

W A S E C A
Junior & Senior High

Student Handbook 2019-2020

Jeanette M. Swanson
Principal

Jason Miller
Assistant Principal

Jake Nelson
Dean of Students

Joseph Hedervare
Activities Director

1717 2nd St. N.W.

Waseca, Minnesota 56093
Telephone: (507)835-5470
Fax: (507) 835-1724

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Homeroom Teacher _____

I have read and understand the policies and procedures found in this handbook.

Parent Signature _____ Date _____

Student Signature _____ Date _____

These signatures will be checked during the second week of school. Failure to comply will result in a loss of homeroom credit.

First Trimester Schedule

<u>Period</u>	<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			

Second Trimester

<u>Period</u>	<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			

Third Trimester

<u>Period</u>	<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			

W A S E C A
Junior & Senior High

Daily Schedule– WJSHS (47 min. classes)

1	8:00 - 8:47	Lunch I	<u>11:01 - 11:27</u>	***
2	8:52 - 9:39		11:27 - 12:19	Class
Bluejay Connect 9:42 - 10:04				
3	10:09 - 10:56	Lunch II	11:01 - 11:27	Class
4	11:01 - 12:19		<u>11:27 - 11:53</u>	***
5	12:24 - 1:11		11:53 - 12:19	Class
6	1:16 - 2:03	Lunch III	11:01 - 11:53	Class
7	2:08 - 2:55		<u>11:53 - 12:19</u>	***

Early Out-Schedule (36 min. classes)

1	8:00 - 8:36	Lunch I	<u>10:39 - 11:06</u>	***
2	8:41 - 9:17		11:11 - 12:03	Class
3	9:22 - 9:58	Lunch II	10:44 - 11:10	Class
5	10:03 - 10:39		<u>11:10 - 11:37</u>	***
4	10:44 - 12:03		11:37 - 12:03	Class
6	12:08 - 12:44	Lunch III	10:44 - 11:36	Class
7	12:49 - 1:25		<u>11:36 - 12:03</u>	***

Intervention Day Schedule

*Same as above and then the following:

Session 1	1:30 – 2:00
Session 2	2:05 – 2:35
Bluejay Connect	2:35 – 2:55

Late Start Schedule (31 min. classes)

1	10:00 - 10:31	Lunch I	<u>11:43 - 12:11</u>	***
2	10:36 - 11:07		12:11 - 1:07	Class

3	11:12 - 11:43	Lunch II	11:43 - 12:11	Class
4	11:43 - 1:07		<u>12:11 - 12:39</u>	***
5	1:12 - 1:43		12:39 - 1:07	Class
6	1:48 - 2:19	Lunch III	11:43 - 12:39	Class
7	2:24 - 2:55		<u>12:39 - 1:07</u>	***

TABLE OF CONTENTS

Absence Reporting Procedure	18	Insubordination	12
Academic Lettering	25	Interventions for Student Behavior	10
Acceptable Use of Technology	17	Intimidating, Threatening, Abusive, or Harming	13
Appeals Process	18	Late Assignments	16
Appropriate Dress and Attire	11	Leadership/Royalty/Eligibility	25
Arson	15	Lost or Destroyed Textbooks	24
Attendance	17	Make-up Work	17
Backpacks	12	Minnesota Honor Society	25
Bluejay Way	9	MSHSL Chemical Violations	19
Bullying	12	No-Guest Policy	25
Bystanders	14	Nuisance Devices	16
Cell Phones	16	Obscenity Towards Staff Members	12
Cheating/Plagiarism	17	Out-of-School Suspensions (OSS)	23
Chemical Use Policy	20	Physical Attack	14
Chemical Violation Interview Policy	20	Planner	15
Classroom Expectations	10	Procedural Code for Dealing with suspensions	23
Closed Campus Policy	12	Removal From Class	23
Commencement Participation	22	Reported Bullying	13
Controlled and Dangerous Substances	11	Satisfactory Academic Progress	27
Cyberbullying	13	Scholastic Eligibility Policy	27
Data Privacy Policy	24	School Board Policies	28
Detention	23	School Closing Information	26
Disrespect	12	School Jurisdiction	23
Disruption in Class	12	School Lockers	22
Disruptive of the Educational Process	14	School Nurse	24
Driving Motorized Vehicles	11	School Social Events	26
Due Process	26	Scuffle/Intimidation	13
Eligibility for Honor Cords and/or a WHS Diploma	23	Section 504	26
Equal Educational Opportunity	26	Sexual, Religious, Racial Harass, Intim, and/or Violence	19
Equal Vocational Education Opportunity	26	Skipping	15
Excessive Absenteeism	18	Smoking/Tobacco Use Policy	20
Excused vs. Unexcused	18	Staff List	7

Fighting	14	Student Records	23
Forgery	17	Students Involved in Bullying	13
Gambling	11	Swearing	12
Gang Activity	14	Tardies	15
Grading Scale	24	Theft	15
Graduation Requirements	25	Throwing	12
Hands off policy	11	Title IX	27
Hazing	13	Trespassing	15
Homeroom Seating-Assemblies	8	Vandalism	14
Honor Roll	25	Weapons	14
Incompletes	27	Weighted Grading	25
In-School Suspension (ISS)	23	Writing Guidelines	28-

Administrators

Mrs. J. Swanson - Principal
Dr. J. Miller – Assistant Principal
Mr. J. Nelson- Dean of Students

Teachers

Mr. D. Abel - Science
Mrs. A. Arellano- Math
Mrs. D. Barrie - D.A.P.E.
Ms. Z. Blumhardt- Support Serv.
Mrs. J. Byron- Math
Ms. J. Conway - Math
Mr. P. Davis - ELL
Mrs. M. Davison - Support Serv
Mrs. L. DeWees – Math / AVID
Mr. J. Downie – Instru. Music
Mr. M. Engesether -LangArt
Ms. E. Felty-FACS
Ms. S. Fischer – Science
Mrs. M. Gilson - Spanish
Mr. B. Guse - 8th Gr. Art
Mr. J. Hanson - Social Studies
Mr. K. Harris - Social Studies
Mr. M. Healey – Science
Mrs. D. Hodgkins -Business
Mr. M. Holub – Math
Mr. A. Hopkins – Social Studies
Mr. L. Jacobson – Science
Mr. J. Janike - Industr Tech
Mrs. A. Kaiser - Computer Skills
Mrs. N. Kaplan – Spanish
Mrs. T. Kopetzki - Language Arts
Mr. B. Kuschel-Ind. Tech
Mr. D. Lawrence - Instru. Music
Mr. T. McGroarty - Health & PE
Ms. L. Miller - Health/ PE
Mrs. A. Mitchell - Support Serv.
Mr. J. Moon - Language Arts
Ms. S. Murray- Language Arts
Ms. B. Nelson - Math
Ms. L. Nohner – Support Serv.
Mrs. M. Nohner- Support Services
Mrs. R. Ofstedahl – Support Serv.
Ms. M. O’Neil- Language Arts
Mrs. K. Pfarr Anderson - Lang. Arts
Mr. T. Phelps- Social Studies
Mr. G. Popp - Math
Mrs. J. Popp - Art
Mrs. L. Ross - Support Services
Mrs. A. Reger- Support Services
Mr. C. Sandusky- Support Services
Ms. A. Schultz- Science
Mrs. S. Schumacher - Bus Ed.
Mr. D. Sharpsteen- Social Studies
Mr. D. Smallidge - Health & P.E.
Ms. J. Stensland- Science
Mrs. A. Straube – Computer Skills

Ms. M. Volz- Science
Mrs. D. Wantoch-Yess-Vocal
Mr. B. Wendland - Social Studies
Mrs. J. Willand - Health & PE
Ms. S. Zippel- Agriculture

Custodians

Mr. M. Buker - Supervisor
Mr. K. Gallagher Mr. R. West, Mr. R. Seberson,
Mr. J. Jensen, Mr. W. McClune

Special Services

Mr. J. Armendariz - Liaison Officer
Mr. J. Forshee - Food Service Dir.
Mrs. K. Guse - TOSA
Mr. J. Hedervare -Activities Dir.
Mr. C. Link – Tech. Integrationist
Mr. B. Kortuem-Tech Support
Mrs. H. McCabe - Spch Lang. Path
Mr. P. Marlin- Counselor
Ms. C. Meeks – Counselor
Mrs. M. Opsahl - Sp.Ed.Case Fac.
Mrs. K. Priebe - Tech Support
Mrs. J. Sandbeck -Ther.Prg Cord.
Mrs. D. Wobschall -Register Nurse

Paraprofessionals

Mrs. K. Awan – DCD
Mrs. J. Clark- Support Services
Mr. J. Delgado - ESL/Intrp.
Mrs. M. Duchene – DCD
Mrs. L. Fell- Ther. Program
Mrs. N. Flattum - ESL/DCD
Mrs. T. Hodgkins – DCD
Mrs. C. Kitzman- DCD
Ms. A. Larkin – DCD
Ms. A. Miller- DCD
Ms. K. Miller – JH Ther. Program
Mrs. T. Neal- DCD
Mrs. J. Schroeder- Support Services
Ms. B. Stulen- Ther Program
Mrs. N. Perrizo- JH Ther. Program
Ms. H. Schwankl-Berndt - Bluejay Resource/ISS
Mrs. K. Wadd- Bluejay Resource

Kitchen - Production Manager

Mrs. C. Bultman

Kitchen - Food Service

Mrs. C. Bartelt / Ms. K. Bader
Mrs. M. Dvorak / Mr. V. Gilmore
Ms. J. Horsman / Mrs. V. Melchert

Secretaries

Mrs. J. Androli - Guid/Nurse
Mrs. M. DeLaitsch - Office Mgr.
Mrs. M. Langager- Media Center
Mrs. L. Madsen – JHHS Office
Ms. E. Patterson – JHHS Office
Mrs. T. Wirtz – JHHS Office

Think blue. Achieve gold

Waseca Junior and Senior High will prepare students for college and career readiness by providing a foundation of academic, career, and extra curricular experiences focusing on responsibility, respect, relationships and relevant learning.

Home Room

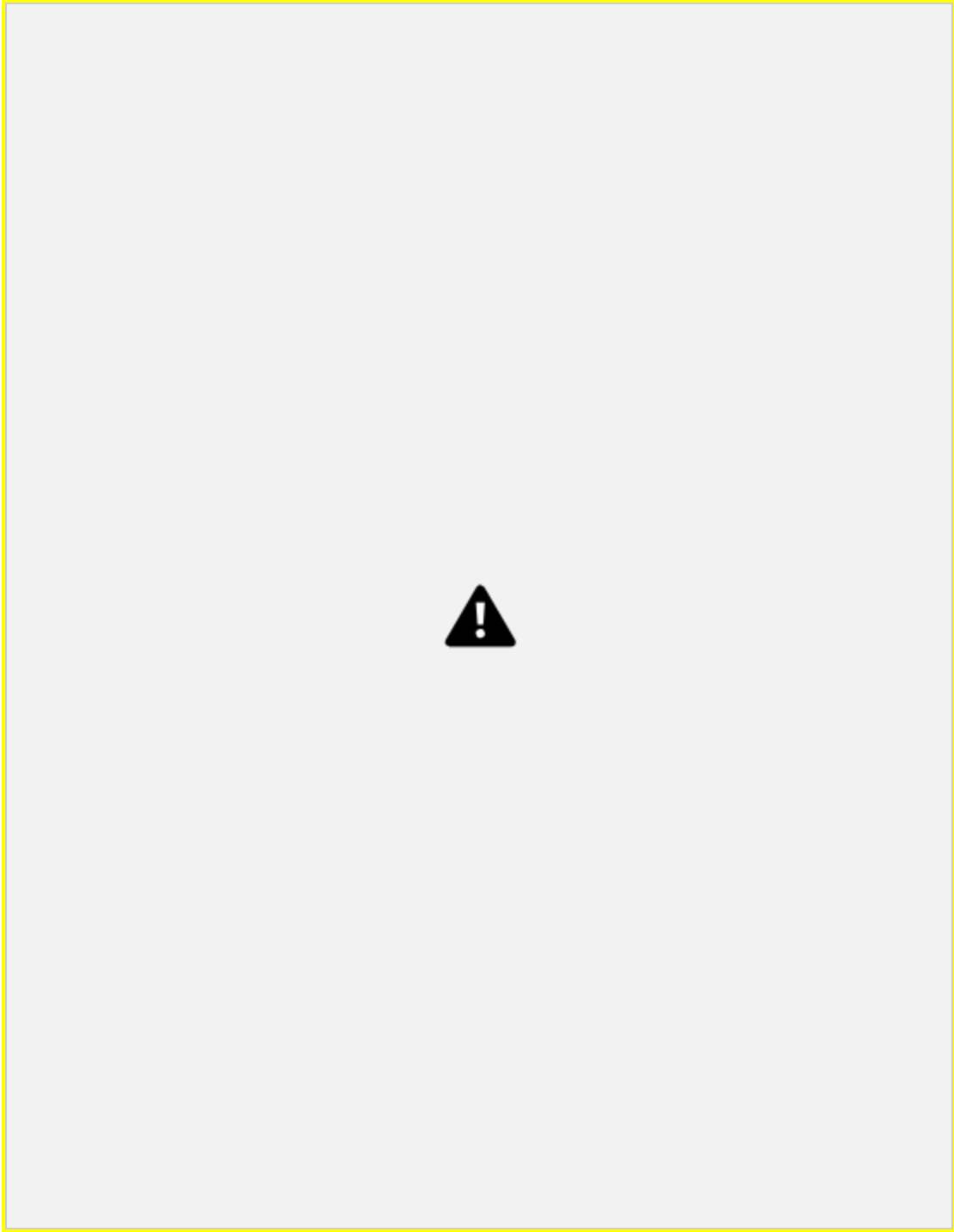
2019-2020

Gym Seating Locations for Assemblies

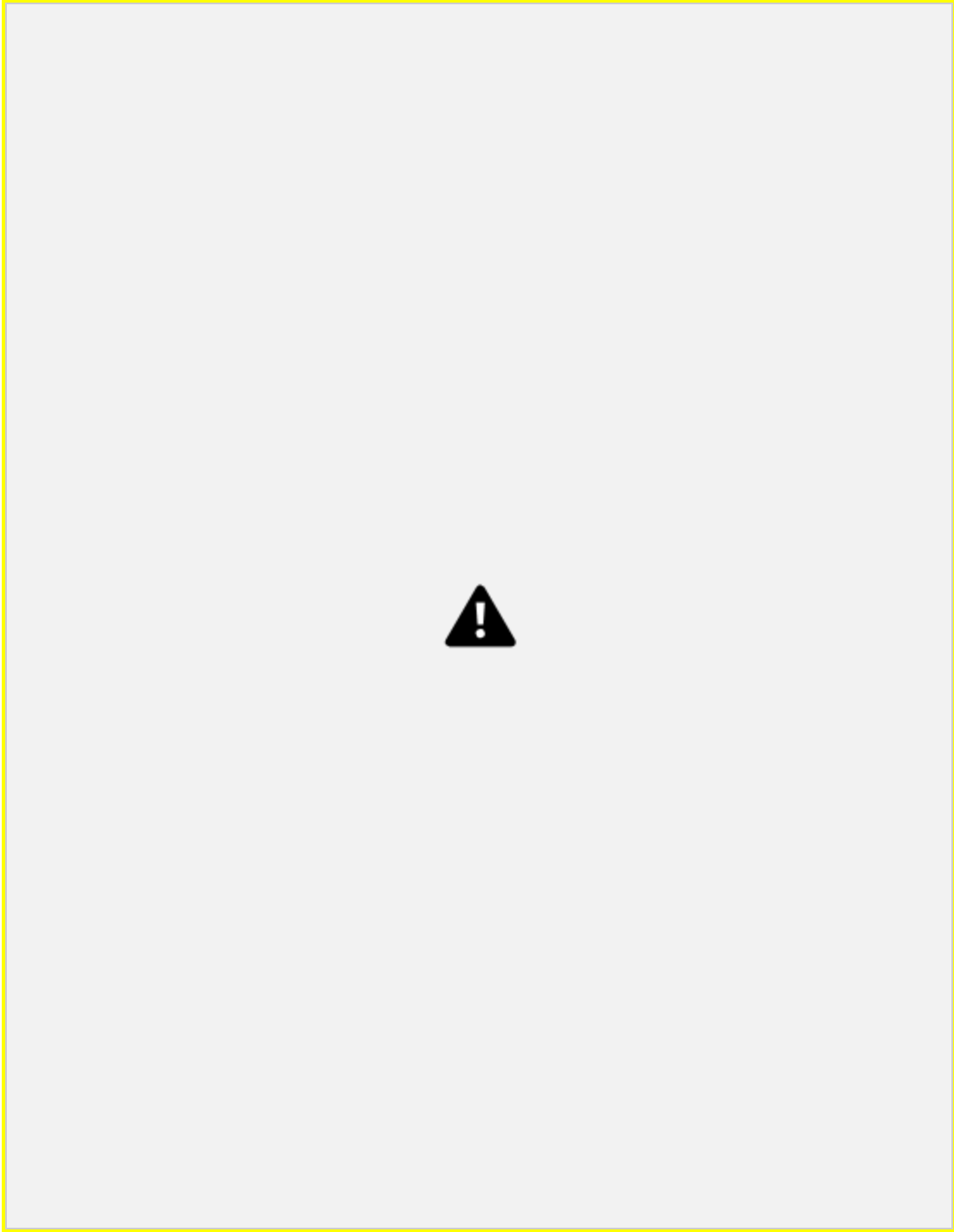
Rows 19-24	Rows 21-24	Rows 21-24	Rows 21-24	Rows 19-24
Kaiser	Fischer Pfarr Anderson	Downie Phelps	Volz McGroarty	Zippel
	Rows 17-20 King Hopkins	Rows 17-20 Vraney Byron	Rows 17-20 Willand Murray	
Rows 14-18	Rows 13-16	Rows 13-16	Rows 13-16	Rows 14-18
Holub	Wendland O'Neil	Felty	Reger Kuschel	Healey
	Rows 10-12 Sharpsteen Davison	Rows 10-12 Gilson Mitchell	Rows 10-12 Kopetzki Moon	
Rows 9-13	Rows 7-9	Rows 7-9	Rows 7-9	Rows 9-13
Abel	Engesether Popp, G	Hodgkins Miller, L.	Janike Smallidge	DeWees
Rows 4-8	Rows 4-6	Rows 4-6	Rows 4-6	Rows 4-8
Weller	B. Nelson Hanson	Stensland Lawrence	Conway Schultz	Nohner
Rows 1-3	Rows 1-3	Rows 1-3	Rows 1-3	Rows 1-3

Staff		Harris Kaplan	Yes		Popp, J. Schumacher	Ross
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JH PAC Bluejay Connect Groups



HS PAC Bluejay Connect Groups





We “R⁴” the BLUEJAY WAY

	R¹espect Yourself	R²espect Others	R³espect Property	R⁴espect
Classrooms Learning Commons Flex Areas Office Area	<ul style="list-style-type: none"> *Accept responsibility for your own behavior *Act in a safe and healthy manner *Stay on task *Take responsibility for your absences *Ask for help when needed *Set your goals and give all you have to attain them 	<ul style="list-style-type: none"> *Use appropriate voice and language *Display courtesy and tact *More work-less talk *Dress appropriately *Display tolerance and celebrate cultural diversity. *Use your locker to store backpacks for school safety for all. 	<ul style="list-style-type: none"> *Treat all property with respect *Use technology appropriately *Only water will be consumed in academic areas *Follow the Flex area and Learning Commons expectations 	<ul style="list-style-type: none"> *Students ethic that assignme attendanc *Leave yo *Go to the *Use your *Use study *Maintain
Hallways	<ul style="list-style-type: none"> *Act in a safe and healthy manner *Respect the “Hands Off” policy 	<ul style="list-style-type: none"> *Display courtesy and tact *Use appropriate voice and language *Greet people *Walk to the right *Report bullying 	<ul style="list-style-type: none"> *Pick up trash & keep area clean *Close lockers *Keep food and beverage items other than water off of carpeted areas. 	<ul style="list-style-type: none"> *Arrive at *End phon classroom *Remain i emergenc *Use plan
Commons Lunch Room	<ul style="list-style-type: none"> *Accept responsibility for your own behavior *Act in a safe and healthy manner 	<ul style="list-style-type: none"> *Walk *Proceed through the lunch line appropriately *Respect lunchroom workers *Use appropriate voice and language *Report bullying *Join the line at the end 	<ul style="list-style-type: none"> *Treat furniture, display monitors and decorations respectfully *Clean off your table *Keep food in the commons 	<ul style="list-style-type: none"> *Arrive to *Remain i dismissed *Report ba
Locker Rooms	<ul style="list-style-type: none"> *Act in a safe and healthy manner 	<ul style="list-style-type: none"> *Use appropriate voice and language *Mobile devices will be powered off *Report bullying *Honor the privacy of others 	<ul style="list-style-type: none"> *Use the school issued lock on your locker to protect your belongings *Respect other’s property. Do not take, hide, or destroy other’s property. 	<ul style="list-style-type: none"> *Dress for *Participat activities
Bus Area/Bus	<ul style="list-style-type: none"> *Act in a safe and healthy manner 	<ul style="list-style-type: none"> *Arrive on time for bus departure 	<ul style="list-style-type: none"> *Keep your bus clean 	<ul style="list-style-type: none"> *Follow th
Restrooms	<ul style="list-style-type: none"> *Flush toilet and wash hands *Act in a safe and healthy manner 	<ul style="list-style-type: none"> *Report inappropriate behavior immediately *Respect the rights of others *Report bullying 	<ul style="list-style-type: none"> *Ensure that the restroom is a safe and clean place for all 	<ul style="list-style-type: none"> *Use restr lunch *Return to
Athletic and Fine Arts Activities	<ul style="list-style-type: none"> *Follow MSHSL rules *Act in a safe and healthy manner *Give your best effort in all you do *Be a positive role model 	<ul style="list-style-type: none"> *Demonstrate good sportsmanship *Respect opposing team’s privacy and space 	<ul style="list-style-type: none"> *Pick up after yourself in all areas of the building *Respect property at school events when home and away 	<ul style="list-style-type: none"> *Be coach *Respect p times

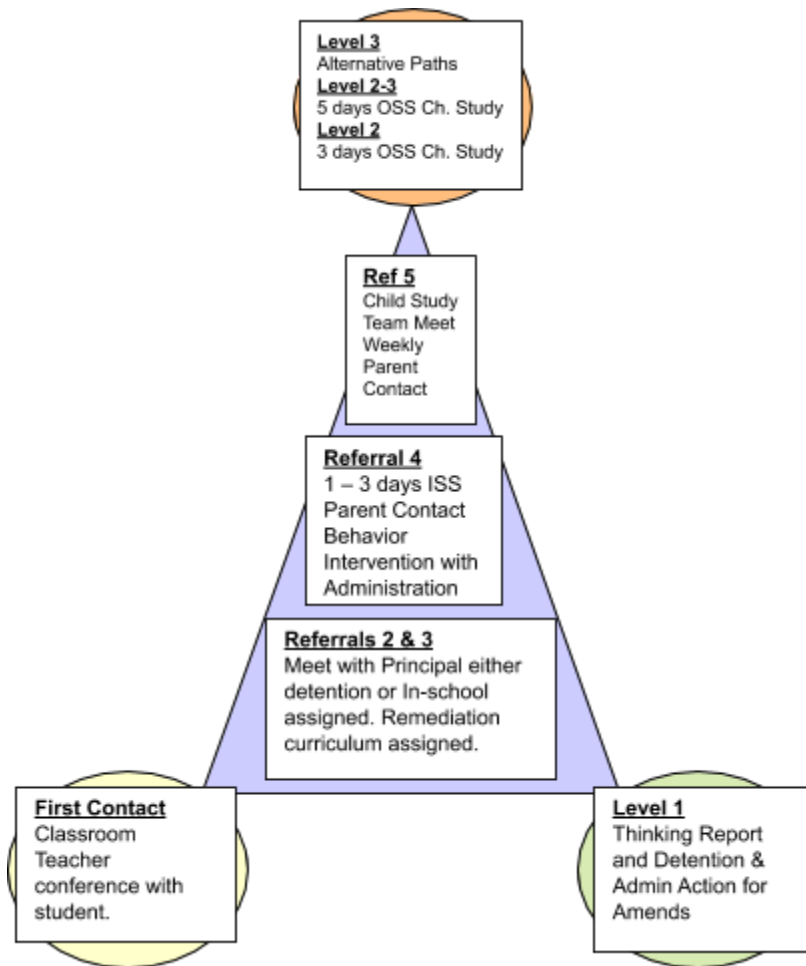
See the student handbook for all rules and consequences

**INDEPENDENT SCHOOL DISTRICT
WASECA, MINNESOTA 56093
Waseca High School
Rules, Regulations and Procedures**

CLASSROOM EXPECTATIONS

Expectations will be delivered to students in written form. It is the expectation that classroom rules will be posted in all classrooms.

INTERVENTIONS FOR STUDENT BEHAVIOR



WE R⁴The Bluejay Way

1. Respect Yourself

1. Accept Responsibility for your own behavior (Level 1)

a. Appropriate Dress and attire:

- i. Clothing judged by school officials to be offensive or in bad taste will not be allowed. This would include clothing displaying words/visuals which are abusive, obscene or discriminatory, or advertise alcohol, tobacco or any other mood altering substances. Such clothing must be removed or covered. Bandanas may only be worn with permission from the principal.
- ii. Students may not wear shorts, skirts, pants with holes in them that expose undergarments or a student's gluteus Maximus (backside).
- iii. Students are expected to wear tops that promote modesty. Spaghetti straps, one-shouldered tops, halters, and tops that expose excessive cleavage will not be allowed. Students' tops must touch the waistband of their pants or skirt when they have their arms at their sides. No skin will be exposed at the midriff.
- iv. Clothing accessories deemed to be dangerous or distracting to other students will not be permitted. Such accessories would include long metal chains affixed to clothing and wallets, necklaces/bracelets which contain multiple sharp and blunt metal studs.
- v. Phy Ed. Students must wear sweatpants or school appropriate shorts, t-shirt (no tank tops or muscle shirts), socks and tied tennis shoes.
- vi. Students are expected to remove headgear upon entering the building, unless worn for recognized religious purpose. This rule is in effect until the official end of the school day.
- vii. The principal will have the final say on all inappropriate attire.

2. Respect the "Hands off policy."(Level 1)—WJSHS endorses a "hands-off" policy concerning couples lack of manners in our school. Hugging, kissing and doting on each other are not considered appropriate. Violators will be warned by a staff member. If the inappropriate behavior persists, the couple will be required to conference with a principal and parents will be contacted. Continued violations may merit detention or suspension.

3. Act in a safe and healthy manner

- a. **Controlled and Dangerous Substances (Level 2-3)** Use and possession of tobacco products , vaping or paraphernalia, alcohol or any other mood altering substances is prohibited any time and any place during the school day or on school property or while involved in a school sponsored activity. Students who use/possess any of the above items will receive an initial 3 day out of school suspension. Students will be referred to the Police Liaison Officer.
- b. **Gambling (Level 1)**--The playing of a game of chance for stakes is not allowed.
- c. **Driving Motorized Vehicles (Level 1)**—Motorized vehicles are not to be driven during school hours unless special permission is granted by the principal. Students are to park in an orderly fashion in the parking lot. No parking in the visitor parking lot on the East side

of the school. Extreme caution must be taken when driving in and out of the parking lot. Speeders and reckless drivers will be handled by school authorities and the city police. No student parking is allowed in the U-drive at any time.

- d. **Waseca operates a closed campus policy.** This means that students may not leave the campus any time during the day without prior permission from a principal or an administrative designee. Students who are ill must report to the nurse's office and will be excused only with a call to a parent or guardian. Students will not be excused if they leave prior to receiving permission from school-authorized personnel.
 - e. **Backpacks (level 1)** Backpacks, outerwear, and duffle bags are not allowed to be worn or carried during the school day. The Principal may grant a waiver under special circumstances., such as a construction year. Students should bring an appropriate clothing item (sweatshirt or sweater) to store in his or her locker for comfort when needed.
4. **Follow MSHSL Rules:** See Standards and Penalties for Extracurricular activities in the appendix or on the school web site.

2. Respect Others

- 1. **Use appropriate voice and language**
 - a. **Swearing (Level 1)** 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.
 - b. **Using obscenity toward a staff member (Level 1-2)** Obscenity directed at a staff member either electronically, verbally, in writing, or by gestures will result in out of school suspension.
 - c. **Disrespect (Level 1)** 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.
- 2. **Display courtesy and tact**
 - a. **Insubordination (Level 1)** The willful failure to respond or carry out a reasonable request by authorized personnel will be considered insubordination.
 - b. **Disruption in class (Level 1)** 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. **Throwing**-The intentional throwing of any object in the building, including food. Students will be suspended from the commons area for up to five school days. The penalty for throwing objects could include in-school suspension and/or restriction to the school office during lunch for an amount of time to be determined by the principal.
- 3. **Respect the rights of others. Display tolerance and celebration of cultural diversity.**

Report bullying:

- a. **Bullying** means intimidating, threatening, abusive or harming conduct that is objectively offensive and;
 - i. 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

- ii. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.
- b. 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.
- i. Students sharing, buying, or selling nude pictures of other students will by-pass step one of the discipline policy and could be referred to law enforcement.
- c. Intimidating, threatening, abusive, or harming** conduct may involve, but not limited to:
- i. conduct that causes physical harm to a student or a student's property
 - ii. causes a student to be in reasonable fear of harm to person or property
 - iii. violates a student's reasonable expectation of privacy,
 - iv. defames a student or constitutes intentional infliction of emotional distress against student,
 - v. 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.
- d. In the case of reported bullying**
- i. 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.
 - ii. Parents will be notified within one day after the investigation of the conduct is completed.
- e. Students involved in bullying will**
- i. First offense: receive a warning and will be assigned attendance at anti-bullying education sessions.
 - ii. Second offense: receive in-school suspension from 1 – 3 days. Student will continue anti-bullying education sessions.
 - iii. Third offense: be referred to law enforcement and will receive 1 – 3 days of out-of-school suspension.
 - iv. Continued Offenses will be referred to law enforcement and will result in a change of placement or expulsion. Consequences may be bypassed based on the nature of the offense.
- f. Hazing** which involves an act against a student or coercing a student into committing the act that creates a substantial risk of harm in order for the student to be initiated into or affiliated with a student organization will not be tolerated. This policy is applicable both on and off school grounds and both during and before/after school hours. Consequences may include, but are not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.
- g. Scuffle/intimidation (Level 1)** is a disorderly struggle, encouraging, promoting or initiating a fight with low potential for physical injury.

- h. **Fighting (Level 2)** the act of involving hostile bodily contact in or on school property any time or anywhere on school grounds, including any activity under sponsorship.
 - i. **Physical Attack (Level 3)** 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.
 - j. **Bystanders: (Level 1 or 2)** 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.
4. **Act in a safe and Healthy Manner**
- a. **Weapons (Level 3)** include any firearm, whether loaded or unloaded, any device or instrument designed as a weapon
 - b. Or through its use 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, numchucks, throwing stars, explosives, stun guns, or ammunition.
 - 1. **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. A written recommendation to the superintendent for expulsion
 - 5. **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.
 - c. **Involvement in Gang Activity (Level 2-3)** Gang related activity may include; graffiti, headwear, emblems, symbolism, hand signs, slang, jewelry, discussions and clothing. A police referral will be made. Bandanas may only be worn with approval from a principal.
 - d. **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

- 1. **Treat all property with respect**
 - a. **Report vandalism (Level 1)**—Willful disrespect of property and the involvement in such activities as toilet papering; soaping or chalking windows or doors, or any similar activities: or placement of signs on school grounds is prohibited. Students participating in such activities during special events such as Homecoming and Snow Week will be banned from those activities.
 - b. **Report vandalism (Level 2)**—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.

2. **Pick up trash & keep area clean**
 - a. **Food and Beverages (Level 1)**—only spill proof beverages are allowed in carpeted areas. Water is the only beverage allowed in all academic areas; food must be consumed in the commons area.
3. **Treat furniture, decorations and Hall of Fame respectfully**
4. **Respect property at school events both home and away**
 - a. **Theft (Level 2)** is the unlawful taking of the property of another person or receiving or possessing such property. Restitution and attendance at Offensive Behavior Class and/or referral to police will occur as appropriate.
 - b. **Arson (Level 3)** is the willful burning or attempted burning of any part of any building or property of the school, its staff or its students. Referral will occur to police and fire departments.
 - c. **Trespassing is considered a gross misdemeanor. A person is considered as a trespasser if he/she is in the building or on school grounds unless the person**
 - i. Is an enrolled student or their parents. All enrolled students will be considered trespassing if he/she enters a locked building or enters a building during a time specifically instructed to stay out of the school building.
 - ii. Have reported to the office or have permission from school personnel to be in the building.
 - iii. Are attending an event to which the public is or individuals are invited.
 - iv. The person will be considered trespassing if found on school property within six months after being told by the principal to leave the property and not return unless the principal has given the person permission to return.

4. Respect Learning

1. **Demonstrate Strong Work Ethic-Waseca Jr. and Sr. High Staff promote a strong work ethic that results in completion of assignments and promptness.**
 - a. **Use your planner:** Students will be expected to use it every day for assignments and passes. Replacement of planners are \$5.00.
 - b. **Arrive at class on time—Students who come to class on time come with required materials before the bell rings.**
 - i. **Tardies:** A student is tardy if he or she arrives to class after the bell rings, but less than 5 minutes after class has started. Teachers may include trips back to the locker and to the bathroom as tardies.
 1. Tardies number 4, 5, and 6 per class will carry a classroom detention or a 1% grade deduct. Tardy number 7, and thereafter, will result in a one-day in-school suspension. Valid excuses for tardiness include illness, legitimate work for parents, medical or dental appointments and personal emergencies approved by a parent and a principal.
 - c. **Attend class every day—See the Absence Policy**

- i. **Skipping**—Students missing from any class period including study hall, commons, lunch or student assembly without permission from a staff member will be considered skipping. Students who are more than 5 minutes tardy for class will be considered unexcused. The student will receive 40 minutes detention for each class period missed and will not receive credit for assignments, quizzes, or tests due that day. If unexcused absences persist the students will be referred to truancy review.
- d. End phone use before arriving in the classroom**
- i. **Cell phones (Level 1)** Students are allowed to bring cell phones/electronic devices into the building. It is the responsibility of the student to be aware of the teacher’s expectations for electronic devices in each classroom. All students will be expected to park their cell phone & ear buds when entering the classroom. Wearable technology could be included if it interferes with learning and/or academic integrity.
 - 1. Violation 1-- Detention and phone kept in the office until the end of the day
 - 2. Violation 2—Every violation after will result in Detention and parents picking up the cell phone.
- *Refusal to give up a cell phone to a staff member will result in suspension
- *Students suspected of any inappropriate use (cheating, pictures, social media, etc) of any cell phone in his or her possession may be asked to show the contents of the phone. Refusal to show the contents may result in the student not being allowed to bring the phone to school for the rest of the year.

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, or school employee without prior approval of a building administrator; and the use of electronic devices in locker rooms, 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. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings; school grounds and school property; school-sponsored activities or trips; school bus stops; school buses; school vehicles; school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or employees.

- ii. **Nuisance Devices (Level 1)** are objects which cause distractions. Included, but not limited to are the following; water toys, pagers, lighters, laser pens, sunglasses and electronic devices. Headphones and music devices may not be used in class except at the teacher’s discretion. They may be used in between classes and during lunch. Violations will be treated the same as cell phones

- e. **Participate in class**—Students who participate in class come to class with homework complete, are dressed for physical education, participate in group work and other activities as directed or facilitated by the teacher.
 - i. **Late Assignments**—Students who turn in late homework will receive partial credit as outlined by the individual teacher. Students who receive an incomplete at the end of the trimester will have 10 school days to complete the work or the Incomplete becomes an “F grade”.
 - ii. **Make-up work**—Policy Change: Students with excused absences from class will have the number of days absent plus 1 up to 5 days to make up homework. If students miss an assessment for one class period of absence, the assessment must be taken the day the student returns to school. If the student misses instruction (not review) the day prior to the assessment it will fall into the parameters of make-up work. Students who miss class for school related events are expected to request homework prior to the absence and the homework is due on the same date as if the student attended class. In all situations communication from the student to the teacher is essential.
- f. **Maintain academic integrity**
 - i. **Cheating/plagiarism**—Students found cheating on a test, or assignment or take or acquire or use 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. (Refer to cell phone policy related to cheating.) The MSHSL Principal’s Code of Conduct could be implemented for offenses related to major tests, papers, projects, or repeated incidents of cheating.
- g. **Forgery includes, but is not limited to passes, phone calls, parent/staff signatures.** It will result in detention or suspension and receiving 0’s in time missed.
- h. **Acceptable Use of Technology - Unacceptable use of technology include the following, but is not limited to:**
 - i. Disclosure of personal information on electronic “real time” discussions.
 - ii. Bypassing the district filter system or downloading music, videos, software or games for personal use.
 - iii. Deliberate attempts to disrupt the computer system
 - iv. Spreading obscene, vulgar, or harassing material (cyber bullying via electronic devices).
 - v. Accessing or sending inappropriate material (porn, hate literature).
 - vi. Falsifying your identity with the use of technology.
 - 1. Students who violate the Acceptable Use Policy will initially be suspended from Internet access for 30 days and will be subject to discipline as stated in the district policy.

APPENDICES

Policies

Policy # 1 Attendance

Section 1. The attendance policy of Waseca Jr. and Sr. High is based on the following concepts.

- Something of educational value is taught in every class each period of every school day.
- Each student can learn something of educational value in each class every day.
- If a student misses a class he/she will miss a learning experience, which cannot be made without being part of the entire class.
- There is educational value in extra-curricular activities and it is up to parents, teachers, coaches, and advisors to help students limit the number of school related absences. While school related absences are not included in the sixday absence rule we strongly recommend that the total school related and non-school related absences together should not exceed 10 class periods. Students with at least an 85% in the class who are present 95% of the days in the trimester may be excused from the final as determined by the teacher.

Section 2. Absence Reporting Procedure

Parents will be required to call the principal’s office at (507) 835-5470 by 10 a.m. on the day a student is absent. Parents may also call the school number and leave a voice message 24 hour a day/7 days a week concerning attendance. Notes will not be accepted. Students are responsible to verify a “No call” within 24 hours of the absence.

Section 3. Excessive Absenteeism

Students are allowed a total of 6 absences from a class per trimester. If a student is absent from a class more than 6 times the following penalties will be applied to all non-school related absences.

*Days missed per Class	Penalty	Example
0-6	None	Grade Earned
7	Reduce one grade	B = B-
8	Reduce two grades	B = C+
9	Reduce three grades	B = C
10	Reduce four grades	B = C-
11	Reduce five grades	B = D+
12	Reduce six grades	B = D
13 +	More than 12 absences may result in a failing grade	

Section 4. Excused vs. Unexcused Absences

Unexcused absences are skipping classes, commons, study hall, or leaving the building at any time without verbal permission from a principal or principal’s designees. Students receiving unexcused absences will not receive credit for work or tests missed in the class that day. Teachers will not give permission for students to leave the building. Deliberate skipping will result in being assigned an equivalent amount of time in detention. Repeated offenses in a class during a trimester may result in removal from the class. Excused absences count toward the 6 day rule. The following excused absences may apply to the appeals process. Excused absences are to be reported with 48 hours and include:

- a. Illness verified by a medical professional (e.g. family doctor, school nurse)
- b. Court appearances
- c. Serious illness in the student’s family
- d. Death in the student’s immediate family or of a close friend or relative

- e. Medical or dental treatment
- f. Family vacations when the student is in good academic standing and the student has received prior permission from a principal. If a student has other excused absences following approval of a family vacation the student will be penalized following the tenth absence. All other absences are unexcused and will not be considered in the appeals.

Section 5. The Appeals Process

In extenuating circumstances students receiving seven or more absences in a class may appeal the loss of credit by requesting an appeal form from the principal’s office and completing the form and returning it in the required manner. The appeal will be considered and the outcome determined on a case-by-case basis. The Attendance Appeals Committee may reverse or modify the penalty for good cause.

Policy #2 Sexual, Religious, Racial Harassment, Intimidation and/or Violence

School District #829 is committed to providing a safe, positive learning and working environment for everyone. “Every person has the right to a safe learning/working environment. Every person has the right to be treated with respect. Every person has the right to attend a school that is free of discrimination.” Therefore, we prohibit sexual, religious, racial harassment, intimidation and/or violence. We will not tolerate it in any form.

1. Information concerning any complaint shall be treated with the district's legal obligations, the need to investigate, and the need to take disciplinary action if it is found that harassment has occurred.
2. Any person who believes that he or she has been a victim of harassment by a student or employee of this district should report the conduct to the principal, assistant principal, counselor, or nurse. Any third person with knowledge or belief of conduct which may constitute harassment should also report the conduct to one of the above named persons. If the report is made verbally, the above named person shall document it in writing within 24 hours. An investigation shall begin immediately and appropriate action shall be instituted.
3. Anyone who retaliates against any individual who reports harassment will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation or hearing relating to a complaint or harassment will be disciplined.
4. Confidentiality of all persons involved will be respected to the fullest possible extent.
5. The school may resolve the incident by requiring the offender to apologize, participate in peer mediation, seek counseling or training, be suspended, transfer employment or school, be dismissed, lose privileges or face other appropriate discipline.
6. The Waseca Public Schools Human Rights Officers are:

Thomas Lee	Debra Wobschall
501 E. Elm Avenue	1717 2nd St. NW
Waseca, MN 56093	Waseca, MN 56093
835-2500	835-5470

This is a summary of the Waseca Public School Sexual, Religious, Racial Harassment, Intimidation and/or Violence Policy. A complete policy is available from all contact persons listed above.

MSHSL PENALTIES:

1. During the school year, a student shall not violate the sexual harassment and sexual violence bylaws of the Minnesota State High School League.
2. **Penalty for Category I activities:**

First Violation: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Violation: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third or Subsequent Violations: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

Accumulative Policies: Penalties for sexual harassment violations shall be accumulative beginning with and continuing throughout the student's participation on any high school team.

3. **Penalty for Category II Activities:**

First Violation: Next 2 weeks or 1 event, whichever is the greater.

Second Violation: Next 4 weeks or 2 events, whichever is the greater.

Third or subsequent Violations: Next 9 weeks or 3 events, whichever is the greater.

Before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.

Policy #3 Smoking/Tobacco Use Policy

The use of tobacco is prohibited in a school zone, as previously defined, and at school activities.

The following are violations of the school policy on student smoking/tobacco use:

1. Students smoking. (Tobacco or non-tobacco products, including e-cigarettes)
2. Students carrying tobacco in any form. (Including e-cigarettes)
3. Students accompanying an individual or a group smoking (i.e., The presence of more than one individual in a smoke-filled restroom stall will result in each one being disciplined as noted below.)
4. The use or possession of chewing tobacco.

The first violation of this policy will result in one day out of school suspension. There will be a referral to law enforcement if under age eighteen. The second violation will be a three-day out of school suspension. There will be a referral to law enforcement if under age eighteen. Three or more violations will be a five-day suspension, referral to law enforcement and referral to Chemical Assessment Team.

Policy #4 Chemical Use Policy

A student of Waseca High School, regardless of age, shall not consume, be under the influence of, or have in his/her possession, alcoholic beverages or drugs, while in school, attending school activities, on school grounds, or under school supervision. Students violating this regulation will be subject to a minimum three-day suspension and referral to the chemical abuse pre-assessment team. The second violation will result in a hearing before the Board of Education for a possible expulsion.

The school district chemical dependency policy will also be followed. It will include educational awareness, confidential counseling, and possible diagnosis and referral.

Chemical Violation Interview Policy

If a chemical violation that has not occurred at school or a school sponsored activity has been reported to a staff member, and the principal has not received a report of a violation from law enforcement, the

following process will be followed when questioning students. This does not include incidents when a staff member witnesses the violation.

1. The parents of the student will be notified that administration would like to interview the student about a chemical violation.
2. If we are unable to notify a parent within 24 hours of the original attempt to make contact, the student will be interviewed without a parent present. Parents may not refuse to have their child interviewed.
3. Parents may opt to allow school administration to interview their child without parents present.
4. In situations involving students of divorced couples or couples living apart, the custodial parent will be contacted.
5. The accuser will be asked to sign off that their accusations are the truth and not hearsay before the interview process will take place. The identity of the accuser will be kept confidential unless he or she chooses to reveal his or her identity as a witness against the accused.

Policy #5 Minnesota State High School League Chemical Violations

The use or possession of alcohol or tobacco, or the use, consumption, possession, sale or distribution of any other controlled substance, including anabolic steroids, will make you ineligible. All penalties must be served consecutively.

If a student self reports a chemical violation, within 48 hours of the violation to a coach or administrator, prior to a police report or investigation, the penalty for the first violation will be 2 week or 2 events whichever is greater, second violation will be 6 weeks or 6 contests whichever is greater, and third violation will be 10 weeks or 12 events whichever is greater.

1. Chemical/tobacco use penalty in Athletics (MSHSL Category I):
 - First Violation** – 28 calendar days or 4 contests, whichever is greater
 - Second Violation** – 56 calendar days or 8 contests, whichever is greater
 - Third and Subsequent Violations** – 84calendar days or 12 contests, whichever is greater and must complete a 6 week certified chemical treatment program (Administration approved and at the athlete's expense) before they are allowed to compete in events.
2. Chemical/tobacco use penalty in Fine Arts (MSHSL - Category II):
 - First Violation** – 28calendar days or 2 major events, whichever is greater
 - Second Violation** – 56 calendar days or 4 major events, whichever is greater.
 - Third and Subsequent Violations** – 84 calendar days or 6 major events, whichever is greater and must complete a 6 week certified chemical treatment program (Administration approved and at the athlete's expense) before they are allowed to compete in events.
 - *Note: the term "major event" will be determined by each activity director in consultation with the High School Principal*
3. Chemical/Tobacco use penalty for Category III Activities:
 - To include (but not limited to): BPA, DECA, FFA, Science Olympiad, NHS, Spanish Club, German Club, Special Olympics, Student Council

Students who publicly represent District 829 school in non-State High School League extracurricular activities shall be notified that they are governed by the rules of conduct stated in this policy. Violations of these rules shall result in penalties as follows:

- 1) **First Violation-** Ineligible for participation in the next major event as defined in the student contract with each organization.
 - 2) **Subsequent Violations-** Ineligible for participation in the next two major events.
** A student who violates the policy will forfeit all leadership positions for 1 calendar year, per district policy. **
4. Denial/Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
 5. As per rules of the MSHSL, chemical/tobacco use rule coverage is year round (i.e., coverage includes summer months).
 6. Student leaders must agree to remain free from chemical/tobacco use or they will forfeit all positions of leadership with the school for a period of one year. After one year with no further violations the student may reapply for leadership eligibility. Students must be eligible according to MSHSL rules in order to be Homecoming or Snow Week Candidates.
 7. Upon the first violation of the chemical use rule the student will be required to attend a School District Chemical Assessment Team meeting. A chemical use assessment may be recommended and may be required.
 8. Upon subsequent violations of the chemical use rule the student may be required to have a chemical assessment and may be recommended to participate in a chemical dependence or treatment program before being reinstated in the activity program. This certification must be issued by the director or a counselor of a chemical dependence treatment center.
 9. A student who violated the chemical/tobacco use rule will forfeit the right to earn letters and awards in the sport or activity covered by the period of ineligibility.

- **Note:** 1) *A student who is serving a period of ineligibility for a chemical/tobacco use violation must complete the entire season of the sport in which he/she participates while serving all or part of the ineligibility. If he/she does not complete the entire season the penalty time served for the ineligibility does not count and the student must serve the penalty during the next sport season in which he/she participates.*
- 2) *Penalties must be served consecutively, not concurrently. If the penalty period has not been satisfied at the junior high, it will be carried over and applied at the high school.*
- 3) *Violations will be cumulative throughout junior and senior high school and penalties within each category must be served consecutively.*

Policy #6 School Lockers

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the

interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Lockers are provided to students for their individual use. The locker shall be vacated by the student on their last day of attendance in the same condition as when they took possession. Fines for repair or replacement of locker parts will be assessed including a clean-up fee for writing on the locker. Students should not leave any valuable personal items in lockers at any time.

Policy #7 Requirements for participation in Commencement

In order to participate in Waseca High School Commencement ceremonies the student must meet the following requirements:

1. Must be an enrolled student at Waseca High School/ALC/or WCOC or is a Waseca High School student who has been approved to attend PSEO
2. Must complete the 74 credits of course work as outlined in the Waseca High School student registration guide prior to the commencement ceremony
3. All financial obligations must be paid

Eligibility for Honor Cords and/or a Waseca High School Diploma

In order to be eligible to wear honor cords for Commencement a student must have a 3.0 grade point average, must be eligible to participate in Commencement, and must be enrolled as a full time Waseca High School student or a Waseca High School student who has been approved to attend PSEO. Homeschool students who are not enrolled as full time Waseca Public Schools students are not eligible for a Waseca High School Diploma. Students may wear up to two sets of school approved cords. Only Waseca High School honor students may wear gold cords.

Disciplinary Action

Procedural Code for Dealing with Suspensions

Suspension -- prohibiting a student from attending a school for a period no longer than ten days.

In-School Suspension – prohibiting a student from attending classes and keeping the student in school under supervision of school personnel.

Expulsion – prohibiting a student from attending school for a period no longer than the current school year.

Exclusion – prohibiting the enrollment or re-enrollment of a student for no longer than the school year.

Removal from Class

Removal from class is the short-term exclusion of a student from class during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal from class shall not exceed three class periods. 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 on removal shall ultimately be up to the principal.

Detention

Detention will be served with the staff member who has assigned it. Detention must be served with teacher within 3 days or it is referred to a principal. Detention assigned by a principal must be served

with the before or after school supervisor by the date indicated. Students in grades 7-8 may serve assigned detention during lunch with administrative approval.

In-School Suspensions (ISS)

Any student in ISS is not allowed to **practice** or **participate** in a school sponsored activity occurring on that date. Students may earn full credit for work assigned that day.

Out-of-School Suspensions (OSS)

Students may earn up to ½ credit for work completed while on OSS. Students may not enter the school buildings or grounds while suspended without permission from the acting building supervisor.

SCHOOL JURISDICTION

For the purpose of this handbook, school jurisdiction shall include the school, surrounding athletic facilities including the tennis courts, hockey arena, and the parking lots surrounding the school and its facilities. All off-site school facilities are included, as well as away events. It shall also include transportation to and from school, including the student's bus stop, school activities and any event with nexus to the school.

STUDENT RECORDS

Student grades and cumulative records contain confidential information and will primarily reflect academic performance. Students have the right to a private interpretation of their records by school counselors. Students also have the right to question and add relevant and pertinent information to their permanent and cumulative records.

DATA PRIVACY POLICY

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 of 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 office of the high school principal.

LOST OR DESTROYED TEXTBOOKS

The school will charge an appropriate replacement fee for textbooks, workbooks or library materials lost or destroyed by students.

SCHOOL NURSE

If a student becomes ill during class, he/she should be sent directly to the nurse's office with a pass. The nurse will determine if the student is to remain in the nurse's office, be sent or taken home after notifying a parent, or be readmitted to class. In the absence of the nurse, students are to report to the principal's office.

Students leaving school because of illness without being released by the nurse or office staff will be considered truant and unexcused and will receive detention.

Students are not allowed to have any medications in their locker or on their person. All medications are to be stored in the nurse's office. Exceptions to this rule must be approved by the school nurse. All prescription medications administered at school must come in its original, pharmacy labeled container and must be accompanied by a written physician's order.

GRADING SCALE

The grading scale for all students grades 7-12 will be the following:

93-100 A
90-92 A-
87-89 B+
83-86 B
80-82 B-
77-79 C+
73-76 C
70-72 C-
67-69 D+
63-66 D
60-62 D-
59 and below F

We will not round up.

College in the Schools will follow the college institutions grading scale. See course syllabus.

HONOR ROLL

Waseca High School will publish an honor roll at the end of each trimester. To make the Straight A High Honor Roll, a student needs to be at 4.0 or above. To make the High Honor Roll (A Honor Roll) a student must have at least a 3.600 grade point average. To make the Honor Roll (B Honor Roll) students must have a 3.000 to 3.599 grade point average. The average is based on the following point system: A, 4.000; A-, 3.666; B+, 3.333; B, 3.000; B-, 2.666; C+, 2.333; C, 2.000; C-, 1.666; D+, 1.333; D, 1.000; D-, 0.666; F, 0.

A student with a D or F in any subject is not eligible for the honor roll. **In addition a student must carry a minimum of 5 credits to be considered for the Honor Roll.**

LEADERSHIP/ROYALTY ELIGIBILITY

Students must be on track to graduate in order to be considered for a position of leadership or royalty. Seniors must have 55.5 earned credits at the end of their Junior year.

ACADEMIC LETTERING

In order to promote academic excellence and to recognize those students who demonstrate superior academic achievement, Waseca High School has developed the following Academic Recognition Program:

1. Grades 9 – 12 eligible
2. Students must maintain a Trimester GPA average of 3.60 or above for three consecutive trimesters to earn a letter.
3. Once a letter is earned, a star will be awarded for each additional consecutive three trimesters with a 3.60 average or above.
4. Any D or F grade will disqualify a student for that trimester.
5. A student must be enrolled a minimum of six credits per trimester.
6. Students who receive a MSHSL violation in any trimester will not be allowed to use that trimester toward an academic letter.

WEIGHTED GRADING

Students taking Advanced Placement Courses will receive an additional .333 on their trimester grade provided they take the end-of-the-year AP Exam.

MINNESOTA HONOR SOCIETY

Students who have maintained a GPA of 3.40 as seniors and 3.60 as juniors are considered for membership into the Minnesota Honor Society. In addition, the students are rated by a faculty council in the areas of leadership, service and character. Induction is done in late November or early December. See Website for qualifications.

GRADUATION REQUIREMENTS

Waseca High School is on a trimester schedule and a seven period day. Students earn one trimester of credit at the successful completion of each course every twelve weeks. (Phy Ed 9 and Freshmen keyboarding earn 1/2 credit each.) Each student will be required to carry eighteen credits per year. The requirements include 74 credits which meet the State Academic Standards. Students must have ALL necessary credits completed to participate in commencement. In addition, all financial obligations must be met in order to participate in commencement.

NO-GUEST POLICY

Students may not bring a guest to school during the school day.

SCHOOL SOCIAL EVENTS

Arrangements for any class or school event shall be made by the class or activity officers with the major advisor of the class or activity. Events must be scheduled at least one week in advance. Guests of Waseca High School students must register at the door. Any student leaving a dance before it is over will not be readmitted. All school rules are in effect during school events. School events held on school nights must end at 10:00 p.m. All school dances or parties on Friday nights or before holidays may begin at 8:00 p.m. and must end at 11:30 p.m. (Exceptions: Homecoming and Prom). No school events are to be scheduled on Wednesday nights and no practices on Sunday. (Exceptions-Indoor Marching Band Concert, Variety Show) Students are expected to dress in appropriate attire for school related events, dances and Prom. The Principal shall reserve the right to have the student not participate in activities. No one over the age of 20 may attend Prom. Guests from outside our school must have a completed back-ground check on file with our principal.

DUE PROCESS

All school personnel will abide by the "Pupil Fair Dismissal Act" of 1974 M.S. 127.26–127.39 (as amended in 1983) prior to the imposition of discipline.

EQUAL EDUCATIONAL OPPORTUNITY

It is the school district's policy to provide equal educational opportunities for all students. The school district does not unlawfully discriminate on the base of race, color, creed, religion, gender, 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 Ave, Waseca, 507/835-2500.

EQUAL VOCATIONAL EDUCATIONAL OPPORTUNITY

It is the school district's policy to provide equal vocational educational opportunities for all students. The school district does not unlawfully discriminate on the base of race, color, creed, religion, gender, 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 Ave, Waseca 507/835-2500.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504 the Waseca Public Schools (Independent School District 829) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. The policy in its entirety is available upon request from the principal's office at 835-5470 or from the Director of Special Education at 835-5046.

INCOMPLETES

At the end of the trimester, work must be completed in 10 school days or a zero will be assigned for missing work and grade tabulated. Medical exceptions are possible.

*A failing grade at the end of the trimester will result in a period of ineligibility for the first three calendar weeks of the following trimester. The student will become eligible again after 21 calendar days if the student is passing all classes from the present trimester. Students will be allowed to practice during their period of ineligibility (see Week #5 of the Scholastic Eligibility Policy in the Athletic Handbook), but will not be able to participate in contests or performances.

SCHOLASTIC ELIGIBILITY POLICY

To be scholastically eligible, a student must be making satisfactory progress toward the 74-credit requirement for Graduation. Scholastic eligibility means maintaining a passing grade in each class at scholastic check periods as determined by the following:

Grades posted Week 3 of the trimester – a warning message will be sent on Infinite Campus. The student has a week to raise his or her grade to passing

Grades posted Week 4 of the trimester – an ineligibility message will be sent on Infinite Campus to parents of students who are listed on the Ineligibility list on Monday.

1. The student will become ineligible that Monday.

2. Teachers are given 24 hours from the time make-up work is submitted before he or she is expected to sign an eligibility form. Students will not be allowed to participate in performances, competitions or field trips the day the make-up work is submitted. If the make-up work is submitted on Friday, the teacher will have until the following Monday to enter the grades.
3. The eligibility form must be turned in to a principal and signed. The white copy of the eligibility must be given to the coach or advisor in order to participate. Students who participate without a signed form are in violation of Minnesota State High School League rules and could cause a forfeiture for their team.

The grading period cycle will be repeated week 5 – 8 and 9 – 12.

*A failing grade at the end of the trimester will result in a period of ineligibility for the first three weeks of the following trimester/season. The student will become eligible on week 4 if he or she is passing all classes at that time.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress means keeping on target with minimum needed credits each trimester:

Freshman	TM 1 = 6.167	TM 2 = 12.334	TM 3 = 18.501
Sophomore	TM 1 = 24.668	TM 2 = 30.835	TM 3 = 37
Junior	TM 1 = 43.187	TM 2 = 49.334	TM 3 = 55.501
Senior	TM 1 = 61.668	TM 2 = 67.835	TM 3 = 74

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.

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 Code Ed System. If you are not receiving the calls related to school closings, please contact our office at 507 835-5470. The closings will also be available via local new 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








Waseca Public Schools Writing Guidelines

- Use these guidelines for ALL papers in all courses and disciplines.
- Head papers with the following information in the **upper left** (double spaced):
First and Last Names
Teacher

Class
Date

- Double space EVERYTHING
- Use **12 point** font
- Center the title
- Use Microsoft Word default margins for your paper.
- These guidelines and examples are based on MLA style. Other styles are used, but this is most widely expected!

Editing Marks & Correction Symbols

	New Paragraph	w.w.	Wrong word
NC	Meaning not clear	v.t.	Verb tense
sp	Spelling error	l.c.	Lower case
AWK	Awkward		letter needed
w/c	Word choice	#	Add a space
frag.	Fragment		Transpose
r.o. (r-o)	Run-on-sentence		Close the gap
cap. or ≡	Capitalize	s.s.	Single space
w.o.	Write out	d.s.	Double space
^	Insert		Insert period
	Delete, take out		Add a comma
s.v.	Subject/verb agreement		Move
p.a.	Pronoun/antecedent agreement	ramb.	Rambling
vary	Add variety in sentence structure		

Plagiarism

Definition: Plagiarism is “the act of presenting someone else’s ideas as your own” (*Writers Inc. 179*)

1. According to MLA Documentation
<http://webster.comnet.edu/mla/plagiarism.htm>], “Ignorance of the rules about plagiarism is no excuse, and carelessness is just as bad as purposeful violation. At the very least, however, students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy.”
2. Types of plagiarism that will not be tolerated:
 - a. Word-for-word plagiarism—the direct copying of another’s material without giving credit (cutting and pasting from the internet is an example).
 - b. Paraphrase plagiarism—using another’s ideas without crediting the source of the material or idea
 - c. Spot plagiarism –using another’s key words or phrases without giving credit.
3. Penalties for plagiarizing:
Student will receive a score of zero for the assignment and the student must redo the assignment to pass the class.

MLA Works Cited Guidelines

- ✓ Title (Do NOT use italics, bold, under-lining, or larger font!)
- ✓ Double-space all entries
- ✓ Hanging indent if entries are two lines or more
- ✓ Alphabetize the entries
- ✓ Parentheticals within your writing should reference the first unique piece of information listed in the citation on your works cited page

- Ex: (Author). (“Article Title / Internet Article Title”). (*Movie Title*).
- ✓ DO NOT use bullets, numbers or labels for entries

BOOKS

Basic Format:

Author’s last name, author’s first name. *Title of Book*. City of Publication: name of publisher,
copyright date. Print.

Single author:

Sebring, John. *The Great Outdoors*. New York: University Press, 2000. Print.

More than one author:

Baran, Mary and Mark Miller. *Monopoly Capital: An Essay on American Social Disorder*. San Diego:
Monthly Review Publishing, 2001. Print.

No author—use editor(s):

Coats, Alfred W. and Ross M. Robertson, eds. *Essays in American Economic History*. London:
Edward Arnold, 1999. Print.

Smith, David Nicol, ed. *The Letters of Jonathan Swift to Charles Ford*. Oxford: Clarendon Press,
1935. Print.

An essay or a chapter by an author in an edited collection:

Svalglic, Martin J. “Classical Rhetoric and Victorian Prose.” *The Art of Victorian Prose*. Ed. George
Levine and William Madden. New York: Oxford Press, 1999. 268-88. Print.

PERIODICALS

Basic Format:

Author’s last name, author’s first name. “Title of Article.” *Title of Magazine*. Magazine date: page(s)
of article. Print.

Single author in a magazine:

Berthell, Susan. “Agnostic Evolutionists.” *Harper’s*. Feb. 2002: 49-52. Print.

Dorschner, John. “Look Out!” *Newsweek*. 20 Apr. 2001:15. Print.

When no author is known in a magazine:

“Women’s Bank: A Modest Profit.” *Newsweek*. 20 May 2002: 21-22. Print.

Newspaper article:

Roughton, Renee. “Happiness at Work.” *New York Times*. 9 Apr. 2000: 7. Print.

REFERENCE BOOKS

Basic Format:

Author’s last, author’s first name if listed. “Word(s).” *Title of Book*. edition and year. Print.

Encyclopedia or dictionary:

“Allegory.” *Merriam-Webster’s Collegiate Dictionary*. 10th ed. 1993. Print.

Mohanty, Jitendra M. “Indian Philosophy.” *The New Encyclopedia Britannica: Macropaedia*. 15th ed. 1987. Print.

**INTERNET SITES / WEB
PAGES**

Basic Format:

Author’s last name, Author’s first name (if listed). “Name of Page or Article.” *Title of Web Page*.

Name of Institution/Organization affiliated with the site. Date of posting or update. Web.

Date of access.

Examples:

“Cupid and Psyche.” *Mythology Guide*. 2002. Jalic LLC. Web. 16 May 2006.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue University, 28 Nov. 2003. Web. 10 May 2006.

Online Encyclopedia:

“Fresco Painting.” *Encyclopedia Británica Online*. Encyclopaedia Britannica. 2002. Web. 8 May 2015.

Online Database/Periodical (InfoTrac & ProQuest):

Langhamer, Claire. “Love and Courtship in Mid-Twentieth-Century England.” *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2015.

**EXAMPLES FOR CITING OTHER
SOURCES**

Film or video recording / TV program:

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. DVD. Universal, 1999.

“Yes. . . but is it Art?” Narr. Morley Safer. *Sixty Minutes*. CBS. WCBS, New York. 19 Sept. 1993. Television.

Personal interviews:

Swanson, Jeanne. Personal interview. 24 Sept. 2015.

Music:

Brooks, Garth. “If Tomorrow Never Comes.” By Kent Blazy. *Garth Brooks / The Hits*. Liberty Records, 1994. CD.

Holiday, Billie. *The Essence of Billie Holiday*. Columbia, 1991. MP3.

Recorded or broadcasted interviews:

Wiesel, Elie. Interview with Ted Koppel. *Nightline*. ABC. WABC, New York. 18 Apr. 2002.

Television.

Surveys:

Phillips, Mary. “Open-Lunch vs. Closed Campus.” Survey. 21 Feb. 2014.

Tweet:

Athar, Sohaib (ReallyVirtual). “Helicopter hovering above Abbottabad at 1AM (is a rare event).” 1

May 2011, 3:58 p.m. Tweet.

SAVE THE DATES:

FOR THE MOST CURRENT ACTIVITIES GO TO: WWW.THEBIGSOUTHCONFERENCE.ORG

- September 3, 2019- First Day of School for grade 7
- September 4, 2019- First Day of School for grades 8-12
- September 6, 2019- JHHS Picture Day
- September 7, 2019- Band at Eden Prairie/Eastview
- September 14, 2019- Band at Rosemount
- September 21, 2019- Marching Classic
- September 26, 2019- Homecoming Coronation 7:00 pm
- September 27, 2019- Homecoming Parade 2:00 pm, Bluejay BBQ 4:45 pm- 6:45 pm

- September 27, 2019- Homecoming Dance 9:30 pm-12am, WJHS Commons
- September 28, 2019- Band at Luverne
- September 30, 2019- In-service Day- No School
- October 5, 2019- Band at Sioux Falls
- October 15, 2019-Parent Teacher Conferences 4:00 pm-8:00 pm
- October 16, 2019- Parent Teacher Conferences 7:30 am- 11:30 am
- October 17-18, 2019- MEA Break
- October 25, 2019- JHHS Picture Retakes
- October 25, 2019-High School Fall Choir Concert 7:30 pm WJSH PAC (Performing Arts Center)
- November 7-9, 2019- Band- Indoor Marching Concert 7:30 pm
- November 15- 17, 2019- Fall Play 7:00 pm
- November 15, 2019- 8th Grade Courage Retreat
- November 19, 2019 Minnesota Honor Society 7:00 pm WJSH PAC
- November 23, 2019- Bluejay Blast
- November 25 & 26, 2019-Finals for High School, End of Trimester 1
- November 27, 2019- Teacher Work Day- No School
- November 28 & 29, 2019- Thanksgiving Break
- December 12, 2019- Junior High Choir Concert 7:30 pm WJSH PAC
- December 16, 2019- High School Choir Holiday Concert WJSH PAC, Commons- time TBD
- December 23, 2019- January 3, 2020- Winter Break
- January 18, 2020- One Act Play 7:00 pm
- January 23, 2020- Parent Teacher Conferences 4:00 pm- 8:00 pm
- January 25, 2020- Choir Show Choir Lock-in 9:00 am-5:00 pm
- January 31, 2020- Choir Secret Singer 5:00pm
- February 1, 2020- Snow Week Kick-Off Dance 9:00 pm- 11:30 pm WJSH Commons
- February 1, 2020- Band Chili Feed 5:00pm-7:00 pm
- February 4, 2020- Snow Week Coronation 2:00 pm
- February 7, 2020- Snow Week Talent Show
- February 10, 2020- Local Vocal Solo & Ensemble contest 6-9:30 pm
- February 15, 2020- Waconia Show Choir-State Street
- February 17, 2020- No School- President's Day
- February 22, 2020- Hastings Show Choir-State Street
- February 28, 2020- Inservice Day- No School
- March 2, 2020- Instrumental Large Group Contest- New Ulm
- March 3, 2020- Winter High School Choir Concert 7:30 pm
- March 4-5, 2020- Finals for High School, End of Trimester 2
- March 6, 2020- Teacher Inservice Day- No School
- March 7, 2020- Emmetsburg Show Choir Festival- State Street
- March 10, 2020- Large Group Choral Concert hosted by Waseca @ PAC

- March 20, 2020- Region Solo Ensemble Contest- Minnesota State, Mankato
- March 22-28, 2020- Band Trip to Florida
- April 3, 2020- Jazz & Jazz Hands Concert-Jazz Band & Show Choir Concert, WJSH PAC
7:00 pm
- April 10, 2020- Good Friday- No School
- April 13, 2020- Comp Day- No School
- April 17 - 19, 2020- Spring Play Performance 7:00 pm
- April 25, 2020-Prom
- April 30, 2020- Choir Variety Show Matinee 1:10 pm, grades 4-6, WJSH PAC
- April 30, 2020- Parent Teacher Conferences 4:00 p.m.- 8:00 p.m.
- May 1, 2020- Inservice Day- No School
- May 1 & 2, 2020- Choir Variety Show 7:30 pm, WJSH PAC
- May 6, 2020- AP Exams-English Literature and Comp
- May 6, 2020- Activities Recognition 6:30 pm, WJSH PAC
- May 7, 2020- AP Exams- Chemistry
- May 8, 2020- Senior Picture Exchange during Bluejay Connect
- May 8, 2020- Band POPS Concert 7:30 pm, WJSH PAC
- May 12, 2020- Junior High Choir Concert 7:30 pm, WJSH PAC
- May 13, 2020- AP Exams- Language
- May 15, 2020- AP Exams- Stats
- May 15, 2020, Staff and Student Recognition
- May 15, 2020- HS Jazz Band Concert 7:30 pm
- May 20, 2020- Senior Honor Banquet 6:00 pm, WJSH Commons
- May 18, 2020- Spring Choir Concert- 8:00 pm, WJSH PAC
- May 19, 2020- Junior High Band Concert 7:30 pm, WJSH PAC
- May 24, 2020- Baccalaureate 7:00 pm, WJSH PAC
- May 26 & 27, 2020- Finals for Seniors
- May 27, 2020- Last Day for Seniors
- May 31, 2020- Commencement 1:30 p.m.
- June 2-3, 2020- Finals for High School
- June 3, 2020- JH Talent Show
- June 3, 2020- Last Day of School