

August 15 - 2017

WCA

Student

Handbook

2017-2018

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In accordance with federal law and USDA policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

ADVISORY

Students in grades 7-12 begin their school day with a ten minute advisory session in cross-graded 7-8 and 9-12 sections. The purpose of advisory is to provide each student with a key staff member for communication and support.

ALCOHOL, TOBACCO, AND DRUG POLICY REPRINTED FROM Minnesota State High School League Handbook with WCA's changes.

CHEMICAL ELIGIBILITY & GENERAL ELIGIBILITY REQUIREMENTS

1. During the calendar year, regardless of the quantity, a student shall not:
 - A. use/have in possession* a beverage containing alcohol;
 - B. use/have in possession* tobacco; or
 - C. use or consume, have in possession, buy, sell or give away any other controlled substance.

*Possession: Possession is 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.

2. Consequences and Recommendations for Category I Activities

Category I Activities are those that have a regular schedule of interscholastic contests.

* Athletic Activities included in Category I are:

- 1) Football, 7-12
- 2) Volleyball, 7-12
- 3) Boys' & Girls' Basketball, 7-12
- 4) Wrestling, 7-12
- 5) Boys' & Girls' Golf, 7-12
- 6) Boys' & Girls' Track, 7-12
- 7) Baseball, 7-12
- 8) Softball, 7-12
- 9) Cheerleading, 7-12
- 10) Girls' Tennis, 7-12

* Fine Arts Activities:

- 1) Speech
- 2) One Act Play

A. **First Violation Consequence**

After confirmation of the first violation the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks, 14 calendar days, 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.

B. **Second Violation Consequence**

After confirmation of the second violation the student shall lose eligibility for the next eight (8) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

C. **Third Violation Consequence**

After confirmation of the third violation the student shall lose eligibility for the next sixteen (16) consecutive interscholastic contests or eight (8) weeks, 56 calendar days, whichever is greater, in which the student is a participant.

- 1) Must obtain Rule 25 Chemical Dependency Assessment and complete any recommendations made through that assessment process.

D. **Fourth & Subsequent Violation Consequences**

After confirmation of the fourth and subsequent violations the student shall lose eligibility for one calendar year. If the student wishes to become a participant in school activities after that year, the student must make a request to the School Board to be reinstated.

E. Accumulative Penalties:

Penalties shall be accumulated beginning with the student's first participation (7-12) on a school team or activity--Junior High (7-8 grade), 9th Grade, B-squad, Junior Varsity or Varsity--and continuing throughout the student's high school career.

3. **Penalties for Category II Activities**

Category II Activities: those 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
School musical
LifeSmarts

Spelling Bee
Mock Trial
Knowledge Bowl

Vocal music
FFA competitions
Academic Decathlon

A. First Violation Consequence

After confirmation of the first violation, the student shall lose eligibility for the next event or one (1) 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. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

C. Third Violation Consequence

After confirmation of the third violation, the student shall lose eligibility for the next six (6) consecutive events. A recommendation shall be made for chemical dependency. Must obtain Chemical Dependency Assessment and complete any recommendations made through that assessment process.

D. Fourth & Subsequent Violation Consequences

The student shall lose eligibility for one calendar year. If the student wishes to become a participant in school activities after that year, the student must make a request to the School Board to be reinstated.

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

BYLAW 206.00

1. Good standing/Student Code of Responsibility

In order to be eligible for regular season and MSHSL tournament competition, a student must be a fully enrolled (as defined by the Minnesota Department of Children, Families and Learning) undergraduate member of his or her school in good standing as defined in board policy, Bylaw 111.00.

2. Student Code of Responsibility

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

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

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

Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, religious harassment, violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty:

A student who is dismissed 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 by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

3. **Student/Coach Ejection from a Contest**

Penalties:

Any student or coach disqualified from an interscholastic contest by game officials will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year.

In the case of a senior, the penalty will continue to the next sport season.

Student: Anytime a student-athlete is ejected from a game/meet, he/she does not participate for the remainder of that day. The student is also suspended from the next scheduled, rescheduled or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Coach: Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended from the next scheduled, rescheduled or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Appeal: A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

ATTENDANCE REGULATIONS

The administration and faculty of West Central Area High School believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is important to successful academic achievement. Consistent school attendance is one means of developing responsibility and self-discipline. Excessive absence negatively impacts both the social and academic success of a student and may ultimately affect the graduation status of the student.

Excessive absences for illness may result in a request for medical documentation confirming the need for absence.

Excused Absences

Students are expected to be in school except in the cases of emergency or for reasons outlined below. If you are under eighteen years old, state law requires that you attend school unless you have been excused. The following list details examples of excused absences:

1. Personal illness - Prolonged or repeated absences may necessitate a certificate from a doctor if it is deemed advisable.
2. Illness in the family
3. Death of a relative - The absence arising from this condition is limited to three days, except that reasonable cause may be expressed by parent or guardian for a longer absence.
4. Observance of religious holiday - Any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
5. Parent/guardians should call the school one week prior to a scheduled vacation to allow time for teachers to prepare work and a make-up slip can be issued in advance.
6. Medical appointments are excused. It is preferable to schedule these appointments at times other than regular school hours.

7. Working for a parent's business.

If a custodial parent/guardian wants a student excused from school for work in a family business, a written request must be submitted to the principal stating that the work is essential and cannot be done outside of school hours. Working for someone other than your parents/guardians in their business is not allowed and would be an unexcused absence from school.

Unexcused Absences

An unexcused absence is defined as an absence without parental request or absences that do not have administrative approval. These absences will be subject to Minnesota Truancy Laws. All daily work is to be made up.

Examples of unexcused absences include, but are not limited to:

1. Requests for absences not accepted by school administration.
2. Seniors taking pictures.
3. Non-specific requests (such as "home", "appointment", or "personal", etc.).
4. Requests for excused absences that have not been communicated through a parent/guardian within 2 days will be become unexcused.
5. Personal appointments for haircuts, repairing automobiles etc.
6. Attending a non-school related activity as a spectator that is not approved by the administration.
7. Vacationing with a non-family member.
8. Babysitting.
9. Parental refusal to excuse an absence.
10. Oversleeping or resting.
11. Missing the bus.

ABSENTEE PROCEDURE

1. Custodial parent/guardian should call the school office the morning of the absence, explaining the reason for their son or daughter's absence. Student absences will be marked unexcused until a parent communication has been received. Students have two days to bring in a note or have a parent/guardian member call and have the unexcused absence changed to an excused absence. The district automated calling system will contact families regarding unexcused absences. Arrangements can be made for students to receive their homework in the case of extended absences.
2. If telephone/email communication does not occur, a parent or guardian must write an excuse giving your name, date, days of absence, reason for absence and his/her signature.
3. All returning absentees will report to the office to pick up a re-admittance and make-up assignment slip.
4. Present the re-admittance slip to each teacher for their make-up assignment and signature. Each student, working with their teachers, is responsible for seeing that make-up work is completed.
5. Each student will be allowed two days to make up work for each day of absence.
6. Academic work takes priority over all school activities. A pass will be provided for students late to high school activities by the teacher retaining that student for academic reasons.

School excessive absence process:

1. The school will notify parents with a letter of concern as a student approaches 5 absences in a quarter.
2. If absences continue to occur, a doctor's note will be required to excuse the child from school. WCA Schools will work with Grant County Social Services truancy process.

ARRIVE LATE OR LEAVE EARLY PROCEDURE

It is essential that school administration know who is in school and who is not at all times; thus, if you must leave early or have arrived late, you must check in or out with office staff. Parental/guardian communication

must occur prior to a student signing out of the building. Students, it is your responsibility to follow the above procedure. Failure to check in or out properly will result in a consequence.

SCHOOL ATTENDANCE REQUIREMENT FOR ALL SCHOOL ACTIVITIES

Students are expected to be in school the entire day to practice or compete in extra-curricular activities. Doctor appointments, funerals, or other family matters will be given consideration by the principal and/or activities director. Arrangements should be made in advance. Students who have an unexcused absence one or more periods of the day of a school extra-curricular activity may not participate.

TARDINESS

Students are expected to be in class when the period begins. Two tardies in each class per 9 week grading period will trigger teacher parent/guardian communication. After three tardies, during a grading period, the teacher will write a referral and administration will call home and assign lunch detention and loss of phone privileges during detention. More severe consequences may be administered for repeat offenders.

BELL SCHEDULE

High school

Advisory 8:19-8:29
1 8:33-9:17
2 9:21-10:05
3 10:09-10:53
4 10:57-11:41
5 11:45- 12:29
Lunch 12:29-12:55
6 12:55-1:38
7 1:42-2:25
8 2:29-3:12

Middle School

Advisory 8:19-8:29
1 8:33-9:17
2 9:21-10:05
3 10:09-10:53
4 10:57-11:41
Lunch 11:41-12:07
5 12:07-12:51
6 12:55-1:38
7 1:42-2:25
8 2:29-3:12

BUILDING USE BY STUDENTS

Students cannot use any facilities in the school unless a coach or an advisor is present to supervise; this includes the weight rooms and gyms.

BULLYING PROHIBITION POLICY

(The following is a summary of the policy adopted 2-18-14 and is available at the district office)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, violence, and other similar disruptive behavior. An act of bullying by either an individual student or a group of students is prohibited on school property or at school-related functions. This policy applies to students who directly and indirectly engage in bullying or by their behavior condone or support bullying behavior. Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

BUS DISCIPLINE POLICY

Because student safety is the first priority, bus drivers must be given the necessary cooperation to do the job right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events.

CHEATING/PLAGIARISM

A discipline referral will be written and consequences will follow as outlined by the behavior table. These consequences are the same for students who assist with cheating. The student will be suspended from National Honor Society, if they are a member, for the remainder of the year and must reapply the following year.

CHURCH NIGHT

The WCA communities work to keep activities away from Wednesdays and Sundays, as these are considered church and family days. Students will not be penalized for missing extracurricular activities on Wednesdays for church events.

DANCES AND SOCIALS

Dances are typically for grades 7-12 WCA students. Homecoming will include alumni. Prom is held for the juniors and seniors, with sophomores allowed to attend if they are invited by a WCA junior or senior. A guest may attend the dance if they have been registered in the office and are under the age of 21. Doors close 30 minutes after the start of the dance. Students in grades 7-9 who wish to leave the dance early must have parent permission.

DISCIPLINE

Students will be treated with respect. Students will be given every opportunity to practice responsibility. We wish to encourage growing responsibility in students by show respect and asking for it in return.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulation, and this policy.

The district discipline policy is in effect for students at school, the bus stop, on school vehicles and at all school events, on or off school property.

Rules of Conduct

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. The following acts are examples of unacceptable behavior subject to disciplinary action by the school district. Consequences will be served by the violators.

- A. Truancy and Unauthorized Absences.
- B. Damage to School or Personal Property.
- C. Physical Assault
- D. Verbal Assault
- E. Threats and Disruptions
- F. Dangerous, Harmful, and Nuisance Substances and Articles including the use or possession of alcohol, drugs, tobacco or harmful or nuisance articles.
- G. Failure to identify oneself.
- H. The violation of any state or local law or the violation of any federal law is unacceptable behavior.
- I. The following constitute unacceptable behavior:
 1. Willful conduct which materially and substantially disrupts the rights of the others to an education.

2. Willful conduct which endangers school district employees, the pupil or other pupils, or other property of the school; or
3. Willful violation of any rule of conduct specified in this discipline policy, or the student handbook.

DISCIPLINARY ACTION FOR STUDENT MISCONDUCT

Disciplinary action or consequences may include, but it is not limited to the following:

| | | |
|--------------------------------|---------------------------|----------------------------|
| Verbal reprimand | Conference with student | Parent call |
| Detention – Noon, a.m. or p.m. | Loss of school privileges | Removal from class |
| Saturday School Detention | Restitution | In School Suspension (ISS) |
| Out of School Suspension (OSS) | Family Conference | Expulsion/Exclusion |
| Removal from Class | | |

1. **REMOVAL FROM CLASS/IN SCHOOL DETENTION (ISS):** Removal from class/ISS is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principals or his lawful designees. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision to remove shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference, including but not limited to the completion of any make-up work.
2. **DETENTION:** Detention is assigned to students for violating minor school regulations. Failure to report for assigned detention may result in suspension from school.
3. **SUSPENSION:** Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be used in accordance with The Pupil Fair Dismissal Act.
4. **EXPULSION** from school may be imposed by the school board upon the recommendation of the superintendent and principal for a period of time of more than five days up to one school year. Expulsions may be imposed only after the student has the opportunity to present evidence at a hearing as to why he or she should not be expelled. Hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act.

DISRUPTIVE BEHAVIOR OFF SCHOOL PROPERTY

Behavior off school property that negatively affects a staff member to educate or manage student behavior may result in a school discipline consequence. Behavior on school buses or at school events are subject to consequences per district discipline policy.

DRESS CODE

Students wearing inappropriate clothing, per administrator determination, will be asked to change the clothing. Inappropriate clothing is defined as any article of clothing which distracts from or disrupts education and learning. Clothing that advertises or displays tobacco, alcohol, or drug related products and/or any profanity, vulgarity, or innuendo will be strictly forbidden to be worn at school or school events. Clothing that displays bare midriffs, tops that are cut too low, or shorts or skirts that are determined to be too short are not allowed. Caps, hats, hoods or other head wear will not be permitted during the school day – bell to bell.

DRIVING, RIDING AND PARKING

Students will not be allowed to drive or ride with another student during the school day unless the school has permission from his or her legal guardian and he/she has permission from an administrator. Permission forms may be obtained from the principal. Violators of this rule will receive a consequence. Students will park their vehicles in the east parking lot in designated parking spaces.

EIGHTEEN YEAR - OLD / ADULT POLICY

Any student 18 years of age or older still enrolled in high school is subject to the same rules that govern all other students. Adult status does not exempt students from rules and regulations subscribed by the Board of Education and the administration.

ELECTRONIC DEVICES/CELL PHONES

Students in grades 7-12 may use their phone, headphones/earbuds & gaming devices before and after school, during lunch and passing times at their discretion. Students may only use their phones during class per teacher permission. Location of phones during class for students in grades 7-12 is determined by the teacher and clearly communicated to students. Students in grades 5 & 6 store phones, headphones/earbuds and gaming devices in their locker and do not bring them to class, lunch or recess unless a teacher grants permission. Students may check their electronic devices during passing periods.

Consequences for offenders are specified in the consequence table. Confiscation offenses are cumulative regardless of the type of device confiscated. **Note: Items capable of using wireless internet are subject to the WCA Acceptable Use Policy.**

FEES

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

1. A project in art, home economics, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such projects with the approval of the instructor. The student may elect to take such projects home, and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects with approval of the instructor.
2. Cost of school equipment or materials destroyed or broken or unduly damaged through carelessness or failure to follow instructions, must be paid for by the student in the amount necessary to restore the items involved to service.
3. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
4. Costs of field trips which are made available from time to time but are not required as a part of a course, should the student elect to participate in the field trip.
5. Costs of the school paper, yearbook, graduation announcements or class rings, should the student elect to order any of these.
6. Admission fees for concerts, plays, athletic events, and other programs or activities which the students may attend at their option.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes and other items of personal equipment.

FIRE DRILL REGULATIONS

When the fire alarm is sounded, students should go directly to the designated exit using doors and stairs prescribed for that section of the building. Students should become familiar with the fire exit diagram. Since our traffic procedure could be determined by the location of a fire, it will be especially important for all students to pay attention to the directions given by the teachers. This means you should pass as quickly as possible without running or shoving. Under no circumstances should there be any talking or stopping at lockers, etc. The first two students to reach the street are to act as road guards and stop all traffic. Students are to remain in these areas until notified to return. Students are to remain in a group according to the class they were attending.

GRADING SCALES

In determining your grades the faculty members will be using the percentage basis whenever possible. The guidelines they will use are as follows

| | |
|------------|--------------|
| 96-100 = A | 80-83 = C |
| 94-95 = A- | 78-79 = C- |
| 92-93 = B+ | 76-77 = D+ |
| 88-91 = B | 72-75 = D |
| 86-87 = B- | 70-71 = D- |
| 84-85 = C+ | Below 70 = F |

It is the policy and philosophy of this school that no student will be failed if s/he puts out his/her best effort. Class rank is computed on a 4.0 scale. Class ranks will be computed at the end of the 9th, 10th, 11th, and 12th grades.

GRADUATION REQUIREMENTS

All course requirements are listed in the student's registration materials and in the back of this handbook. 2018 seniors need 100 credits including all required courses to earn their diploma. To participate in the June 1, 2018 graduation ceremony, all seniors must have their school work completed and fines paid by the end of the school day May 31st, 2018

HONOR ROLL

The WCA School Honor Roll is divided into 2 levels: "A" Honor Roll = 3.65-4.0 and "B" Honor Roll = 3.00-3.64. The honor roll is posted at the end of each grading period and put in the local newspaper. Making the honor roll is truly an "honor" and is something you should strive toward.

INCOMPLETES

Any student receiving an incomplete will be given ten school days into the next grading period to make up his or her work. Failure to make up an incomplete will result in a final grade posting reflective of work completed on the last day of the grading period.

INDEPENDENT STUDY COURSE

Students who take an online or an independent study course during the course of the year are expected to successfully complete the course. The online course must be completed in the grading period for which it is registered. Incomplete work will become an F on the student's transcript. Students that are not making progress with a course will be placed into a regular schedule.

INELIGIBLE/ELIGIBILITY PROCEDURES

Eligibility/Ineligibility Procedures: Students will be expected to turn in their missing homework assignments before 8:15am Friday morning. Teachers will grade and post all missing work assignments before 7:30am Monday morning. Office staff will generate a report from the gradebook and email it to all teachers for revision on Monday. This report will be in effect from Tuesday (A.M) to the end the day the following Monday. Teachers will inform students that they have been placed on the Fail List.

FAIL/INELIGIBLE LIST

Each quarter, the student must be on the fail list (for the same class) for a week before they are ineligible. (This week shall be known as the “Probationary Week.”)

If a student is on the Fail list (for the same class) for a second straight week; the student is now ineligible. This shall be known as the “Ineligibility Week.”

Any student found on the ineligible list (failing one or more classes) will be ineligible to participate in all contests from Tuesday (A.M) to the end the day the following Monday.

During the “Ineligibility Week,” a student is expected to be at practices and/or attend tutor/study sessions.

It is the student's responsibility to find out the reason why they are on the fail list and to complete the necessary steps to be removed from the next list.

Advisors/Coaches will inform students who will not be participating due to ineligibility.

LOCKERS

Students are assigned lockers at the beginning of each school year. Lockers should be locked and not jammed “open”. Items brought to school are your responsibility. Your locker is the property of the school and is provided for your use by the school.

Your locker is subject to periodical inspection for cleanliness, and may be entered by the administration at any time it might be suspected of containing, alcohol, narcotics, or other items considered potentially harmful to other students or to the school building, or unlawfully obtained.

MEDICATION

If a student must bring medication to school (either prescription or non- prescription), a written physician’s signature is needed before the medication can be given by school personnel. Parents may use the physicians order form at the back of this handbook or they may pick one up at the school office or from their doctor. The form will request the child’s name, dosage instructions, doctor’s name, any potential side effects, and a prescription date.

By law the following requirements must be met pertaining to Prescription Medications:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child’s name, drug identity, dosage instructions, doctor’s name and prescription date.
4. The prescription must be current.
5. Medication will be given by school personnel under the supervision of the school nurse

An individualized non-prescription medication plan to possess and self-administer may be implemented with written approval by the RN and the parent/guardian.

NATIONAL HONOR SOCIETY

West Central Area High School maintains a chapter of the National and Minnesota Association of Honor Societies. Membership in this chapter is based upon scholarship, service, leadership, and character. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at West Central Area. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class. Candidates shall have a minimum of a 3.5 cumulative grade point average. Those students who are eligible scholastically at the end of each 4th quarter shall be notified along with their parents. If the student wishes to seek membership at that time, he/she will be asked to complete and submit the Candidate Form. The selection of members to this chapter shall be by a majority vote of the Faculty Council. Candidates become members when inducted at a special ceremony.

NOON (1/2) HOUR

The middle school and high school has a closed noon hour. This means no student may leave the school building without permission from the principal.

PLEDGE OF ALLEGIANCE

All students will be provided the option to demonstrate their patriotism once a week. Students may gather in the commons at the beginning of the first day of the week to recite the Pledge of Allegiance.

PROM

Seniors and juniors may attend prom. Sophomores may also attend if they are invited by a WCA junior or senior. All guests must be at least a sophomore and not older than 20 years of age. Students must be dressed appropriately or will not be allowed to participate in the grand march or dance. Students may not attend prom if they owe time because of poor attendance.

REPORT TO PARENTS

Report cards are issued every 9 weeks. Ineligibility reports will be mailed/mailed to parents of students who are placed on the failing or probationary list. Progress reports will be available upon parent request. Parents are encouraged to sign up for TIES parent access to view their children's progress. The internet access includes assignments, grades, and attendance.

SCHOOL LUNCH

Students will be assigned a computer ID number which they will give to lunch personnel each day they eat a school lunch. Payment for lunches is NOT to be made in the lunch line. Please bring money to the office before lunch hour begins. It is the responsibility of the student and parent/guardian to keep sufficient funds in the lunch account.

534 UNPAID MEAL CHARGES *West Central Area Schools Policy 534*

Adopted: July 24, 2017
Orig. 2017

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of ISD #2342 to offer breakfast and provide lunch at school. The food service strives to produce quality meals in an efficient and fiscally responsible manner.
- B. The food service department utilizes Point of sale system requiring pre-payments. Students may purchase meals when funds have been deposited into their personal accounts.
- C. Families may apply for free/reduced meals anytime during the school year. Applications are provided to all families in the district prior to the school year. In addition applications are available at the district office and online at the District website: <http://isd2342.org>

III. PAYMENT OF MEALS

- A. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school year.
- B. *Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$50.00 or to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Notification of this action will be sent by letter to the family address on file.* Payments may be made on-line thru Payschools or in person at one of the three building sites.
- C. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- D. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- E. Families who have been notified of negative balances and who have not made payment arrangements, at the discretion of the school district, the district MAY provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds (-\$50.00 or more)? in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals.
- F. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- G. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families by school messenger when meal account balances are low or fall below \$10.00.
- B. Families will be notified by letter of an outstanding negative balance once the negative balance reaches -\$25.00 or more.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$50.00, not paid prior to *the end of the semester, or families who have not made payment arrangements or paid in full* will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

SECURED ENTRANCE

With the addition of our new secured entrances, parents and students will need to enter the main door of the school whenever coming to school once the school day has begun. There will be a sign-in sheet for those entering during the school day and a student sign-out sheet for parents picking up students throughout the day and at the end of the school day.

SEXUAL HARASSMENT

WCA schools maintain a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances. The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building

level. Report forms may be secured in the district offices and a copy of the complete policy can be obtained at the district offices. The complaint form is located in the back of this handbook.

STUDENT COUNCIL

The student council is the governing body of the students. It is the responsibility of the council representatives to bring to the attention of the administration any problems pertaining to the welfare of the student body. Council members are also to bring to the students the final policy decisions agreed upon in council meetings. The high school's student council president must be a senior.

TASK MANAGEMENT SKILLS

All WCA Secondary School teachers may use task management skills for up to 10% of the quarter grade.

THEFT AND VANDALISM

Students stealing school property, property from other schools, or other student's property will be dealt with severely. Law enforcement may be notified and assist in handling the offense. The student will also serve a discipline consequence for the infraction.

VALUABLES

It is recommended that students not bring valuables to school. If at times it is necessary to bring valuables to school, check them in with the principal or principal's secretary.

VISITORS

Prior permission from the principal is required for all 5-12 grade school visitors. Visitors are to report immediately to the principal's office so that the school is aware of the visitors. No visitors will be allowed in the last two weeks of the school year.

WEAPONS/DANGEROUS ITEMS

Bringing a dangerous weapon on school property is a violation of Minnesota law. -You may not possess a dangerous weapon at any time on school property. A dangerous weapon/item can be many things. It includes guns (loaded or unloaded), switchblades, brass knuckles, numchucks, certain liquids and pellet guns. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

You should also know that possession on school property includes on a school bus, in a school property leased by the school and whether the school is public or private.

Violations of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties which may include significant fines and prison.

WEATHER WARNINGS

1. Announcements over KMRS and KKOK - Morris, and KSAX, KIKV-FM, KCCO - Alexandria, KJJK -- Fergus Falls, KFGO-FARGO and Instant Alert will be used to communicate school closings.

BEHAVIOR/CONSEQUENCE TABLE

The consequences for misbehavior are designed to be fair, firm and consistent for all students at West Central Area. Because it is not possible to list every inappropriate behavior, misbehaviors not included here will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate district staff.

In addition to the consequences detailed on this and following pages the school may respond to student misbehavior in a variety of ways which include, but are not limited to: dismissal from school, removal from class, reports to probation and social services, criminal reports, fines, and chemical evaluation. Law enforcement will be involved when a violation of the law has occurred.

Administration may recommend longer suspensions, expulsions or other discipline on a case-by-case basis. This may include more severe consequences for students with multiple offenses in different categories of misbehavior or for a first offense that is particularly severe.

Consequence Definitions

Detention: Lunch, Before/ After School or Saturday School

Dismissal from School: Dismissal from school for the remainder of the school day

In School Suspension (ISS): Student attends school but not in one or more classes

Out of School Suspension (OSS): Student suspended from school and may not be on school property one or more days

Expulsion: Per school board action, student is prohibited from attending school for up to 12 months from date of expulsion

Appropriate Dress:

| Behaviors | 1 st Offense | 2 nd Offense | 3 rd / Future Offenses |
|--|--|--|--|
| 1- Inappropriate clothing is worn at school. | Student required change into appropriate clothing. | Detention & student required to change into appropriate clothing | Habitual violations may lead to in or out of school suspension |
| 2- Caps and headwear are worn during the school day. | Headwear stored in office until end of the day | Detention & headwear stored in office until end of the day | Habitual violations may lead to in or out of school suspension. Headwear stored in office for parent pick-up |

Damage or Destruction to School or Personal Property:

| Behaviors | 1 st Offense | 2 nd Offense | 3 rd / Future Offenses |
|---|---|---|---|
| 1- Vandalism including defacing or damaging property that belongs to the school, to the students, staff, or anyone involved in school activities. This also includes creating permanent decor to the interior or exterior of lockers. | Possible but not limited to detention. & retribution. | 1 - 3 Day In School Suspension & Retribution or 1-3 Day Suspension & Retribution. | 1-10 Days Suspension & Retribution or Expulsion & Retribution |

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| 2- Misuse of school books, supplies, or equipment - destroying them in any way so as to hamper use by another student. | Replacement costs will be charged to the student. | | |
| 3- Driving recklessly on school property so as to endanger persons or property. | Possible but not limited to detention. Possible loss of parking privileges | 1-3 Day In School Suspension or Suspension. Loss of parking privileges | Up to 10 Days Suspension or Expulsion |
| 4- Igniting matches, lighter or any device that produces flames. | –Possible but not limited to detention, ISS or OSS. | Detention, In School Suspension or Out of School Suspension | ≠ In School Suspension or Out of School Suspension |
| 5- Tampering with Emergency or Safety Equipment – Unauthorized use of emergency or safety equipment on the bus or on a school property, including first aid kits, fire extinguishers, and emergency kits, fire extinguishers, and emergency doors or hatches. | Up to 10 Days Suspension | Expulsion / Exclusion | |
| 6- Burglary – Entering a district building without consent and intent to commit a crime, or entering a building without consent and committing a crime. | Up to Expulsion / Exclusion | | |
| 7- Trespassing – Being present in any district facility or portion of a district facility when it is closed to the public or unauthorized presence in a district vehicle. Also includes being on school property while skipping or serving out school suspension. | Up to 3 Day Suspension | 3-5 Day Suspension | Up to 10 Days Suspension or Expulsion |
| 8- Theft or Possession of school or student property. | Up to 3 Day Suspension | 3-5 Day Suspension | Up to Expulsion |
| Substance & Tobacco Use | | | |
| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
| 1- Alcohol or Chemicals, Possession or Use – Possessing or using any narcotic, inhalants, or controlled substances where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulations. | Up to 10 Days Suspension | Up to 10 Days Suspension | Expulsion |
| 2- Alcohol, Possession with intention to Distribute or Sell – Selling or distribution or intending to sell alcohol where sale or distribution is prohibited by Minnesota or federal law. | Up to 10 Days Suspension | Expulsion | |
| 3- Chemicals – Possession with intention to Distribute or Sell – Selling or distribution or intending | 10 Day Suspension or Expulsion | Expulsion | |

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| to sell any narcotic inhalants or controlled substance where sale or distribution is prohibited by Minnesota or federal law. | | | |
| 4- Tobacco, Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulations. | Up to 1 day In School or Out of School Suspension | 2 days In School or Out of School Suspension | 3 Days In School or Out of School Suspension |
| Food and Beverage | | | |
| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
| 1- Food or beverage is inappropriately located out of the commons area such as in halls lockers, classrooms, etc. | Possible but not limited to detention. | Detention | Habitual violations may lead to suspension consequences. |
| 2- Students violate closed lunch rule and leave the school grounds during lunch hours. | Possible but not limited to detention to Isolated Lunch | Isolated Lunch and Detention | Up to and including suspension. |
| Insubordinate and Disrespectful Behavior Towards Others | | | |
| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
| 1- Insubordination – Willful refusal to follow an appropriate direction or order by a staff member. | Possible but not limited to detention or In School Suspension | 1 - 5 Day In School or Out of School Suspension | 3 to 10 Days Suspension 2-10 Days In School or Out of Schools Suspension |
| 2- Disorderly conduct, interference, disruption or obstruction – Any action taken to attempt to prevent a staff member or student from exercising his / her assigned duties. | 1 Day In School or Out of School Suspension | 2 - 5 Days Suspension | 5 -10 Days Suspension |
| 3- Student displays verbal abuse and / or directs profanity / obscenity at a staff member. | Detention/Suspension | 1 – 3 days Suspension. | Habitual/repeated violations may lead to maximum suspension or expulsion. |
| 4- Student disrupts a school activity by shouting, throwing items, spitting, or other rude behavior. | Possible but not limited to detention. | Detention or In School or Out of School Suspension | 1-5 Days out of School Suspension |
| 5- Student uses physical force to attack a teacher or staff member. | Up to 10 Days Suspension or Expulsion | Expulsion | |
| 6- Identification or Record Falsification – refusing to give proper identification, giving false information to a staff member or falsifying signatures or data. | Up to 1 Day In School or Out of School Suspension | 3 Days Suspension | 5-10 Days Suspension & Zero on assignment or Expulsion |

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| 7- Academic dishonesty including but not limited to cheating or plagiarism, individually or with another student to take credit for work that is not their own. | In-School Suspension, (the day after the cheating is discovered). Zero on the Assignment | 1- 3 Days In School or Out of School Suspension. Zero on assignment. | 4-10 In School or Out of School Suspension. Zero on assignment. Habitual violations may lead to Expulsion. |
| 8- Student show inappropriate displays of affection or unacceptable consensual sexual behavior toward others. | Possible but not limited to detention. | Up to 1 Day In School or Out of School Suspension | 2 -5 Days In School Suspension or Out of School Suspension |
| 9- Unauthorized participation in hacky sack, cards, gambling, or gaming of any kind. | Possible but not limited to detention. | Detention | 1-5 Days In School or Out of School Suspension |
| 10- Bomb Threat, False – Intentionally giving a false alarm of a bomb. | Expulsion | | |
| 11- Fire Alarm, False – Intentionally giving false alarm of a fire, or tampering or interfering with any fire alarm. | 5 Days Suspension | Expulsion | |
| 12- Bullying Behavior – Conduct by a student that a reasonable person knows or should know has the effect of: harming a student, damaging a student’s property, placing a student in fear of harm to his or her person or property, or creating a hostile educational environment for a student. | Possible but not limited to detention. | Detention and/or In School or Out of School Suspension up to 5 days | 6- 10 days In School or Out of School Suspension for habitual violations |
| 13- Unauthorized use of electronic equipment, headsets, cell phones, video games, pagers, recreational equipment including skate boards, rollerblades, etc. | Two Lunch Detentions | Electronic devise in office for remainder of day and student turns in electronic devise the following day as well | Administrator may keep phone for parent pick-up or another appropriate consequence. |

Gang Activity

| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
|---|--|--|---|
| 1- Student uses gang graffiti on school property or on their own property while at school. | Possible but not limited to detention. Suspension Possible | Habitual and repeated violations may lead to maximum suspension. | |
| 2- Student displaying gang emblems, gang symbolism, signs, signals, slang, terminology, gang related jewelry or clothing. | Possible but not limited to detention. Suspension Possible | Habitual and repeated violations may lead to maximum suspension. | |

Violence/Abuse Towards Others

Verbal Aggression Toward Others

| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
|---|--|--|---|
| 1- Abuse, Verbal – Arousing alarm in others through the use of language that is discriminatory, abusive, obscene, threatening, or intending to provoke physical aggression. | Student Conference, Parent Notification, Detention, and possible In School or Out of School Suspension | Detention, Parent Notification, referral to counselor, and In School or Out of School Suspension | Habitual Violation lead up to 10 Days Suspension to Expulsion |

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| 2- Assault, Verbal or Written – Verbal confrontation directly or indirectly with a student or staff member which is intended to cause fear of bodily harm or death. | 1 or more days In School or Out of School Suspension | 3 - 10 days In School or Out of School Suspension | Up to 10 Days In School or Out of School Suspension or Expulsion |
| 3- Robbery or Extortion – Obtaining property from another person where his/her consent was induced by use of force, threat of force or under false pretenses. | 1- 10 Days Suspension | Expulsion | |
| Physical Violence Toward Others | | | |
| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
| 1- Assault, Aggravated – Committing an assault upon another person with a weapon or an assault which inflicts great bodily harm. | Expulsion | | |
| 2- Assault, Physical – Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. | 1 - 10 Days In School or Out of School Suspension | Up to 10 Days Suspension or Expulsion | Expulsion |
| 3- Bodily Harm, Inflicting – Committing a reckless act that unintentionally causes bodily harm to another person. | 1 - 10 Days In School or Out of School Suspension | Up to 10 Days Suspension or Expulsion | Expulsion |
| 4- Disruptive Physical Contact/aggression – Engages in actions involving serious physical contact where injury may occur | Possible but not limited to detention, In School or Out of School Suspension | 3-5 days In School or out of School Suspension | 5-10 days Out of School Suspension |
| 5- Fighting – Mutual combat (differentiated from poking, pushing, shoving, or scuffling) in which one or the other parties or both contributed to the situation by verbal and / or physical action. | 3-5 Days In School or Out of School Suspension | Up to 10 Days Suspension or Expulsion | Expulsion |
| Harassment | | | |
| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
| 1- Harassment - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex, their sexual orientation, any disabilities they may have or their color, creed, national origin, marital status, status with regard to public assistance or | 1-3 days In School or Out of School Suspension | 3-5 Day In School or Out of School Suspension or Expulsion | 10 Day Suspension or Expulsion. |

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| age. | | | |
| 2- Sexual Violence - A physical act of aggression or force, or the threat of aggression or force, which involves nonconsensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, intentional touching of a person's intimate parts, or forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments | 5-Day Suspension or Expulsion | 10 Day Suspension or Expulsion | |
| Weapons Possession | | | |
| Behaviors | 1st Offense | 2nd Offense | 3rd / Future Offenses |
| 1- Firearms Possession. Firearm means any firearm, whether loaded or unloaded, (includes BB and pellet guns) in school zone. | Expulsion | | |
| 2- The use of a Replica firearm or look-alike possession for intimidation and other inappropriate use. "Replica firearm" means a device or object that is not defined as a dangerous weapon that is a facsimile and reasonably appears to be a pistol, revolver, shotgun, saw-off shotgun, rifle, machine gun, rocket launcher or any other type of fire arm. | Expulsion | | |
| 3- Possession of Dangerous Weapons – any device designed as a weapon and capable of producing death or bodily harm, or any flammable liquid or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm in school zone. | Up to 10 Days Suspension or Expulsion | Expulsion | |

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| 4- Ammunition Possession -- Possession of bullets or other projectiles designed to be used in a weapon. | Possible but not limited to 1-10 days Detention / In School Suspension or Out of School Suspension | 1-10 Days Suspension 2-10 Days In School or Out of School Suspension | 1- 10 Days Suspension or Expulsion |
| 5- Explosives. Possession and / or Use – Possession or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat. | Expulsion | | |
| 6- Dangerous Items – Matches, Lighters, and Fireworks are examples of dangerous items. | 1-10 Days Suspension Possible but not limited to 1-10 days Detention / In School Suspension or Out of School Suspension | 1-10 Days Suspension 2-10 Days In School or Out of School Suspension | 5-10 Days Out of School Suspension or Expulsion |
| 7- Committing arson - Intentional destruction or damage to school buildings, or property by means of fire. | Expulsion | | |
| 8- Throwing objects to / from vehicles – Throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus. | * See Transportation Guidelines. Students may receive consequences from the schools as well as from the bus company | | |

West Central Area Secondary School 2017 Graduation Requirements

100 Credits Required for Graduation (72 required credits & 28 elective credits)

| | |
|--|--|
| Language Arts | Minimum of 16 credits = 4 years |
| English 9 (full year course) | 4 credits |
| English 10 (full year course) | 4 credits |
| English 11 (semester course) | 2 credits |
| English 12 (semester course) | 2 credits |
| English Electives (all semester courses) | 4 credits |

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| Math | Minimum of 12 credits = 3 years |
| Geometry 9 (full year course) | 4 credits |
| Algebra II or Standards Algebra II (full year courses) | 4 credits |
| Probability & Stats (full year course) | 4 credits |
| Or | |
| Business Math (semester course) & Personal Finance (semester course) | |

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|---------------------------------------|--|
| Science | Minimum of 12 credits = 3 years |
| Physical Science 9 (full year course) | 4 credits |
| Biology 10 (full year course) | 4 credits |
| Science Electives | 4 credits |

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| Social Studies | Minimum of 14 credits = 3.5 years |
| Civics 9 (full year course) | 4 credits |
| American History & Geography 10 (full year course) | 4 credits |
| World History 11 (semester course) | 2 credits |
| Economics 12 (semester course) | 2 credits |
| Social Studies Elective (all semester courses) | 2 credits |

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| PE/Health | Minimum of 8 credits = 2 years |
| Physical Education 9 (full year course) | 4 credits |
| Physical Education/Health 10 (full year course) | 4 credits |

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| Arts | Minimum of 4 credits = 1 year |
| Music and/or art electives (all semester courses) | 4 credits |

Additional WCA High School Requirements **6 Credits required = 1.5 years**
 Careers 9 (2 credits), Agriculture 9 (2 credits) and Senior Seminar 12 (2 credits)

Preparing for a 4-year college: Take a minimum of 4 years English, 3 years math, 3 years of science including chemistry or physics, 3 ½ years social studies, 1 year art/music & 2 years foreign language (many universities require 2 years of high school foreign language course work)

4-year Colleges consider:

| | | | |
|------------|------------------|------------------|----------------|
| Class Rank | ACT or SAT score | Rigor of courses | Senior Courses |
| | | | 4/2016 |

RIDING THE BUS IS A PRIVILEGE

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

The school bus safety rules are posted on every bus. If these rules are broken, the discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Transportation Office.

RULES AT THE BUS STOP

- Get to your bus stop 3-5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the road when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, **always cross in front of the bus where the driver can see you.** Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

RULES ON THE BUS

- Immediately follow the instructions of the driver.
- Sit in your seat facing the front.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of tobacco or drugs
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the bus.

STUDENT TRAINING

The School District shall provide students enrolled in grades Kindergarten through 10 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completion of the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- Transportation by school bus is a privilege not a right;

- Policies for student conduct and school bus safety;
- Appropriate conduct while on the bus;
- The danger zones surrounding the school bus;
- Procedures for safely boarding and leaving the school bus;
- Procedures for safe vehicle lane crossing; and
- School bus evacuation and other emergency procedures.

CONSEQUENCES FOR MISBEHAVIOR

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or designee in conjunction with the Transportation Director. Serious misconduct may be reported to local law enforcement.

Consequences for school bus/bus stop misconduct will apply to all regular routes and shuttles. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

ELEMENTARY (K-6)

- 1st offense Written warning
- 2nd offense 3 school day suspension from the bus. Call parent/guardian
- 3rd offense 5 school day suspension from the bus. Call and meet with parent/guardian
- 4th offense 10 school day suspension from the bus and a meeting with parent/guardian

Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

SECONDARY (7-12)

- 1st offense Written warning
- 2nd offense 5 school day suspension from the bus, Call parent/guardian
- 3rd offense 10 school day suspension from the bus, Call and meet with parent/guardian
- 4th offense Suspended from riding the bus for the remainder of the year.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

RECORDS

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records will also be maintained in the transportation office.

VANDALISM/BUS DAMAGE

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

NOTICE

Students will be given a copy of school bus and bus stop rules. Rules will be posted on each bus.

CRIMINAL CONDUCT

In cases involving criminal conduct (for example, assault, weapons possession, or vandalism), the Superintendent and local law enforcement officials will be informed.

PARENT/GUARDIAN RESPONSIBILITIES FOR TRANSPORTATION SAFETY

- Become familiar with rules and policies, regulations, and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students.
- Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
- Respect the rights and privileges of others.
- Communicate safety concerns to transportation office.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.

OTHER INFORMATION FOR PARENT/GUARDIAN

- No driver is to make changes in the pick-up or drop-off schedule for their route without prior authorization.
- Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved.
- No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any or all weapons, gasoline cans, animals, and other dangerous or objectionable items.
- Any denial of bus-riding privileges must come from the Principal or Transportation Director.

INDEPENDENT SCHOOL DISTRICT 2342
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Independent School District No. 2342 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Circle as appropriate **sexual \ racial \ religious.**

Name of person you believe harassed or was violent toward you or another person. _____

If the alleged harassment or violence was toward another person, identify that person. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by _____ (Date) _____