

# 2021-2022 WASECA INTERMEDIATE SCHOOL STUDENT & PARENT HANDBOOK

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**Waseca Intermediate School**  
**400 19th Avenue NW**  
**Waseca, Minnesota 56093**

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**FAX: (507) 837-5530**  
**WEBSITE: [www.waseca.k12.mn](http://www.waseca.k12.mn)**

## WIS 2021-2022 Schedule

Period	Grade 4		Period	Grade 5		Period	Grade 6
<b>Advisory</b>	8:05 - 8:50		<b>Advisory</b>	8:05 - 8:50		<b>Advisory</b>	8:05 - 8:50
<b>Block 1/2</b>	8:50 - 10:10	ELA	<b>Block 1/2</b>	8:50 - 10:10	P/FAMe	<b>Block 1/2</b>	8:50 - 10:10
<b>Block 3</b>	10:10 - 11:00	SSo	<b>Block 3/4</b>	10:10 - 11:30	Math	<b>Block 3/4</b>	10:10 - 11:30
<b>Grade 4 Recess</b>	11:00 - 11:25						
<b>Grade 4 Lunch</b>	11:25 - 11:50		<b>Grade 5 Recess</b>	11:30 - 11:55		<b>Block 5</b>	11:30 - 12:00
<b>Block 4</b>	11:50 - 12:10	SSo	<b>Grade 5 Lunch</b>	11:55 - 12:20		<b>Grade 6 Recess</b>	12:00 - 12:25
<b>Block 5/6</b>	12:10 - 1:30	Math	<b>Block 5/6</b>	12:20 - 1:30	ELA	<b>Grade 6 Lunch</b>	12:25 - 12:50
						<b>Block 6</b>	12:50 - 1:30
<b>Block 7/8</b>	1:30 - 2:50	P/FAMe	<b>Block 7/8</b>	1:30 - 2:50	SSo	<b>Block 7/8</b>	1:30 - 2:50
<b>Homeroom</b>	2:50 - 2:54		<b>Homeroom</b>	2:50 - 2:54		<b>Homeroom</b>	2:50 - 2:54

<b>4 Blocks</b>	ELA	Math	P/FAMe	SSo
	Reading	Math	PE	Science
	Writing		PE	Social
			Music	
			Arts	
			Media	

## WIS Staff Directory - 2021-22

IS STAFF	TITLE
TBD	SLP
Anderson, Seth	Grade 4 Teacher
Andreen, Angela	Gr. 5&6 Music & Choir
Armendariz, James	Police Liaison Officer
Atherton, Chad	Grade 4 Teacher
Barrie, Dawn	Adaptive Phy Ed
Bauernfeind, Brianna	Behavior Intervention
Bogen, Beth	Phy Ed
Brenden, Craig	Band Director & Gr. 4 Music
Bruns, Rachel	Grade 5 Teacher
Butterfield, Kristin	Reading Specialist
Garza, Anastasia	TAP Program Teacher
Graham Ashley	DCD-S
Graupmann, Jennifer	Grade 6 Teacher
Guse, Brandon	Art Teacher
Harris, Lori	Grade 5 Teacher
Hines Ruth	Media Clerical
Hoppe, Heather	Grade 4 Teacher
Hulscher, Stephanie	WIS School Counselor
Huttemier, John	WIS Principal
Johnson, Megan(Central)	Behavior Analyst
Johnson, Lindsey	Grade 5 Teacher
Kestel, Jana	Reading Specialist
Krautkremer, Amy	Grade 4 Teacher
Link, Clint	Technology Integration
Lowry, Diana	ELL Teacher
Martinez-Ayala, Lizeth	TAP/Social Worker
McGuire, Brooke	Teaching/Learning
McKay,Sue	TOSA
Mercier, Tricia	Grade 6 Teacher
Moen, Jackie	LD
Nord, Robert	Grade 6 Teacher
O'Brien, Ria	Grade 5 Teacher
Priebe, Michele	LD

Priebe, Paula	Reception/Nurse's Office
Roesler, Susan	Office Manager
Ruedy, Cindy	Technology(WIS)
Saemrow, Brenda	Grade 6 Teacher
Scheid, Anthony	Phy Ed Teacher
Schlichte, Jody	Grade 5 Teacher
Schmidt, Molly	TAP Program Teacher
Sheehan, Jennifer	Family Services Coordinator
Teders, Eric	Math Specialist
Thompson, Taylor	EBD
Walker, Savannah	Grade 4 Teacher
Weerts, Megan	Case Facilitator
Wobschall, Deb	Nurse's Office
Wollenburg, Joseph	Media Director
Yaste, Katlyn	Grade 5 Teacher

IS Paraprofessionals	TITLE
Harrison, Andrew	TAP
Schultz, Laura	TAP
Atif, Farkhanda	DCD-S
Hoelscher, Robin	DCD-S
Larson, Karen	DCD-S
Adler, Tracy	EBD/LD
Bothlun, Sharon	EBD/LD
Engesether, Cora	EBD/LD
Ferch, Michelle	EBD/LD
LaCroix, Jennifer	EBD/LD
Smith, Deb	EBD/LD
Krueger, Deb	ELL

Custodians	TITLE
West, Ryan	Building Head
Hayes, Gary	Nights

Food Service	TITLE
Ross Larson	Food Director
Korb, Linda	Food Service Manager
Larson, Lori	Food Service Aide
Villwock, Erin	Food Service Aide

# **Welcome to Waseca Intermediate School!**

## **Our Mission**

Waseca Intermediate School (WIS) exists: 1) To ensure all students learn. 2) To create positive relationships. 3) To encourage the development of independent learners.

## **School Hours**

With bus students arriving at school shortly before 8:00 AM, WIS students will go directly to their classrooms. The school day officially starts at 8:05 AM. The students arriving by drop-off, bikes, or walking should arrive as close to 7:53 AM as possible. Breakfast runs from 7:45 to 8:00 AM and 2<sup>nd</sup> Chance Breakfast will be available around 9 AM for any students wanting to participate. Official school hours are 8:05 AM to 2:57 PM. If you need to arrive earlier to school, please consider using Community Education's Jays Nest located on our site. You can reserve a spot by calling (507) 835-3187.

## **Sign-in/Sign-out Policy**

If your child arrives late or needs to leave early from school, he/she must document this information in the WIS office. No student will be allowed to leave school without written permission or a phone call from his/her guardian. All students leaving early will be dismissed through the WIS office and must sign-out.

## **Visitors**

For the safety and security of guests and students, visitors are required to present themselves in the WIS office upon arrival. Visitors will sign in and receive a visitor badge. Upon departure, visitors are asked to return to the office to sign-out. This procedure must be adhered to for safety reasons.

## **“WE R<sup>4</sup>the Bluejay Way!”**

Positive Behavior Interventions and Supports (PBIS) is a program aimed to effectively reduce classroom disruptions and poor student behavior choices through a school-wide systematic tiered-intervention approach. We teach students our expectations for behavior and we recognize them when they get it right! Data shows schools who implement PBIS with fidelity see decreases in negative student behavior and increases in student achievement.

### **Goals:**

We will follow the guidelines of “**The Bluejay Way**” to provide a safe and successful learning environment. We believe students need to be taught the guidelines of behavior expectations and recognized when they are practicing these expectations. We also believe students making poor choices need to be encouraged to make better choices and in some cases a discipline plan, consequences, and further interventions may be required.

**Waseca Intermediate School will teach and recognize the following behavior expectations on the “Bluejay Way Rubric” throughout the school year!**

**The” Bluejay Way Rubric” is available on the following page.**

	<b>R<sup>1</sup>espect Yourself</b>	<b>R<sup>2</sup>espect Others</b>	<b>R<sup>3</sup>espect Property</b>	<b>R<sup>4</sup>espect Learning</b>
<b>All Settings</b>	<ul style="list-style-type: none"> <li>Be positive</li> <li>Work hard</li> <li>Practice Habits of Mind</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands to yourself</li> <li>Use kind words</li> <li>Encourage others to do their best</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Recycle</li> <li>Keep the school safe</li> </ul>	<ul style="list-style-type: none"> <li>Remain on task</li> <li>Be responsible</li> <li>Be prepared</li> <li>Use Habits of Mind</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Know where you are going</li> <li>Keep walking</li> </ul>	<ul style="list-style-type: none"> <li>Kind and quiet voices</li> <li>Stay to the right</li> <li>Hands/Feet to yourself</li> <li>Be aware of others</li> </ul>	<ul style="list-style-type: none"> <li>Close lockers</li> <li>Keep clean</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Exit/Enter quietly</li> </ul>
<b>Commons</b>	<ul style="list-style-type: none"> <li>Wash or sanitize hands</li> <li>Maintain your lunch account</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Eat your own food</li> <li>Welcome all students to your table</li> </ul>	<ul style="list-style-type: none"> <li>Take care of tray and trash</li> <li>Leave other's property alone</li> <li>Feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Stay seated</li> <li>Eat healthy</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Follow playground rules</li> <li>Wear proper clothing &amp; shoes</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Use appropriate conversation</li> <li>Keep hands to self</li> <li>Cooperate and compromise</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Put equipment away when finished</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared for lunch /recess</li> <li>Line up on the whistle immediately</li> </ul>
<b>Before and After School</b>	<ul style="list-style-type: none"> <li>Use crosswalks</li> <li>Pay attention to surroundings</li> <li>Follow traffic rules</li> <li>Use correct entrance/ exit</li> </ul>	<ul style="list-style-type: none"> <li>Be kind to peers</li> <li>Use appropriate conversation</li> <li>Hands and feet to self</li> <li>Walk into building</li> </ul>	<ul style="list-style-type: none"> <li>Walk on sidewalks</li> <li>Walk bike on school property</li> <li>Carry skateboards and rollerblades</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Come to school ready to learn</li> <li>Report issues</li> <li>Line up</li> </ul>
<b>Media</b>	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Bring signed planner or pass</li> </ul>	<ul style="list-style-type: none"> <li>Quiet voices</li> <li>Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Take care of books</li> <li>Return books to bin on time</li> <li>Use furniture appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Choose appropriate level books</li> <li>Ask questions</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>Flush</li> <li>Report issues</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash in container</li> <li>Keeps walls, stalls, and dispensers clean</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly</li> <li>Inside voice</li> <li>Ask staff at appropriate time</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Follow classroom rules</li> <li>Listen to staff</li> <li>Be physically &amp; mentally ready</li> <li>Practice Habits of Mind</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice</li> <li>Be kind</li> <li>Hands and feet to self</li> <li>Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>Keep desk/ materials organized</li> <li>Return borrowed supplies</li> <li>Follow teacher guidelines regarding electronics</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared with materials</li> <li>Complete assignments on time</li> <li>Use planner &amp; give best effort</li> <li>Use Habits of Mind</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>Inside voice</li> <li>Be positive</li> <li>Maximum effort</li> </ul>	<ul style="list-style-type: none"> <li>Move under control</li> <li>Compliment others</li> <li>Accept all teammates</li> <li>Respect other's space</li> </ul>	<ul style="list-style-type: none"> <li>Get and return equipment orderly</li> <li>Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Maximum effort</li> <li>Compromise and cooperate</li> <li>Use appropriate clothing &amp; shoes</li> </ul>

# WE R<sup>4</sup> the Bluejay Way – Specific/General School Guidelines

## 1. Respect Yourself

### a. Accept responsibility for your own behavior

#### i. Appropriate dress and attire:

1. Any form of dress or hairstyle which is contrary to good hygiene, distracting/disruptive in appearance, or detrimental to the purpose of the school will not be permitted.
2. Students may not wear pants (jeans) with ripped out seats exposing underclothing or with holes in them above the bottom of their fingertips when they hold their arms down at their sides, shorts/skirts must meet the same criteria.
3. Straps on all tops must be at least 1 inch wide. No spaghetti straps, low cut t-shirts or halter tops allowed. Students' tops must touch the waistband of their pants or skirt when they have their arms at their sides.
4. Items advertising alcohol, tobacco, obscene or questionable double meanings, gang related/considered gang oriented or deemed inappropriate by staff are not allowed.
5. Students who wear caps and headwear not associated with medical/religious reasons, are to remove them in the classroom or learning environments in the school (Students are welcome to wear hats during recess).
6. Coats are not to be worn to class. However, coats are to be worn on the playground at recess until the recess supervisor deems it appropriate for coats to be taken off (40 degrees and above).
7. Teachers can set limits on when and where students are allowed to wear sandals/flip-flops. All students should wear closed-toe, appropriate shoes outside for recess or in physical education classes.
8. **Students will be given opportunities to cover up or change a dress code issue.** However, repeat offenders will receive a consequence. Students selecting to participate in activities representing the school should expect to comply with the dress standards established by WIS.

#### ii. Act in a safe and healthy manner

1. **Gambling** -The playing of a game of chance for stakes is not allowed.
2. **Backpacks** - Book bags, backpacks, and purses should remain in the classroom or locker during the school day. They will only be used to bring materials to and from schools at the start and end of the day.
3. **Controlled and Dangerous Substances** - The possession of alcohol, tobacco or any controlled substance is illegal for all WIS students. Any student found in possession of these substances will receive a minimum of one-day suspension from school and reported to the legal authorities.

## 2. Respect Others

### a. Use appropriate voice and language

- i. **Swearing** is considered as a student using inappropriate language overheard in conversation by a staff member, but the language is not directed at any person or person. Inappropriate gestures are included in this category.
- ii. **Using obscenity toward a staff member** - Obscenity directed at a staff member either electronically, verbally, in writing, or by gestures will result in consequences from the office.
- iii. **Disrespect** refers to insulting, calling derogatory names, using obscenity toward, dishonoring or in any other manner abusing verbally, electronically or in writing any member of the student body. Mediation sessions with an adult mediator will be included.

### b. Display courtesy

- i. **Insubordination** is the willful failure to respond or carry out a reasonable request by authorized personnel will be considered insubordination.
- ii. **Disruption in class** - Classroom citizenship is to be displayed by all students. Any willful act that stops the teacher from teaching and students from learning is considered a disruption in class.

### c. Respect the rights of others. Display tolerance and celebration of cultural diversity. Report bullying:

- i. **Bullying** means intimidating, threatening, abusive or harming conduct that is objectively offensive and;
  - 1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior 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.
- ii. **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 web site or forum, transmitted through a computer, cell phone, or other electronic device.
- iii. **Intimidating, threatening, abusive, or harming** conduct may involve, but not limited to:
  - 1. conduct that causes physical harm to a student or a student's property
  - 2. causes a student to be in reasonable fear of harm to person or property
  - 3. violates a student's reasonable expectation of privacy,
  - 4. defames a student or constitutes intentional infliction of emotional distress against student,
  - 5. is directed at any student or students including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability or status with regard to public assistance.
- iv. **In the case of reported bullying**
  - 1. An investigation will be done by the contact person (an administrator or administrative designee) within 3 days of the report. If the report occurs on a day before a weekend or school break it may have to wait until the next day that school is in session.
  - 2. Parents will be notified within one day after the investigation of the conduct is completed.
- v. **Students involved in bullying** will receive anti-bullying intervention. Consequences are documented and will follow the discipline rubric.
- d. **Respect the rights of others. Control your physical presence and your emotions**
  - i. **Scuffle/intimidation** is a disorderly struggle, encouraging, promoting or initiating a fight with low potential for physical injury.
  - ii. **Fighting** or engaging in behavior which leads to a fight at school or any school function is cause for immediate suspension of the participants. Students are strongly encouraged to talk with parents, teachers, and administrators before serious problems develop which could lead to fighting. Fighting will not be tolerated in this school, on the school bus or at any school-sanctioned event.
  - iii. **Physical Attack** is the act of physically assaulting any member of the school staff or a student on school property or any activity under school sponsorship. Police will be notified.
  - iv. **Bystanders:** People encouraging hostile bodily contact in or on school property or any activity under sponsorship will receive consequences. This also includes any filming of the incident.
- e. **Act in a safe and healthy manner**
  - i. **Weapons** include any firearm, whether loaded or unloaded, any device or instrument designed as a weapon
  - ii. It is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Examples include, but are not limited to guns (including pellet guns, look-alike and non-functioning guns), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, or ammunition.
  - iii. **Possession of a weapon will result in the following;**
    - 1. Confiscation of the weapon
    - 2. Initial suspension of 5 – 10 days
    - 3. Contact with the police department
    - 4. Possible written recommendation to the superintendent for expulsion
  - iv. **If a student finds himself or herself accidentally in possession of a weapon** but immediately reports and turns the weapon in at the principal's office then the student will not be considered in possession of the weapon.

- v. **Involvement in Gang Activity** - Involvement in gang related activity may include: graffiti, emblems, symbolism, hand signs, slang, jewelry, tattoos, discussions and clothing. Disciplinary action under major infractions would be a conference, suspension, and referral to the police. Additional offenses would include further suspensions, police referral, and the possibility of expulsion.
- vi. **Acts disruptive of the educational process**, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats.

### 3. **Respect Property**

#### a. **Treat all property with respect**

- i. **Report vandalism** - Damaging property that belongs to the school, to other students, or to other individuals while the student is on school property, at a school activity, in a school district vehicle, bus or under the supervision of school staff will receive school consequences. Law enforcement will be notified and the student may be required to pay restitution for damages.
- ii. **Damage to school property/textbooks** - The parents or guardians of any pupil who damages school property shall be held liable to reimburse the school for the loss or damaged items. Damaged textbooks or chromebooks, families could be responsible for the cost to replace.
- iii. **Theft** - Students are responsible for school materials, supplies, and equipment issued to them; as well as for all personal items brought to school. The Board of Education is not liable for material stolen from lockers. Therefore, students are cautioned not to leave valuable items (electronics, jewelry or money) in their lockers. Theft of items is the unauthorized taking of the property of another person, or receiving or possessing such property. Theft of items will be reported to authorities at the discretion of administration.
- iv. **Lost and Found** - Items of clothing, school materials and other personal belongings found in the school will be placed in the lost and found. Unclaimed items will be donated to charity at the end of each trimester. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses.
- v. **Arriving and leaving school**
  - 1. Drop off/Pick-up is curb to car in the front of the building (if you are not along the curb, please park and walk over to escort your student to the car).
  - 2. Bikes, scooters, skateboards, and rollerblades can be on school property for the purpose of arriving and leaving school. Bike racks will be near the building. It is recommended that students lock their bicycles. These items may not be used during the school day.
  - 3. Students need to be calm and respectful when waiting for the bus or car pick-up in determined locations.

#### b. **Pick up trash & keep all areas of the school clean**

### 4. **Respect Learning**

#### a. **Demonstrate strong work ethic-WIS Staff promote a strong work ethic that results in student learning.**

- i. **Use your planner:** All students are expected to use their planner or the organization system provided by their teacher.
- ii. **Arrive at class on time**—Students will come to class on-time with required materials before the bell rings.
- iii. **Use phones respectfully**
  - 1. **Phone calls** – Telephones should only be used by students with adult permission. Students are allowed to use the telephone in the principal's office for limited circumstances.
  - 2. **Cell phones** - The use of electronic devices or other objects, which cause distractions to the educational environment; making, distributing or posting recordings, either audio or video, of any school activities, classroom, student, or school employee without prior approval; and the use of electronic devices in bathrooms, as well as, classrooms or other areas requiring a private, secure, or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school. Cell phones should be silenced or turned-off. They will be removed for the day from the student if they are a distraction to learning. If a student has a continual problem with using a cell phone appropriately, they will need to leave the phone at home. WIS is not responsible for lost or stolen cell phones.
  - 3. **Nuisance devices** are objects which cause distractions not permitted. Included, but not limited to the following; water toys, lighters, laser pens, sunglasses, electronic games, tablets, iPods, MP3s, cameras, or any device of any value, without the permission of the child's classroom



- teacher. Fidgets, spinners, and putty can be used for educational purposes. Devices may be used with the permission of the teacher. The school is not responsible for any missing or lost items.
- iv. **Participate in class**—Students will participate in class, complete assigned work, come prepared for all classes and participate in group work and other activities as directed or facilitated by the teacher.
    1. **All work is important** - All work contributes to student learning and students are encouraged to complete all work assigned. If they do not complete their work, their ability to prove the knowledge they have gained will reflect the lack of steps taken to practice..
    2. **Physical Education** is an integral part of the instructional program. If on a particular day your child cannot participate, please send a signed note with your child to his/her PE teacher and the nurse's office. A daily note from a parent/guardian will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required. If a student provides confirmation from his/her doctor to miss PE class, that note will also be applied for lunch recess. Students are required to wear tennis shoes that are tied/secured properly for physical education class. It is recommended that students keep a pair of tennis shoes in their locker for days when they do not wear tennis shoes to school.
  - v. **After School Academic Program (ASAP)** - ASAP is a study skills program from 3:00-4:15 p.m. two afternoons a week. Snacks will be provided for this program. Registration for ASAP will begin in October. No transportation is provided for this program.
  - vi. **Student Organizational Assistance Program (SOAP)** - SOAP is another study skills program that focuses on organization and will be offered from 3:00 to 4:15 p.m. four afternoons a week. No transportation is provided for this program.
  - vii. **Maintain academic integrity**
    1. **Cheating/plagiarism**—Students found cheating on a test or using test materials in any form without faculty permission will receive a zero. If there is a question of the assignment's integrity the teacher may request the student to complete a similar test or assignment. Parents will be notified.
  - viii. **Forgery includes, but is not limited to passes, phone calls, parent/staff signatures.** It will result in discipline.
  - ix. **Acceptable Use of Technology - Unacceptable use of technology include the following, but is not limited to:**
    1. Students are given access to district technology for educational purposes in accordance with the school district's mission, goals, and objectives.
    2. The use of the school district system is a privilege, not a right.
    3. Users will not use the school district's computers/devices or network to access or transmit messages, websites, or other materials that are:
      - a. Obscene, threatening, racist, abusive, disrespectful, illegal, profane, or inflammatory
      - b. Any content deemed inappropriate by the school
    4. Users shall not damage or disable district system hardware, software, or wiring. Users shall not post private information about themselves or others or gain access to another user's materials. Users shall not violate copyright laws or licensing agreements.
    5. Further, any other uses that are inappropriate to the educational setting or disruptive to the educational process are not considered acceptable use. Violation of the policy may result in one or more of the following:
      - a. Notification of parents
      - b. Suspension or cancellation of access privileges
      - c. Payment for damages and repairs
      - d. Suspension or expulsion
      - e. Civil or criminal liability
    6. Users are informed that school officials have the right to examine students and staff files, school owned devices and school email accounts at any time.

### Grades 4-6 Behavior Consequences:

A choice by a student to not follow the Bluejay Way will result in interventions and/or consequences. The process involves establishing a set of consistent expectations for every student in the school. The entire school community including parents, students, and staff share a responsibility in teaching these expectations.

**Discipline Plan:**

Circumstances for a consequence are documented below. The discipline rubric should be viewed as a tool to maximize student growth and assist in correcting problem behaviors for the benefit of the entire student body.

**IS Discipline Rubric** (Recognize that each incident will be dealt with individually and all circumstances can be different)

Behaviors	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time
<u>Teasing</u> <u>Name-calling</u> <u>Spreading or starting rumors</u> <u>Purposely embarrassing another student</u> <u>Disrespecting an adult</u>	Verbal warning or planner warning	Parent contacted by phone and planner warning	Parent contacted by phone <u>AND</u> office referral Principal visit 3 recesses and/or detention Counseling/Further Intervention (All further incidents will be treated as a 3 <sup>rd</sup> Offense.)
<u>Harmful Pushing or Shoving</u> <u>Name-calling with profanity</u> <u>Purposeful exclusion</u> <u>Bullying</u>	Parent contacted - Phone and/or office referral 3 recesses Principal visit	Parent contacted by phone <u>AND</u> office referral 5 recesses Possible Detention or ISS Principal visit	Parent contacted by phone <u>AND</u> office referral 5 recesses and/or detention Principal visit Possible ISS or OSS (All further incidents will be treated as a 3 <sup>rd</sup> Offense.)
<u>Bullying</u> <u>Verbal Assault/Threats</u> <u>Physical Assault/Fighting</u> <u>Sexual Harassment</u> <u>Racial or Religious Insults</u> <u>Damage to or Theft of School or Personal Prop.</u>	Any of the following may be appropriate regardless of past history. Parent contacted by phone AND office referral Principal Visit Detention and/or 5 recess minimum ISS - in school suspension OSS (up to 5 days) – out of school suspension Restitution (paying for damages)		

## IS Discipline Rubric – Part 2

Behaviors	
<b><u>Late or Incomplete Work</u></b>	At WIS, it is our belief that any work assigned is important for the student’s individual growth and development in the content area. It is expected that work is completed. The student’s progress will be reflected negatively if they do complete work. Academic warnings will be recorded as zeros in the gradebook until they are handed in. Consistent lack of work will result in communication with the family, referral to additional time spent after school, and a possible conference involving the principal, student, and family. Students who consistently do not engage in work will be referred to our intervention team in an effort to create a plan to build a solid routine to complete school work. Three academic warnings in a two-week period will result in an academic referral being created. We believe it is our place to figure out what the student needs in order to finish the valuable curriculum missed.
<b><u>Absences</u></b>	Please refer to the “ <b>WIS Attendance Policy</b> ” (page 12)
<b><u>Tardies</u></b>	Please refer to the “ <b>WIS Attendance Policy</b> ” (page 12)
<b><u>Vacations</u></b>	Please refer to the “ <b>WIS Attendance Policy</b> ” (page 12)

### **GRADING**

Grading periods are 12-weeks long. Letter grades or standards-based grading (SBG) will both be used depending on the class and teacher. It is our philosophy that any student who puts forth reasonable effort, with acceptable behavior, will pass all subjects. The **GRADING SCALE** for letter grades and SBG is as follows:

**Letter Grades** = 100– 96 A 95– 94 A- 93– 92 B+ 91– 87 B 86– 85 B- 84– 83 C+ 82– 77 C 76– 75 C- 74– 73 D+ 72– 67 D 66– 65 D- 64– 0 F

**Standards-based Grading (SBG)** = 3 – Meets Expectation 2 – Steady Progress 1 – Beginning NA – Not Assessed

If the district is in a distance learning scenario, the pass/fail(no credit)/incomplete system or standards-based grading can be used to assess progress in the class. The system is as follows: Pass – 100 to 64 Fail – 64 -0 Incomplete reflects a student still working/in the process of handing in work.

### **CLASSWORK GUIDELINES**

#### **Belief Statement:**

It is the belief of the WIS teachers that the amount of time spent on school work should follow school board guidelines with the following conditions:

1) The student works to the best of their ability and uses class time wisely. 2) Expectations of higher level classes will be taken into account.

#### **School Board Policy:**

**Grade 6:** No more than 60 minutes per night + AR Reading **Grade 5:**No more than 50 minutes per night **Grade 4:**No more than 40 minutes per night

The weekly assignment chart will be visible to students. **The teacher will share all assignments and will give students specific instructions as to how they will organize their work needing to be completed.**

#### **Lack of Classwork Policy:**

First and foremost, students will be expected to complete assigned work. **Failure to do work will result in the student falling behind in the learning.** The teachers will communicate with the office and parents if a pattern of avoidance of work develops for a student.

## CAFETERIA – LUNCH PROGRAM

The Waseca Food Service offers breakfast and noon lunch in the Intermediate School cafeteria. Students will be prepaying into their lunch accounts before being allowed to eat any of the lunch program menu items. Students are to bring their money to the office before 8:05 a.m. **NO CHARGING WILL BE ALLOWED.** When the student is down to 2 or 3 meals, he/she will be notified of the need for lunch money. **Staff/Visitor adult lunch cost: \$4.50**

A minimum of 10 meals per student is encouraged as prepayment. The following are the fees and corresponding minimum prepayment:

<u>NOON MEAL COST:</u>		<u>BREAKFAST COST:</u>		<u>EXTRA:</u>	
Reduced	FREE	Reduced	FREE	Student Milk:	\$.50
Grades 4 - 6	\$2.85	Grades 4 – 6	\$1.50	Snack:	\$.75

Payment should be made at the respective school, by check, cash, money order, or on-line. Please send cash with your child in a sealed envelope.

Debit/Credit card payments are done on-line only in the Infinite Campus Portal. Go to Waseca Public Schools web page at [www.waseca.k12.mn.us](http://www.waseca.k12.mn.us) and click on the link for “Food Service.” On the food service page you will be directed to go to the Infinite Campus Portal to provide a payment.

The WIS noon-hour is closed meaning students are **NOT** allowed to leave the building during noon-hour. Students may bring a cold lunch and purchase milk.

### HEALTH OFFICE

The WIS Health Office is located in the back of the principal’s office. There is a part-time health technician on duty during regular school hours. The school nurse services our building an average of twice a week on Mondays and Wednesdays with varying hours as needed. If a student becomes sick or injured, he/she will be sent to the **nurse’s office**. Upon observation, if the illness or injury appears to warrant contact of a parent, a call will be made. Parent/s could be requested to pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus. Health information sheets are to be filled out each school year. If changes during the school year are made in employment, telephone numbers, or alternate contacts, please update records by calling the IS office or health office (835-3000). It is important that health information sheets be completed entirely. Any additional health information should be submitted to the school nurse. Any student displaying COVID-19 symptoms will be asked to be picked up from school as quickly as possible.

### MEDICATION POLICY

The Waseca Public Schools recognize parents/guardians have the major responsibility for the maintenance of their child’s health. It is preferred that medications be given outside of school hours whenever possible. When it is necessary for a student to receive medication at school, the following steps are to be followed.

1. A Medication Request Form must be completed before a student may be given any medications. There is a separate form for prescription medication and over-the-counter- medications. **For prescription drugs, a physician’s written order (or other legal prescribed) and parental authorization are needed.** For non-prescription drugs, a parental written request and authorization are necessary. Parents are to obtain the appropriate forms from the school.
2. Any medication that is to be given will be supplied by the parents. **Prescription medications must be in a pharmacy labeled container that matches the physician’s order.** Over the counter medications must be supplied in their original container. Please note that any over the counter medication must be age appropriate according to the manufacturer’s label.
3. Medication will be administered by a teacher, school nurse or other designated staff including aides. If medication is not properly labeled, it will not be given.

## INTERMEDIATE ATTENDANCE POLICY

POLICY. The Board of Education, administration and faculty of District #829 believes that regular school attendance is related to success in academic work. Furthermore, present and future employers often consider an attendance record. Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, work together, gain perspectives, and accept responsibilities – all-important components of adulthood. Therefore, students are expected to be in attendance unless they have an acceptable excuse for being absent.

Missing any part of a day will result in a loss of an educational learning experience. Attendance is a shared responsibility of the student, parent and school. Regular attendance develops habits of punctuality, self-discipline and responsibility. **There is a direct relationship between attendance and student achievement.** Students who have good attendance generally enjoy school more and show better academic achievement.

APPLICABILITY. The attendance policy provided here is applicable to all students attending Waseca Intermediate School and works in coordination with Waseca Public Schools District Policy #602

ABSENCE REPORTING PROCEDURE. Parents will be required to call the school office before 9:00 a.m. on the day(s) a student is absent or leave a message on the answering machine which is available 24/7. All absences without explanation will be marked unexcused full day (UF). A school representative will call the child's home if the school is not contacted about a child's absence. Families without a telephone need to send a note indicating a reason for absence upon the student's return to school. **Please provide our school health technician or nurse any verification that your child has visited a doctor and parameters have been set about his/her attendance at school pertaining to an illness.**

CONTINUING AND HABITUAL TRUANCY. Expect to hear from school personnel in writing, and/or by phone, on or before your child's 7<sup>th</sup> absence (excused or unexcused). After the 7<sup>th</sup> absence (excused or unexcused), you may be expected to attend an Attendance Review Board meeting involving the school Principal, Family Service Coordinator and Police Liaison. At the meeting, a plan will be developed to assist your child to attend school and class on time. Upon the completion of an Attendance Review Board meeting and an Attendance Plan, any further absences may be coded as unexcused absences unless the family provides a note from a physician requesting that the child stay home or the student is seen by the school nurse/health tech and deemed too ill to be in school.

When the student reaches seven (7) unexcused school absences or accumulates a number of questionable absences, the student will be referred to the Waseca County Social Services for case review. If your child is 12 years or older, he/she will be referred to the Waseca County Court Services for a truancy hearing. The hearing consists of the student's parent/guardian, Principal, School Counselor, School Police Liaison officer, a county social worker, and representatives from the county attorney's office and court services.

TARDIES. WIS allows 4 tardies each trimester without any consequence. Therefore, any tardies beyond the fourth (4) tardy each trimester will result in a detention for the student. If tardies continue to be an issue, other behavior plans will be developed. All students are expected to go from class to class in the time provided. Whenever a faculty member detains a student in their class, the teacher shall give that student a pass to his/her next class. The student's next hour teacher must honor this pass. Students are also expected to enter the building in the morning directly after the first bell in order to be prepared and on time for their first class.

VACATIONS. All vacation days need to be pre-approved by the Principal. Students in good academic standing, according to the Extended Release Rubric (see following page), will be granted up to five days of vacation throughout the school year.

EXTENDED RELEASE RUBRIC

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>
1. <u>Student's Attendance</u>	0-1 absences	2 absences	3 absences	4 or more absences
Dates:				
2. <u>Tardies</u>	0-1 tardies	2 tardies	3 tardies	4 or more tardies
Dates:				
3. <u>Length of Absence</u>	0-1 days	2 days	3 days	4 or more days
4. <u>Homework/Assignments</u>	all work complete	some work incomplete		significant incomplete work
5. <u>Classroom Performance</u>	good performance	average performance		below average performance
6. <u>Teacher Appraisal</u>	minimal impact on school success	some impact on school success		significant impact on school success

Notes:

TOTAL: \_\_\_\_\_

0-9 Points = Approval

10 or more = Not Approved

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

Grade level \_\_\_\_\_ Homeroom teacher \_\_\_\_\_

### **TENNESSEN NOTICE**

An individual asked to supply private or confidential data will be informed of: (a) the purpose for collecting the data; (b) the intended use of the data; (c) whether the individual may refuse or is legally required to supply the requested data; (d) any known consequence arising from supplying or refusing to supply the data; and (e) the identity of other persons or entities authorized by state or federal law to receive the data. The requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 5, to a law enforcement officer.

### **SCHOOL TRANSPORTATION POLICY**

Good behavior should be exhibited at all times when students are riding the bus. Parents are asked to review the following rules with their children:

1. Students will obey the bus driver at all times and stay in their seats while the bus is in motion.
2. Students will wait for the bus off the roadway and cross the road in front of the bus.
3. Students will keep their head and hands inside the bus and use kind and appropriate language.
4. Students will be at the bus stop five minutes before the designated loading time.
5. Students will use appropriate manners on the bus, consume beverages or food outside or off the bus, and keep the bus clean.
6. Students will report damage to the driver immediately.
7. Students who cause damage will be subject to pay for said damage and could be suspended from the bus.
8. Students causing trouble will be suspended from the bus.

The Waseca Board of Education supports and insists on safe transportation for students who attend the Waseca Public Schools.

1. Parents are responsible for appropriate student behavior on buses as well as in the school buildings and on school grounds. Parents may be required to attend conferences with contractors and administrators to discuss concerns about student behavior on buses.
2. Misconduct on the buses will be recorded and handled in a similar fashion as misconduct within the school building and classrooms. Riding a school bus to and from school is a privilege, not a right. Students who cannot follow the rules will not be allowed to ride district buses and the parents will become responsible for transportation.
3. The procedure for excluding a student from riding the bus should be clearly understood by parents and students.
4. The first offense will result in a telephone conference with the parent, and depending upon severity of infraction of the rules, may result in exclusion from the bus for a short period of time. A conference with the contractor and principal may be requested by the parent. The second offense will result in a student/parent/contractor/principal conference with suspension from riding the bus for three (3) school days. A third offense will result in a conference and suspension from riding the bus for five (5) days. Repeated offenses will result in the student being suspended for an extended period of time.

### **REASONABLE FORCE POLICY**

“A teacher, school employee, school bus driver or agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

### **SEXUAL, RELIGIOUS, RACIAL HARASSMENT, INTIMIDATION AND/OR VIOLENCE POLICY**

The district and school will not tolerate inappropriate remarks about or conduct related to any of these items: the act of verbally, or by gesture, threatening the well being, health, or safety of any student. This includes symbols commonly understood to convey direct hatred or contempt for others on the basis of their sex, race, or religious affiliation.

### **FIELD TRIPS AND ENVIRONMENTAL LEARNING CAMP TRIPS**

The Waseca School Board endorses field trips/camps and realizes in order for an educational experience of this nature to take place, good student discipline and behavior must prevail. In order for this to occur, the following guidelines will be in place for both trips:

- Any student who has been suspended on two different occasions, whether in-school or out-of-school suspension prior to the trips, will not be allowed to participate. (Exceptions for students on IEPs will be made on a case by case basis.)
- The school will inform parents of student(s) not being allowed to attend these off-campus opportunities.

## **TITLE IX**

No person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial or federal assistance.

## **DATA PRIVACY**

**All school information regarding a student is considered private and confidential except “Directory information”. The Waseca Board of Education has classified the following as Directory Information:**

The student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height on athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student is public data. Students may opt out of the directory information classification by providing written notice to the school office of the building they attend.

## **EQUAL EDUCATIONAL OPPORTUNITY**

**General Statement of Policy:** 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. The school district also makes reasonable accommodations for disabled students. The compliance officer for equal educational opportunities is the Superintendent of Schools, 501 East Elm Avenue, Waseca, Minnesota, 56093, (507) 835-2500.

## **SPECIAL EDUCATION SERVICES**

Auxiliary aids and services are available for school sponsored events. Please contact Heather Harms, Director of Special Education, 72 hours prior to the event to make a request. Examples of auxiliary aids of services may include: sign language interpreter, assistive listening kit, accessible meeting location, large print or Braille material, etc.

## **SECTION 504**

It is the policy of the Waseca Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability. Section 504 of the Act protects persons from discrimination based upon their handicapping condition. A person is handicapped under the definition of Section 504 if he or she:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
2. has a record of such an impairment; or
3. is regarded as having such impairment. (34 CFR 104.3 <j> ) “major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. (34 CFR 104.3 <j> <2> <II>)

When a condition significantly limits a major life activity, an accommodation plan must be developed for that individual. Services under Section 504 must be determined by a team. Under Section 504, due process rights of students with disabilities and parents with disabilities will be enforced. If there are questions, please feel free to contact the Director of Special Education, 504 Coordinator for the school district, at (507) 835-5046.

## **SCHOOL CLOSING INFORMATION**

When it becomes necessary to close schools or change bus schedules due to stormy weather or other emergencies, such announcements will be made using our Infinite Campus System. If you are not receiving the calls related to school closings, please contact our office at 835-3000. The closings will also be available via local news providers.

## **SCHOOL BOARD POLICIES**

The District wide discipline policy, as well as all other policies, can be viewed online at the Waseca Public Schools homepage. To access these policies click on the “**SCHOOL BOARD**” link at [www.waseca.k12.mn.us](http://www.waseca.k12.mn.us)



## STUDENT PLANNER WARNING CODES

For 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders, three behavior warnings in a two-week period will result in an office referral and a visit to the Behavior Planning Center in the office. Each subsequent warning in that same two-week period will result in an additional office referral. Multiple referrals will result in detention and may result in the student being referred to behavioral intervention. In most cases, students will receive a **verbal warning** for behavior prior to being given a warning in their planner. The verbal warning is given to allow the student a chance to make a good decision based on teacher feedback.

Academic warnings will be recorded as zeros in the gradebook until they are handed in. Consistent zeros will result in communication with the family, referral to additional time spent after school, and a possible conference involving the principal, student, and family. Students who accumulate consistent and numerous zeros for incomplete work will be placed on the zero list and referred to our intervention team in an effort to create a plan to build a solid routine to complete assigned school work. Three academic warnings in a two-week period will result in an academic referral being created.

Teachers and Staff will use the following codes to indicate if the warning was related to academics or behaviors. They will use their initials following the code to help track the student throughout the year.

### Warning Codes Academic (1-5) Behavior (6-15)

- 1 incomplete/missing MATH
  - 2 incomplete/missing READING
  - 3 incomplete/missing SCIENCE
  - 4 incomplete/missing SOCIAL STUDIES
  - 5 incomplete/missing WRITING
- 
- 6 disrespect to others or self
  - 7 disrespect to property
  - 8 disrespect to learning
  - 9 missing needed materials for class
  - 10 talking when inappropriate
  - 11 following directions
  - 12 dress code
  - 13 lunch/recess
  - 14 safety
  - 15 other (indicate behavior)



# Bluejay Way Passport

Commons

Bathroom

Physical  
Education

Classroom

Media

Before/After  
School

Playground

Hallways

Knowledge and Use of 16  
Habits of Mind

(WIS is adopting 16  
Habits of Mind to aid  
students in their ap-  
proach to learning)

Students will initial passport boxes in September and January. The initial will indicate their knowledge and understanding of the expectations taught.

 <p><b>1. Persisting</b> <i>Stick to it!</i> Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.</p>	 <p><b>2. Managing impulsivity</b> <i>Take your time!</i> Thinking before acting; remaining calm, thoughtful and deliberative.</p>	 <p><b>3. Listening with understanding and empathy</b> <i>Understand others!</i> Devoting mental energy to another person's thoughts and ideas; Make an effort to perceive another's point of view and emotions.</p>	 <p><b>4. Thinking flexibly</b> <i>Look at it another way!</i> Being able to change perspectives, generate alternatives, consider options.</p>
 <p><b>5. Thinking about your thinking (Metacognition)</b> <i>Know your knowing!</i> Being aware of your own thoughts, strategies, feelings and actions and their effects on others.</p>	 <p><b>6. Striving for accuracy</b> <i>Check it again!</i> Always doing your best. Setting high standards. Checking and finding ways to improve constantly.</p>	 <p><b>7. Questioning and problem posing</b> <i>How do you know?</i> Having a questioning attitude; knowing what data are needed &amp; developing questioning strategies to produce those data. Finding problems to solve.</p>	 <p><b>8. Applying past knowledge to new situations</b> <i>Use what you learn!</i> Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.</p>
 <p><b>9. Thinking &amp; communicating with clarity and precision</b> <i>Be clear!</i> Strive for accurate communication in both written and oral form; avoiding over-generalizations, distortions, deletions and exaggerations.</p>	 <p><b>10. Gathering data through all senses</b> <i>Use your natural pathways!</i> Pay attention to the world around you Gather data through all the senses. taste, touch, smell, hearing and sight.</p>	 <p><b>11. Creating, imagining, and innovating</b> <i>Try a different way!</i> Generating new and novel ideas, fluency, originality</p>	 <p><b>12. Responding with wonderment and awe</b> <i>Have fun figuring it out!</i> Finding the world awesome, mysterious and being intrigued with phenomena and beauty.</p>
 <p><b>13. Taking responsible risks</b> <i>Venture out!</i> Being adventuresome; living on the edge of one's competence. Try new things constantly.</p>	 <p><b>14. Finding humor</b> <i>Laugh a little!</i> Finding the whimsical, incongruous and unexpected. Being able to laugh at one's self.</p>	 <p><b>15. Thinking interdependently</b> <i>Work together!</i> Being able to work in and learn from others in reciprocal situations. Team work.</p>	 <p><b>16. Remaining open to continuous learning</b> <i>Learn from experiences!</i> Having humility and pride when admitting we don't know; resisting complacency.</p>