devices that could substantially disrupt the event. Repeated or flagrant violations of these guidelines may result in a student or adult being prohibited from attending home events.

-Students without shirts or students wearing shirts that are vulgar, obscene or demeaning will be removed from the competition area if they refuse to cooperate with supervising staff in correcting their attire.

-Hand-held signs, which do not obstruct the view of others, will be permitted at athletic events provided they are in good taste.

-Under no condition should any member of the school's student body go on to the playing surface before or during a game.

### **Suspension-Expulsion**

All suspension or expulsion procedures are governed by MSA 127.26-127.40, more commonly known as the Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- A. Willful violation of any 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, other students or school property.

## **PLAGIARISM AND ACADEMIC DISHONESTY**

Wheaton Area Schools believes in and expects academic integrity of all its students. The school does not condone any form of plagiarism or academic dishonesty (cheating). The aim of this policy is to maintain the academic integrity of Wheaton Area Schools and promote an intellectual climate of honesty. To maintain this environment, all students are required to accept personal responsibility for their work. Any offense against the policy compromises the integrity of Wheaton Area Schools and will be considered a serious offense.

### Plagiarism/Academic Dishonesty defined:

Submitting another individual's work or ideas as your own, including but not limited to, homework assignments, research papers, essays, lab reports, group projects, tests, class presentations, submitting another individual's work without proper documentation.

Consequence: An incident of plagiarism or academic dishonesty will result in a grade of zero percent for the assignment/test.

### **TECHNOLOGY, COMPUTER AND INTERNET USE POLICY**

Because technology is utilized as part of the school's instructional program for grades K-12, user's conduct will be subject to the school's code of conduct as formalized by individual standards of responsibility, school policies, and district policies of responsibility. It should be understood that use of technologies, computers, iPads and the Internet is not a right but a privilege. Any violation may result in such privileges being suspended or revoked. The terms and conditions for usage are described in a contract available at the principal's office. Students will not be allowed to use school technology unless they and their parents have signed the Technology, Computer and Internet User Agreement.

### **STUDENT PARKING**

Properly licensed students are permitted to drive cars to school. Those students who do drive must park their cars in the main parking lot. No students are to park in the back of the school. Students are to be sure to park according to the line markers in the parking lot. Students who park or drive erratically or dangerously may receive consequences including suspension of parking privileges. In exchange for the privilege to park on school premises, the student agrees to abide by all school rules. This includes markings, stickers and/or logos on vehicles that are deemed a violation of school policies. Students agree that his/her vehicle may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are concealed inside. All vehicles on school property are subject to random canine searches and prohibited material found during those searches will lead to disciplinary action including possible suspension and expulsion.

### **STUDENT DRESS AND APPEARANCE**

#### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

#### **II. GENERAL SUMMARY OF POLICY**

- A. It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.
- B. Appropriate clothing includes, but is not limited to, the following:
  1. Clothing appropriate for the weather.
  2. Clothing that does not create a health or safety hazard.
  3. Clothing appropriate for the activity (i.e., physical education or in the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  1. Revealing clothing not limited to clothing that exposes the midriff, oversized apparel including baggy/saggy pants worn low on the waist, unfastened, or cut off with knee socks, and other clothing that is not in keeping with community standards.
  2. Clothing which bears a message which is lewd, vulgar, or obscene.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

- D. Hats and head coverings not part of a religious custom are not allowed to be worn in the building during school hours.
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or gang related.

### **III. PROCEDURES**

- A. When, in the judgement of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents/guardians will be notified if a student is sent home to change.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

### **LOCKER ROOM AND STUDENT LOCKERS**

Each student will be assigned a Locker Room and School locker. All books, school supplies, jackets or coats and athletic supplies are to be kept in the assigned locker. The school will not be responsible for loss of valuables left in the lockers. Lockers shall be kept neat and clean at all times. They are loaned to the students with the understanding that they may be inspected by the administration/law enforcement at any time. If damage occurs, students will be expected to pay for the damage to their locker.

### **ILLNESS WHILE IN SCHOOL**

Students who are ill should not attend school. Instances will occur where students become ill while in school. No student who becomes ill may leave the building without permission from the principal. Students who feel ill should request a pass to go to the principal's office. For the safety of the student, a parent or guardian must be contacted by the principal's office before an ill student is allowed to go home. Medical personnel will be contacted if necessary.

### **TELEPHONE MESSAGES**

We do not permit direct phone calls to students, except in cases of emergency. Should parents have occasion to contact their child during school hours, we will be glad to receive your message in the office and relay it to your child at the earliest possible time.

### **VISITORS**

All visitors to the school must check in at the front office and should not go directly to the classrooms. If it is absolutely necessary for parents to see their child or their child's teacher, the requested person will be called down to the office or an appointment will be set up.

### **PERSONAL ELECTRONIC DEVICE (CELL PHONE) POLICY**

Wheaton Area Schools recognize that personal electronic devices\* are an important communication device of the students and parents of our school district. While understanding their value, we also recognize their potential of abuse that could include harassment, academic dishonesty, and interference with the educational process. Students who use their personal electronic devices for any of these purposes are subject to disciplinary action as covered in the district rights and responsibilities handbook. Wheaton Area Schools has set this policy to ensure

that the personal electronic device technology does not prevent or distract from learning, but allows students to communicate with parents and others at appropriate times.

Personal electronic devices may be used:

- Before the school day begins at 8:30 a.m. and after the final bell at 3:15 p.m.
- During the students' lunch hour
- Between classes or at break time
- When permission has been requested and granted by administration or has been granted by staff for instructional purposes

Personal electronic device use is strictly prohibited:

- During school instruction time unless permission has been granted by administration or has been granted by staff for instructional purposes. This includes any area on the school grounds during the instructional day.
- Pearson rules

If a student violates the district personal electronic device policy, the phone will be brought to administration and they will be subject to the following disciplinary action:

- **1<sup>st</sup> Offense** – Parents will be notified and the student will be able to pick up their device at the end of the school day.
- **2<sup>nd</sup> and Subsequent Violations** – Parents are notified and the device will remain in the principal's office until a time when a parent/guardian will be able to pick up the device. When the next academic quarter starts that year, the student will still be considered a one-time violator.

All students will be required to sign an acceptable use policy to make sure they understand the rights and responsibilities of using personal electronic devices in the school district.

\*For the purposes of this policy, a personal electronic device includes those devices capable of communicating with other electronic devices.

### **SCHOOL DANCES**

The student council advisor, with consent and advise of the principal's office, sets the hours for school dances. School rules and dress code apply. If students leave the building during a dance, they may not re-enter. The school will provide adequate supervision. Students from other schools may not attend if they have not completed, in advance, the Wheaton School Dance Permission Form. This form is available in the High School office.

### **SCHOOL BEVERAGE POLICY**

Students shall not bring beverages into their classrooms except water in clear containers. Other beverages are subject to staff and administration approval.

### **SCHOOL PRESCRIPTION/NON-PRESCRIPTION DRUG POLICY**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent.
- B. A "Physician Order For Prescription Medication and Parent/Guardian Authorization" form or "Authorization For Administration of Medication" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. The school district's designee, principal, or teacher may request to receive further information about the prescription, if needed, prior to administration of the substance.

- E. Prescription or non-prescription medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (see part J-5 below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately, as well.
- G. For drugs or medicine used by children with a disability, administration may be provided in the IEP, Section 504 Plan or IHP.
- H. The school district designee shall be responsible for the filing of the appropriate forms in the health records section of the student file. The school district designee shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. 121A.21).
- J. Specific Exceptions:
  - 1. Special health treatments such as catheterization, tracheostomy suctioning, and gastroonomy feedings do not constitute administration of drugs and medicine.
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control illness or a disease outbreak are not governed by this policy.
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy.
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's health record a plan to implement safe possession and use of asthma inhalers.

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities;  
or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the student's school in writing that:
  - a. the student may possess the epinephrine; or
  - b. the student is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the student as needed.

### **WITHDRAWAL PROCEDURE**

It is very important that parents inform the principal's office well in advance of their child's withdrawal from school so that all important student records are in order when it is time for their child to withdraw. At least one day before their last day in school, the student should pick up a withdrawal form from the principal's office. Using this form, the student will turn in all his/her books, materials and iPad (with charging cords) and receive an official withdrawal grade from each teacher. The principal's office will then make a copy of this withdrawal form to use in communication with the student's next school. Wheaton Area Schools conform with state and federal law governing the transmittal of education records, including but not limited to Minnesota Statutes §120A.22, subd. 7, and the IDEA implementing regulations at 34 C.F.R. § 300.323(g).

### **SCHOOL EVENT TRANSPORTATION**

Students participating in school events are expected to ride to the event in school transportation. Students transported to games on school buses will ride home on the buses unless parents are present to excuse them. If a student intends to ride home with another student's parent, he/she must present a parent's permission in writing to the principal by the day of the event.

- All school-sponsored trips must be chaperoned.
- Coaches/Advisors/Directors must accompany the players or participants on school-sponsored trips.
- Cheerleaders shall be transported with the team unless other arrangements are made.
- Students must ride the school transportation to and from the event unless excused by the responsible school authority.
- Students disobeying bus rules on school-sponsored trips may be disciplined at the discretion of the supervisors and the building principal.

### **EXTRA and CO-CURRICULAR ACADEMIC ELIGIBILITY REQUIREMENTS**

Eligibility for participation in athletics and other programs at Wheaton Area Schools may be limited by academic standing, disciplinary matters and enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program, contact the principal.

Students are expected to earn passing grades in all of their classes. Students who do not meet academic standards in the classroom jeopardize their opportunity to compete in MSHSL (Minnesota State High School League) activities. The MSHSL bylaws state that for a student to



be eligible, a student must be making “satisfactory progress toward the school’s requirement for graduation”.

The following procedure is used to monitor the academic progress of students:

1. By noon of the first day of each week of the school year, teachers file reports with the principal’s office indicating that one or more of their students is doing failing work.
2. The report is sent to the parents/guardians. The report indicates to the parents some of the reasons for the student’s failing grade(s).
3. The student has one week to improve the failing grade. The teachers will contact the principal by noon of the first school day of the next week and report if the student has made sufficient progress or is still failing the class. If he/she is still failing, they are declared ineligible beginning the next school day.
4. Once a student is placed on academic probation in a class, he/she remains on academic probation the rest of the quarter. If the student’s grade in that class falls below passing, the teacher shall report it to the principal’s office and the student will be declared ineligible the entire next week.
5. Ineligible students are unable to participate in athletics or other MSHSL activities.

#### **MSHSL CODE OF RESPONSIBILITY**

**Student Code of Responsibilities:** *Participation in interscholastic activities is a privilege which is accompanied by responsibility.* As a student participating in MSHSL sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty:**

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school, the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

#### **USE OF TOBACCO, ALCOHOL OR DRUGS**

It is unlawful for a minor to use or carry tobacco, alcohol or drugs in any form on school property in Minnesota. Products such as e-cigarettes or drug paraphernalia and others that emulate or deliver drug, alcohol, or tobacco ingredients are also prohibited on school grounds. Any student found to be smoking or carrying such items on school property is subject to immediate suspension.

The athletic field, parking lot, school grounds, and school buses are considered part of school property, as well as the time the students are on any trip sponsored by the school.

Wheaton Area Schools has a drug and alcohol policy which promotes help and assistance for students. Treatment, rather than punishment, for the drug and alcohol user is the goal of the policy.

## MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY REQUIREMENTS

Wheaton is a member of the Minnesota State High School League, an association of Minnesota high schools formed to govern interscholastic contests in athletics, debate, declamation and music. All players and contestants are subject to the rules and regulations adopted by the Minnesota State High School League.

### MOOD ALTERING CHEMICALS

Reprinted from the Minnesota State High School League Handbook with Wheaton Area Schools changes:

- A. Bylaw: During the calendar year, regardless of the quantity, a student shall not:
1. use/have in possession a beverage containing alcohol
  2. use/have in possession tobacco, or
  3. use/consume, have in possession, buy, sell or give away any other controlled substance.
- \*Possession – Possession is in any situation that implies that said article belongs to, or is in the property of an individual, such as having in one’s hand, having on one’s person, sitting in front of, present in a vehicle wherever alcohol is present, or any other situation that is generally defined as an act of ownership as may be determined by school administration.
- B. The bylaw applies to the 12-month calendar year.
- C. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by his/her doctor.
- D. Penalty
1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next three **(3)** consecutive interscholastic contests or three **(3)** weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
  2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six **(6)** consecutive interscholastic contests in which the student is a participant or six **(6)** weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
  3. **Third and Subsequent Violations:** After confirmation of the third violation, the student shall lose eligibility for the next twelve **(12)** consecutive interscholastic contests in which the student is a participant or twelve **(12)** weeks, whichever is greater. If, after the third or subsequent violation, the student is assessed to be chemical dependent, and the student on his or her own becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of 8 weeks. After successful completion of the treatment or dependency program, the student’s penalty can be reduced by one week for every week they spent in the treatment or dependency program. Certification of completion must be issued by the director or a counselor of a chemical dependency treatment center.
- E. Applying the Penalty
1. Penalties shall be progressive beginning with the student’s first violation and continuing throughout the student’s high school career. Penalties shall be served consecutively.

2. **Violation Confirmation Definition:** The violation shall be confirmed when the administrator responsible for the athletic/activity program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
3. **Counting Weeks**
  - a. The weeks shall begin on the date the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b. For the purpose of this bylaw, a week is seven calendar days. The week begins the date the violation is confirmed.
  - c. At the beginning of the season, practice and conditioning weeks are counted.
  - d. The student must participate in and complete the entire season which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun and serve the penalty.
4. A student who is under penalty for a violation of a MSHSL bylaw may not join a second sport in the same season in order to fulfill a penalty.
5. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted; however, the student is eligible to participate as determined by the school.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

**Cumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career. This applies to grades 7-12.

**Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies the violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

#### **PENALTIES FOR CATEGORY II ACTIVITIES**

Category II Activities: School-sponsored activities in which the school does not have a schedule of interscholastic contests, exclusive of MSHSL sponsored tournaments. Those activities include, but are not limited to: instrumental music, vocal music, one-act play, school musical, FCCLA competitions and knowledge bowl.

- A. **First Violation Consequence:** After confirmation of the first violation, the student shall lose eligibility for the next event or one week, whichever is greater. For the first offense only – if a student stands to miss a one-time event, an alternative penalty will be assessed. The student will be allowed to complete a minimum of 10 hours of community service (outside of regular school hours) in lieu of the one event suspension. The community service project must be approved by the Activities Director.
- B. **Second Violation Consequence:** After confirmation of the second violation, the student shall lose eligibility for the next three (3) consecutive events.
- C. **Third and Subsequent Violations:** After confirmation of the third violation, the student shall lose eligibility for the next six (6) consecutive events. If after the third or subsequent violations, the student is assessed to be chemically dependent, and the

student on his/her own becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in activities after a minimum period of 4 weeks. After successful completion of the treatment or dependency program, the student's penalty can be reduced by one week for every week they spent in the treatment or dependency program. Certification on completion must be issued by the director or a counselor of a chemical dependency treatment center.

A student who participates in Category I Athletics and Category II Co-Curricular Activities will be ineligible in both categories until penalties are fulfilled.

### **PENALTIES FOR CATEGORY III ACTIVITIES**

When the school has determined that a student has used a beverage containing alcohol, used tobacco, possessed, consumed, bought, sold, or given away controlled substances, or has violated the MSHSL Student Code of Responsibilities, they will not be eligible to participate as royalty or in other elected positions in Homecoming, Snoball, or Prom activities according to the following schedule (all violations affect grades 9-12):

- **First violation:** From Prom until the end of Homecoming week apply to Homecoming. Violations after Homecoming until the end of Snoball week apply to Snoball. Violations after Snoball until the end of Prom apply to Prom\*
- **Second Violation:** A second violation makes you ineligible for the next two (2) events (Homecoming, Snoball or Prom\*).
- **Third Violation:** A third violation makes you ineligible for the next three (3) events (Homecoming, Snoball or Prom\*).
- **Fourth and Subsequent Violations:** This will eliminate the student from further participation as royalty in these three WAHS events (Homecoming, Snoball or Prom\*). If a student wishes to become a participant in these school activities after that year, the student must make a request to the school board to be reinstated.

If royalty is disqualified during the voting process, royalty below them in the voting would all move up to fill the empty spot.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

\*Prom royalty ineligibility only applies to Junior students.

### **WHEATON AREA SCHOOLS UNIFORM INELIGIBILITY PROCEDURE FOR ALL EXTRACURRICULAR ACTIVITIES**

All Wheaton Area School athletes who are determined ineligible for participation will have the following consequences regarding team rules. These rules will be uniform procedure for all extracurricular programs. They apply to students who become ineligible because they have broken academic, drug, alcohol and tobacco, or student code of responsibility requirements. All ineligible athletes will travel with the team and be on the sidelines/benches for all contests. They will have certain responsibilities that will be assigned by the coaching staff. Any misbehavior or conduct considered inappropriate by a school official or coach will cause the athlete to sit out an additional week. This procedure may be amended by the head coach/advisor, activities director or principal depending on circumstance.

### **WHEATON ISD #803 DISCIPLINE POLICY**

Wheaton Area School's philosophy is that learning can best take place in an environment which is orderly, safe, stimulating and which enables all students to develop to their fullest potential.

The atmosphere of the school must promote fairness, courtesy, honesty and respect between students and school personnel. Sexual harassment and racial discrimination will not be tolerated. The responsibility for maintaining a safe, orderly school is a cooperative effort of students, school personnel, home and community.

Procedures and protocols for administering student discipline by staff and administrators are outlined in School District Policy #506 – Student Discipline.

Teachers and administrators may use reasonable force to retain or correct a student.

Students may be disciplined for off-campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

**Student Responsibilities:**

1. To know and comply with established rules.
2. To refrain from behavior that disrupts other students' right to learn.
3. To be in school on time and attend all classes unless excused through proper channels.
4. To have required class materials and to complete school work satisfactorily on time.
5. To be respectful and tolerant of others. Racist and sexist remarks, vulgar language and insults or put-downs are all inappropriate.

**School Board and Administration Responsibilities:**

1. To establish a discipline policy and ensure that it is applied fairly and consistently.
2. To inform all students and parents of the current school rules.
3. To take appropriate corrective action for referred violations including student and parent conferences, detention or suspension.
4. To require all employees with direct responsibility for student behavior to prepare a written plan for discipline that meets their needs and has the approval of their immediate supervisor.

**Teacher and School Personnel Responsibilities:**

1. To have clearly defined rules that are communicated to the students. Any rules not addressed in the student handbook should be posted in the classroom.
2. To enforce all school rules and record and report discipline problems to the principal.
3. To inform parent/guardians of discipline problems or student being deficient in the classroom.
4. To treat students with respect and dignity and not allow inappropriate or disruptive behavior.

**Parent Responsibilities:**

1. To assume legal responsibility for the behavior of their children and teach them self-discipline and respect for authority.
2. To see that the student attends school regularly at the appointed time and to notify the school whenever their children will be absent.
3. To help maintain communications with the school by contacting the appropriate personnel when concerns arise and being available by phone during the school day, if possible.

Please note that the above material was taken from the School Board Policy #506 which is available at the Wheaton Area Schools Office.

**SCHOOL-WIDE RULES FOR BEHAVIOR AND CONSEQUENCES**

On August 13, 2007, the Wheaton Board of Education approved the Wheaton Area Schools' RIGHTS AND RESPONSIBILITIES HANDBOOK, A Guideline for Students, Parents, and Staff

of the Wheaton Area Schools. The handbook includes an overview of District #803 policies, regulations, and procedures about student rights and responsibilities. This document will be periodically updated in response to changes in the law and other circumstances. The handbook lays out student behavior expectations and consequences for misbehaviors.

It is the intent of the Wheaton Area Schools that every family in the district has a copy of the Rights and Responsibilities Handbook. If you, or your family have not received one, please stop at the administrative offices located in the high school and pick one up.

## **TITLE IX**

It is the policy of Wheaton Area Schools not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to:

Daniel Posthumus, Superintendent  
1700 3<sup>rd</sup> Ave South, Wheaton, MN 56296  
320-563-8282

*\*\*Adopted: 2005 Wheaton Area Schools Policy 514 Revised: September 2014\*\**

## **514 BULLYING PROHIBITION POLICY**

**I. 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 a student's ability to learn and/or a teacher's 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

## **II. GENERAL STATEMENT OF POLICY**

**A.** An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational

**opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is 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 or negate the prohibitions contained in this policy.

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, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages 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.

G. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. 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.

H. The school district will act to investigate all complaints of bullying reported to the school district 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.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

B. The term, "bullying," specifically includes cyberbullying as defined in this policy.

C. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

D. "Immediately" means as soon as possible but in no event longer than 24 hours.

E. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's

actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex,



marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” 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.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

H. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy 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 may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. 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 in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- 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 witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, 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.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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 Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. 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 who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

**VI. RETALIATION OR 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 commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

**VII. TRAINING AND EDUCATION**

**A.** The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school

**personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.**

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:**
- 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;**
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;**
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. 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 and other prohibited conduct.
- D. 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 target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other

improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or 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.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/ MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. 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.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506)

distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### ***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School) Minn. Stat. § 120B.232 (Character Development Education) Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence) Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act) Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy) Minn. Stat. § 124D.10 (Charter School) Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

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

MSBA/MASA Model Policy 413 (Harassment and Violence)

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 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

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 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

### **HARRASSMENT/VIOLENCE AND THREATS OF VIOLENCE**

(Note: This policy is required by Minnesota statute. This policy has been reviewed and approved by the Minnesota Department of Education in compliance with the mandatory legislation.)

The purpose of this policy is to maintain a learning and working environment that is free from religions, racial or sexual harassment/violence and threats of violence. The school district prohibits any form of religious, racial or sexual harassment, violence and threats of violence.

#### **GENERAL SUMMARY OF POLICY**

- A. It is the policy of the school district to maintain a learning and working environment that is free from religions, racial or sexual harassment/violence and threats of violence. The school district prohibits any form of religious, racial or sexual harassment, violence and threats of violence.
- B. It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the school district to harass or threaten a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.
- C. It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the school district to inflict, threatened to inflict, or attempt to inflict religious, racial or sexual violence upon any student, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

#### **SCHOOL WEAPONS POLICY**

##### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

##### **II. GENERAL SUMMARY OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

##### **III. DEFINITION**

###### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices

or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; laser pointers/guns; toy guns; and any object that is a facsimile of a real weapon.

3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes in a school building, school grounds, school activities and trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

#### **IV. CONSEQUENCES FOR WEAPON POSSESSION/DISTRIBUTION**

- A. The minimum consequence for students possessing, using or distributing weapons may include:
  1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school, will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

#### **HAZING PROHIBITION**

##### **I. SUMMARY OF WHEATON AREA SCHOOLS POLICY ON HAZING**

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

##### **II. PURPOSE**



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

### **FIRE & SAFETY DRILLS**

Periodically, throughout the school year, we will be conducting fire, tornado, lock down and other safety drills. When these drills occur, follow the procedure that has been set up by your classroom teacher.

### **PEARSON ELEMENTARY TITLE PROGRAM**

Concerned parents have the right to request information about the professional qualifications of both the teachers and the paraprofessionals who work with their children.

### **SCHOOL BUS RULES & POLICIES**

1. Behave the same way on the bus as would be appropriate in the classroom.
2. Follow the instructions of the driver immediately.
3. The driver is authorized to assign seats.
4. Be courteous, talk quietly and use appropriate language.
5. Stay seated, facing forward at all times.
6. Keep all body parts and all other objects inside the bus.
7. Never throw any object.
8. Keep your belongings to yourself.
9. Leave the belongings of others alone.
10. Do not damage the bus and help keep it clean.
11. Use of tobacco, alcohol or other controlled substances is not allowed.
12. No fighting, harassment, intimidation or horseplay.
13. No weapons or dangerous objects are allowed on the bus.
14. Raguse Bus Lines, Inc. has adopted the sexual harassment policy of Wheaton School District #803. Violation of this policy will not be allowed.

Riding the school bus is a privilege, NOT your right! Failure to follow these rules could result in the loss of your bus riding privilege! Raguse Bus Lines, Inc., in cooperation with Wheaton School District #803, reserves the right to amend these rules at any time. A violation of rules 10 through 14 will result in the penalties outlined under the 3<sup>rd</sup> Offense below.

### **THE FOLLOWING PROCEDUREW WILL BE THE RESULT OF A VIOLATION OF SCHOOL BUS RULES AND/OR POLICIES**

#### **1<sup>ST</sup> OFFENSE**

1. The student will receive a verbal warning from the driver.
2. The driver will notify the bus office of the violation.
3. The bus office will attempt to notify the parent/guardian of the violation by phone.
4. The bus office will mail a notice of the violation to the student's home.

#### **2<sup>ND</sup> OFFENSE**

1. The driver will notify the bus office of the violation.
2. The bus office will attempt to contact the student's parent/guardian by phone to discuss the student's behavior on the bus.
3. The bus office will mail a notice that must be signed by the parent/guardian and returned to the bus office.
4. The student's riding privileges may be suspended until such time as the signed notice has been received in the bus office.

#### **3<sup>RD</sup> OFFENSE**

1. The driver will notify the bus office of the violation.
  2. The bus office will attempt to contact the student's parent/guardian by phone to inform them that the student's riding privileges have been suspended.
  3. The bus office will mail the parent/guardian a notice stating that the student's riding privileges have been suspended until such time as a meeting between the student, the student's parent/guardian, a school bus representative and a representative of Wheaton School District #803 can be arranged at a time convenient for all parties.
  4. The student's riding privileges may or may not be reinstated as a result of that meeting.
- \*2<sup>nd</sup> and 3<sup>rd</sup> offense violations may or may not be for the violation of the same rule. For any violations beyond the 3<sup>rd</sup> offense, the student's riding privileges may be revoked for the remainder of the school year.

### **WHEATON COMMUNITY EDUCATION**

Wheaton Community Education offers many youth and adult programs and activities including recreational programs throughout the year. Wheaton Community Education also sponsors "Connections" Before and After School Programs, School Readiness Program, Early Childhood Family Education (ECFE), and Adult Basic Education (ABE). If you have any course ideas or would like to instruct a course, please contact Janet Koch at Wheaton Community Education at 563-8282 ext. 110. Every effort will be made to provide courses which community members attend.

### **ADULT BASIC EDUCATION**

Adult Basic Education offers FREE classes for adults who wish to improve reading, writing and math skills. Participants in ABE can prepare for the GED exam. Participants can also learn to complete applications and forms, work on everyday living skills, prepare for the written driver's license tests and prepare for vocational school or college. All classes work around your schedule and work at your own pace. For more information, please contact Kelley Berger at Wheaton High School at 563-8282, ext. 137.

### **"CONNECTIONS" BEFORE AND AFTER SCHOOL PROGRAMS**

"Connections" Before School Program is for students in grades Pre-K through 5 from 7:30 a.m.-8:15 a.m. Monday-Friday. If school is delayed due to inclement weather, "Connections" Before School Program will still operate but will open forty-five (45) minutes before the start of the delayed school day.

"Connections" After School Program is for students in grades Pre-K through 5 from 3:05 p.m.-5:00 p.m. Monday-Friday on school days. If school is dismissed early for any reason, "Connections" After School Program will not operate. Students who attend "Connections" are given many unique opportunities including tutoring, recreational programs, crafts, and computer lab time.

If you have any questions about "Connections", please contact Janet Koch at Wheaton Community Education at 563-8282 ext. 110.

### **ECFE**

Early Childhood Family Education (ECFE) classes are a place where parents and Pre-K can learn and have fun together. ECFE classes are scheduled on a regular basis for children ages 0-5 and

their parents. For more information or to receive ECFE program flyers, please contact Carly Schultz at Pearson Elementary at 563-8282 ext. 222.

### **SCHOOL READINESS**

School Readiness is for children who are 4 or 5 years old. Children must be 4 years old by September 1. School readiness classes focus on readiness skills and development of the whole child. It offers hands-on and age appropriate activities and curriculum. Sessions are full days Monday/Wednesday or Tuesday/Thursday and alternating Fridays. The school calendar will be followed. For more information or to register your child, contact Carly Schultz at Pearson Elementary at 563-8282 ext. 222.

### **PLEDGE OF ALLEGIANCE**

All public and charter school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. This will be done at the start of school every Monday. Anyone may decline to participate in the recitation and other students must respect another person's right to make that decision.

### **STUDENT SURVEYS**

The school must receive written parental consent or from students age 18 or over before administering any student surveys funded by the U.S. Dept. of Education if the survey includes "protected" information regarding any of the following "protected" topics: political affiliations; mental or psychological problems; sexual behaviors or attitudes; illegal, antisocial or self-incriminating behavior; critical appraisals of the student's family; privileged relationships recognized by law such as those with attorneys, physicians and ministers; religious practices or beliefs of the student/family; income (not including requests to determine eligibility in state/federal programs or for financial assistance).

Parents and students age 18 or over have the right to "opt out" of surveys not funded by the U.S. Dept. of Education that include any of the above topics or that collect personal information for the purpose of marketing/selling or any non-emergency, invasive physical exams or screenings that are not necessary to protect student safety except those permitted or required by state law.

The school will carefully and rarely engage in such surveys.

### **WHEATON AREA SCHOOLS SCHOLARSHIP FUNDS**

Thanks to all the organizations and individuals who have donated funds for scholarships to Wheaton Area Schools.

The Dollars for Scholars Fund welcomes donations of any amount to be given for scholarships. You may earmark the criteria for selection and/or specify if it is a memorial for an individual. Anyone interested in donating to any scholarship fund or setting up a memorial scholarship, please contact the principal of Wheaton Area High School at (320) 563-8282. We appreciate all of the support our community has given in the past.

### **DISCLAIMER STATEMENT**

Please note that even though a genuine effort was made to obtain correct dates and information the dates and information in the community calendar are subject to change due to circumstances beyond our control. Wheaton Area Schools are not responsible for misprinted information. Information on school policy is only a summary, not being complete or official.

## **REQUIRED NOTIFICATIONS**

Each year the School District is required to notify parents regarding the potential hazards that may be found within the District's facilities. Students and staff safety and comfort remain the highest priorities for the District. School personnel continue to improve the physical work and learning environment of the Wheaton Area Schools.

### **ASBESTOS NOTIFICATION:**

The Wheaton School District has management plans prepared for all school buildings in the district. These plans are available for your inspection at the District Office.

The required six-month surveillance has been conducted to inspect the asbestos containing materials (ACM) for change in condition. Any changes in condition have been and will be noted on the Periodic Surveillance Forms found in the Asbestos Management Plan. Also, an accredited inspector has conducted the required three-year re-inspection of asbestos containing materials. An Operations and Management Program has been implemented by the Wheaton School District to keep the ACM located within the buildings in good condition.

Short-term workers (contractors who work in the district) must be provided with information regarding the asbestos in the building prior to the beginning of work. Contact the Superintendent or the head of grounds/maintenance.

### **NOTIFICATION OF AIR QUALITY:**

Wheaton School District #803 has written an Indoor Air Quality (IAQ) management plan that describes our on-going effort to monitor and improve the air quality in the buildings. Darin Hanson is our IAQ coordinator, responsible for seeing that the management plan is implemented to prevent as many IAQ problems as possible and to quickly respond to IAQ problems that may arise. The plan is available to the public during normal office hours. If you have any questions or concerns regarding indoor air quality, please contact Darin Hanson or Robin Reese at (320) 563-8282.

### **NOTIFICATION OF PESTICIDES:**

Minnesota law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the applications of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the Superintendent at 1700 3<sup>rd</sup> Ave. South, Wheaton, MN 56296. The four annual pesticide applications will be provided during the evenings when students and staff are not to be present. The dates for the school year are:

**(1) August 4, 2018 (2) December 26, 2018 (3) April 6, 2019 (4) June 8, 2019**

### **School Board Members**

Kris Krenz, Michael Johannsen, Curt Johnson, Leah Thielen, Darin Rinke, Gary Yost

