

## **BRAD NASH**

PRINCIPAL

## **GARY W. OLSON**

COUNSELOR

510 Cedar Ave. Warroad

56763

Telephone: 386-1820

## **WELCOME TO WARROAD HIGH SCHOOL**

Welcome to the 2011-2012 School year.

This handbook contains rules and policies by which our students are treated fairly and equitably. It is important that you read and know the handbook. Ignorance of the rules is no excuse for poor choices or behavior.

At WHS we are proud of our staff and the quality of service and education that they will provide for you. Enjoy your year.

*-Brad Nash, High School Principal*

## **#690 MISSION STATEMENT**

Warroad Public Schools are committed to educating and preparing lifelong learners for success in a complex and changing world.

## **#690 VISION**

Excellence Starts With You!

## **“WARROAD HIGH SCHOOL ROUSER”**

Warroad High School, hats off to thee,  
To our colors, true we shall ever be,  
Firm and strong, united are we,  
Rah, rah, rah, for Warrior High,  
Rah rah rah rah, rah, for the Warroad High.

## **WARRIOR PLEDGE**

As a student at Warroad High School, I promise to respect all people, property and knowledge - to be responsible and do my best at all times - to recognize the rights of others, the difference between right and wrong, and to become a valuable citizen of my school, my community and my country.

## EDUCATIONAL OPPORTUNITIES STATEMENT

General and vocation education opportunities in Independent School District #690 will be offered without regard to sex, race, color, national origin or disability.

### 2011-2012 WHS FACULTY

TEACHER	DEPARTMENT
Mr. Brandon Barker.....	Science
Mr. Thomas Beadle.....	Industrial Tech
Mr. Steve Bengtson.....	Activities Director
Mrs. Jody Christian.....	English
Mrs. Kelly Citrowske.....	Special Education
Mr. Jeremy Culleton.....	Industrial Tech
Mr. Bryan Denault.....	Mathematics
Mrs. Kelsey Didrikson.....	English
Mr. Luke Dorman.....	Mathematics
Mr. Dennis Fermoye.....	Social Studies
Mr. Steve Haataja.....	Social Studies/Computers
Ms. Janet Johnson.....	Art
Ms. Nicole Kaplan.....	Math/ ADSIS
Mr. Joseph Kinzer.....	English
Mr. Adam Knebel.....	Math
Mrs. Marlys Knutson.....	Business Ed.
Mr. Scott Knutson.....	Physical Education
Mrs. Deb Landin.....	School Nurse
Mr. Duane Ledin.....	Band
Mrs. Heni Lindberg.....	ESL
Mrs. Bridget Lindner.....	Social Worker
Mrs. Karen Mattson.....	Special Education
Mrs. Rose McDonald.....	English
Mrs. Lori Morgan.....	Special Education
Mrs. Michelle Nash.....	School Social Worker
Mr. Bruce Olson.....	Physical Education
Mrs. Jill Olson.....	Science
Mrs. Rhonda Paulson.....	Music
Mrs. Geraldine Rasmussen.....	Physical Education
Mr. Gabriel Richards.....	Social Studies
Mrs. Katrina Reeves.....	Science
Mr. Terry Sadler.....	Business Education
Mr. Lance Sage.....	Social Studies
Mr. Jaimie Snowdon.....	Native American Studies
Ms. Maureen Stodgell.....	Border Area Learning Center
Ms. Judith Turenne.....	Spanish

## **SUPERINTENDENT**

Mr. Craig Oftedahl

## **SCHOOL BOARD MEMBERS**

MR. GARY DANIELS (BOARD CHAIR)

MRS. AMY FRIESNER (DIRECTOR)

MR. BOB JOHNSON (VICE CHAIR)

MRS. SARA JEAN THOMPSON (DIRECTOR)

MR. TOM KING (TREASURER)

MR. CHAD TURNER (DIRECTOR)

## **ACADEMIC ELIGIBILITY FOR ACTIVITIES**

Student eligibility is operated on a weekly basis. Teachers will submit Student Evaluation forms to the office by noon each Monday for students who are not doing satisfactory work in any given class. Students whose names appear on the ineligibility roster for two consecutive weeks, in the same class, are ineligible for participation in all school activities for the following week. The eligibility list is in effect from 8:00 a.m. Wednesday to the following Wednesday at 8 a.m. Students are restricted to study hall during the time they are on the ineligibility list.

"All school activities" are defined as dances, athletic contests, pep band, music contests, plays, speech meets, and any other contest/performance as part of a school sponsored activity.

## **ALTERNATIVE PLACEMENT**

The school administration has the authority to determine educational placement/programs for students. A student's schedule can be changed due to scheduling difficulties or class overloads. Placement may include an alternative educational program such as the Border Area Learning Center (Border ALC).

Students who continually disrupt or fail to make reasonable progress may be assigned to the Border ALC or other alternative programs. Normally, this placement change would occur only after numerous interventions addressing concerns have failed. All placements at the Border ALC are on a case-by-case basis.

## **ATTENDANCE POLICY**

### **STATEMENT OF PURPOSE**

The school board, administration and faculty of Warroad High School believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is important to successful academic achievement. Consistent school attendance is one means of developing responsibility and self-discipline. For these reasons, student absences from school should be limited to those instances where it is genuinely unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance. This belief is reflected and implemented in the Attendance Policy of Warroad High School.

In addition, parents and students must be aware that Warroad High School must be making Adequate Yearly Progress (AYP) in attendance and graduation rate. Students must be in school at a rate of 90% for the year and then must begin to improve toward a 95% rate by the year 2013. Graduation rate must be at 80% and improve toward 100% by the year 2013. If these benchmarks are not met, the school would not make AYP and would be put on probation. The final result could be the closing of the school.

## ATTENDANCE

Parents are responsible to monitor their student's attendance and progress via the school website.

Students with consistent attendance records are likely to achieve better grades. It is extremely important for all students to be in class each day, and the school requires that medical and dental appointments be scheduled after school hours. Additionally, family vacations should coincide with regularly scheduled holidays, breaks, and in-service days.

Parents/guardians who choose to have their son/daughter absent from school for an extended period of time must realize that their child's grades will suffer due to missing class activities that cannot be reproduced; i.e. discussion, labs, cooperative groups. Teachers are encouraged to provide assignments prior to the student's vacation. Students are responsible to work closely with each of their teachers to complete make-up work upon their return to school.

According to Minnesota State Law (MN. Statute 120.10) every child between seven (7) and sixteen (16) years of age shall attend a public or private school for a period of not less than nine months during any school year. Students under the age of 18 will be classified as habitual truants when absent for one or more school periods on seven school days if the student has not lawfully withdrawn from school. When a student has seven (7) unexcused absences at any time during the year, a truancy petition will be filed with the County Attorney.

Students who are 18 years old are not allowed to call themselves in for attendance or early release as long as they are still members of their parent's/guardian's household.

## RESPONSIBILITIES

The responsibility for attendance is shared by student, parents/guardians, and the school.

### A. Student Responsibilities:

1. To be in attendance for all assigned classes, including study hall.
2. To be in class on time, prepared for academic work.
3. To know and follow correct procedures regarding attendance. Student must bring in note to the office and obtain a make-up slip prior to going to class.
4. To request any missed assignments due to an absence and to complete work as assigned by the teacher.
5. To provide verification for the absence to the principal's office. Absences will become unexcused absences within two (2) school days after the student's return, unless the student presents the principal's office with a valid written excuse from their parent/guardian or their parent/guardian contacts the principal's office in person or by telephone to explain the reason for being absent.

### B. Parent/Guardian Responsibilities:

1. To ensure the student attends school and monitor student attendance via the school website.
2. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
3. To inform the school in the event of a student absence.
4. To submit a written excuse to the principal's office or to contact the principal's office in person or by telephone to explain the reason for the absence within two (2) school days of the student's return, setting forth the exact reason(s) for the absence. Absences will become unexcused absences if no verification is received within two (2) school days.
5. To work cooperatively with the school and the student to solve any attendance problems that may arise.

6. To contact the principal's office or school nurse if your son or daughter has a long-term or chronic health conditions that may result in frequent absences from school
- C. Teacher Responsibilities:
1. To take daily attendance and remit to the office during the first ten (10) minutes of each class.
  2. To communicate attendance and makeup procedures clearly to students and to apply those procedures uniformly.
  3. To provide make-up assignments.
  4. To report any attendance problems that may arise to the Principal's office.
  5. To work cooperatively with administration, parents/guardians, and the student to solve any attendance problems that may arise.
- D. Administrator Responsibilities:
1. To require all students to attend assigned classes and study halls.
  2. To inform parents, students, and staff of school and district attendance regulations.
  3. To supervise and administer the attendance policy and regulations.
  4. To maintain accurate records of student attendance.
  5. To notify parents/guardians when a student has four (4) absences in a semester and is nearing the maximum attendance limits so loss of credit can be avoided.
  6. To work cooperatively with the student and parents/guardians to resolve attendance problems.
  7. To assist and support teachers with the implementation of attendance procedures.

### **ATTENDANCE EXPECTATIONS**

Expectation: Students are expected to attend class every day.

Maximum Absence Rule: Students will not receive credit for a class in which absences reach eight (8) in one semester. **NO EXTENSIONS will be given.**

Upon the 8th absence, the student will receive a grade of "no grade" (NG) or "fail" (F).

The student will receive a "NG" if the student remains in class, follows behavioral expectations and meets all course requirements by the end of the semester. An "NG" will have no effect on the student's grade point average.

The student will receive an "F" if he/she is disruptive and has to be removed from the class and placed in a study hall or assigned to the ALC, if he/she chooses to leave the class, or if he/she does not meet all course requirements. An "F" grade will have a negative effect on the student's grade point average.

A student whose attendance is addressed in his/her individual education plan or 504 plan will have the maximum absence rule applied as identified in the IEP or 504.

**EXCUSED ABSENCES:** An excused absence is one in which the parent/guardian has given his/her permission and approval for their child to miss school for a designated time and/or day(s) and is on the list of approved excused absences.

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

All work missed because of an excused absence must be made up. In order to make up work following an excused absence, students are allowed one day for each day missed, plus one additional day. Example, if you miss two consecutive days, you have three days to make up the work. Students may earn 100% credit for make-up work.

**The following absences are excused and DO NOT count in the maximum absence rule:**

1. Participation in school-sponsored activities occurring during school time

2. Death of an immediate family member
3. Chronic or long-term illnesses of student or immediate family which are verified by a doctor's signed statement
4. Pre-approved family trips up to **five (5) days**. Family requests for trips need **pre-approval** to be excused. "Travel and Family Trip Pre-Approval Form" must be used. Students or parents can get this form from the office.
5. Attendance at a court proceeding upon written verification by the court or hearing officer as to the specific date and time.
6. Crisis situations that are taken on a case-by-case basis.

**The following absences are excused and DO count in the maximum absence rule:**

1. Medical appointments unless chronic or long-term and verified by a doctor's signed statement.
2. Medical or dental appointments that cannot be made outside of school time. (Notes must specify that the appointment was medical or dental.)
3. Illness of a student or in the immediate family unless chronic or long-term and verified by a doctor's signed statement.
4. Pre-approved family trip days over five (5) days. Family requests for trips need pre-approval to be excused. "Travel and Family Trip Pre-Approval Form" must be used. Students or parents can get this form from the office.
5. College visits by juniors and seniors require a "School Visit Pre-Approval" form. Maximum of 2 visits per student. (Must bring back verification from college visited.) If a student has ANY unexcused absences, they will not be permitted to go on a college visit. When possible, college visits should be scheduled when school is not in session. Make an advance appointment with the school's admissions office. The WHS guidance and counseling office will assist you with this. Your visit will not be excused if you do not have a prearranged appointment and counselor office approval. Forms and information can be obtained from the counselor. Absences that do not follow the form and procedure will not be excused absences.

**UNEXCUSED ABSENCES:** Absences verified by parents and administration that do not meet the requirements of an excused absence will be classified as a verified unexcused absence. These absences will be treated as unexcused and will be subject to Minnesota Truancy Laws. The student will not be granted full credit for make-up work missed because of the unexcused absence.

**The following are considered unexcused absences and DO count toward the maximum absence rule:**

1. Personal appointments for senior pictures, haircuts, manicures, pedicure, tanning, repairing/purchasing automobiles, signing or purchasing insurance, banking, etc. Any note that just has appointment on it will be considered to be unexcused.
3. Attending a non-school related activity as a spectator.
4. Vacationing/seasonal trip with a non-family member
5. Babysitting
6. Extended lunches with or without parents
7. Extra time with non-custodial parents
8. Oversleeping, resting, missing school bus.
9. Skipping

**TARDY:** Tardiness is the failure of a student to be in class at the assigned time. If a student is more than ten (10) minutes late, they will be marked absent. The student must get a make-up slip (not a tardy pass) for the absence.

Three (3) unexcused tardies per class equals one (1) unexcused absence and will be counted in the maximum absence rule.

Once a student reaches three (3) unexcused tardies per semester in any one class, the teacher will assign one-half (1/2) hour of detention. The detention will be served with the teacher who assigned it. The one-half (1/2) hour of detention begins on the third (3rd) tardy and continues through the semester.

## **AWARD HONORS FOR STUDENTS**

Students can receive honors during their high school days provided they fulfill the qualifications and are eligible. It must be remembered that if students become involved with law enforcement officers they may be subject to loss of all awards they have earned for the current school year.

### **1. COLLEGE SCHOLARSHIPS**

These are announced at the Awards Night and printed in the Commencement program. Information will be provided in school announcements concerning available scholarships. Students are responsible for applying.

### **2. HONOR STUDENTS**

An honor medal is awarded to the outstanding seniors at Commencement who have accumulated a GPA of 3.50 or better during their high school years in Grades 9-12. They will also wear the WHS gold honor tassels. GPA is based on final grades 9-12.

### **3. VALEDICTORIAN AND SALUTATORIAN**

A certificate is awarded at Commencement. The 9th, 10th, 11th, and 12th grade average is used. A student must be enrolled in Warroad High School during their senior year and earn 18 of the 24 required graduation credits through Warroad High School to be considered for the Valedictorian and Salutatorian awards.

## **BEHAVIOR REGULATIONS**

### **CLASSROOM BEHAVIOR RULES**

Attendance in your classes is very important to your education. If you are removed from a class for disciplinary reasons, you will have a conference in the office with the principal or counselor and written notice from the teacher will be sent to your parents. Repeat offenders will be kept out of class until a parent/teacher/student/principal or counselor conference is held. Detention time, in-school or out-of-school suspension may be assigned.

Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. (MS 127.27, subd. 10)

### **DISRUPTIVE BEHAVIOR AND INSUBORDINATION**

1. Abusive language, refusing to follow a staff member's (which include but are not limited to: administrators, counselors, teachers, teaching assistants, kitchen staff, office personnel, custodians or other district employees) direction.
2. Verbal or physical threats to staff members or other students.
3. Disorderly conduct, verbal or physical actions, fighting and public display of affection that disrupt the normal school day. Students may be summarily suspended, following a brief hearing. Students who are suspended are not allowed to attend school-sponsored activities.
4. Students who damage or destroy personal or public property.
5. Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. (MS 127.27, subd. 10)

6. Public display of affection: While in school and at school sponsored activities, students are expected to act in an appropriate way. The only physical affection that will be allowed is holding hands. Any student who is seen displaying affection any other way will be referred to the School Social Worker for an initial conference.

The consequences for improper behavior in numbers 1-6 above may be any or all of the following:

- A) Student Conference
- B) Student-Parent Conference
- C) Detention Time
- D) Suspension of 1 to 10 days
- E) Notification to Law Enforcement
- F) Behavior Contract
- G) Expulsion or Exclusion

#### **609.06 AUTHORIZED USE OF FORCE**

Subdivision 1. When authorized. Except as otherwise provided in subdivision 2, reasonable force may be used upon or toward the person of another without the other's consent when the following circumstances exist or the actor reasonably believes them to exist.

- (1) When used by a parent, guardian, teacher, or other lawful custodian of a child or pupil, in the exercise of lawful authority, to restrain or correct such child or pupil; or
- (2) When used by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another.

"The Principal may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis."

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- (a) Willful violation of any reasonable school board regulation.
- (b) Willful conduct, which materially and substantially disrupts the rights of others to an education
- (c) Willful conduct which endangers the student, or other students or school property

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to ten days by the principal following a brief hearing. Students who are suspended are not allowed to attend school-sponsored activities. The school board upon recommendation by the principal may impose exclusion or Expulsion. Exclusion or Expulsion may be held for the remainder of the school year or less and may occur after the school board has held a meeting in accordance with the law.

#### **BUILDING PASSES/STUDENT PLANNERS**

Building passes are in effect during the school day. Students are to be in the area or in transition as stated in their passbook. Each student will receive one free planner, for which they are responsible. No student should be in the hallway without a signed pass unless they are moving as a class or as a group signed out to the library. Additional planners will be available in the High School office for \$5.00.

## **BULLYING POLICY**

"Bullying" means any written or verbal expression, physical act, or gesture, or pattern by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or student's rights, educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows has the affect of:

- Harming a student
- Damaging a student's property
- Placing a student in reasonable fear of harm to his or her person or property or,
- Creating an intimidating, hostile educational environment for a student.

Any one or more of the following consequences or strategies may be imposed upon the offender:

- Assign the offender a bully packet that needs to be completed with quality;
- Record the offense in Genesis
- Contact parents;
- Assign the offender to a sensitivity focus group;
- Detention;
- Emphasis on restorative justice- making amends as determined appropriate by principal or principal designee such as apologies, community service or public awareness;
- Individual counseling;
- In-school suspension;
- Suspend the offender from school. Schedule a reentry meeting;
- Suggest outside counseling services;
- Placement at the Area Learning Center;
- Expulsion of the student per MN law.

### **Cell Phone/Electronic Devices Policy**

Cell phones and electronic devices are a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Phones and electronic devices are stolen, loaned to other students, may be lost, broken and have exacerbated crisis situations. The use of cell phones/electronic devices at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

Due to the enormous time spent on stolen cell phones/electronic devices, the school will NOT investigate when these devices are lost or stolen. Their security is the sole responsibility of the student.

All cell phones/electronic devices must be turned off. They must be locked in your locker during school hours. Students **may not** use their cell phones between the first and final bells of the school day. Using a cell phone as a clock or saying that it fell out of pockets is not an excuse to have a cell phone out.

If a student is using a cell phone (ANY OF ITS FUNCTIONS) or electronic device, for any reason during the restricted time, the following consequences will be imposed:

#### **1st Incident**

Phone/electronic device will be confiscated from the student and will only be returned to the Parent/Guardian of the student. The parent/guardian may pick it up in the office after 3:50 pm of the day it was confiscated or any time during the following days.

**2nd Incident**

The above plus detention will be assigned.

**3rd Incident**

The above plus the student will serve ISS for one day for continued defiance.

**Any student who refuses to relinquish their phone/electronic device to a staff person is subject to ISS for insubordination.**

**THERE WILL BE NO EXCEPTIONS TO THIS POLICY**

We realize that having to pick up a student's phone/electronic device may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones/electronic devices are not only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem, label the phone/electronic device and be responsible for its safe keeping. Confiscated phones/electronic devices will be labeled with the students name and kept in the main office until the parent takes possession.

**WARROAD HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES/ELECTRONIC DEVICES AND WILL NOT PAY FOR PHONES/ELECTRONIC DEVICES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.**

**CHEATING**

Cheating or plagiarizing to unfairly gain academic advantage or to defraud the educational process is unacceptable. When discovered, each overt act of cheating or plagiarism will be referred by the teacher to the principal and carries the following consequences:

- a. First Offense - zero on the assignment/test and a call to the parents.
- b. Second Offense – zero on the assignment/test, call to the parents, and detention.
- c. Third Offense – zero on the assignment/test, call to the parents, and suspension.

**CLASS CHANGES**

All class changes must be completed by the end of the second week of the semester with the high school principal. Any changes made after the second week may result in an F grade for the class dropped, unless the change is made under special circumstances.

**CLASS MEMBERSHIP**

Membership in a particular class such as Freshman, Sophomore, Junior and Senior will be determined by the number of credits toward graduation for which the student has registered and accumulated. A Freshman shall be registered for at least 6 credits, a Sophomore shall have accumulated 5 credits and be registered for at least 6 credits, a Junior shall have accumulated at least 11 credits and be registered for at least 6 credits and a Senior shall have accumulated 17 credits and be registered for at least 6 credits. All students must attend 7 periods a day to be enrolled at Warroad High School.

**CLOSED CAMPUS POLICY**

Warroad High School is administered as a closed campus. Students shall remain on school premises from the time they arrive to school at the start of the day, including their lunch break, until they are dismissed at the end of the school day. Because student safety and classroom attendance is a high priority, we ask parents to cooperate in allowing their children to leave campus only when it is absolutely necessary.

On those occasions when a parent requests their child to leave campus during the school day

without their parent/guardian, the following procedure must be followed:

- A signed copy of the closed campus form must be on file in the high school office. This form is available in the high school office.
- A student must bring a written note to the high school office by 8:19 a.m., or by parent call, on the day the student is to leave campus explaining the time, destination, and method of transportation. This note must be signed by the student's parent/guardian.
- Prior to leaving campus, the student must 'sign out' at the high school office and sign back in upon their return.
- This procedure is required EACH TIME a student plans to leave campus during the school day without their parent/guardian.

Warroad school district assumes no liability for students who leave campus for activities unrelated to school.

### DAILY SCHEDULE

	7:55	Warning Bell
	8:00 - 9:00	Period 1
	9:03 - 10:03	Period 2
	10:06 - 11:06	Period 3
Lunch 1	11:08 - 11:33	9 <sup>th</sup> & 10 <sup>th</sup>
	11:35 - 12:35	Period 4A - 9 <sup>th</sup> & 10 <sup>th</sup>
	11:08 - 11:38	Split Period 4B - 7 <sup>TH</sup> & 8 <sup>TH</sup>
LUNCH 2	11:40 - 12:05	7 <sup>th</sup> & 8 <sup>th</sup>
	12:05 - 12:38	Split Period 4B - 7 <sup>th</sup> & 8 <sup>th</sup>
	11:08 - 12:08	Period 4C - 11 <sup>th</sup> & 12 <sup>th</sup>
LUNCH 3	12:11 - 12:36	11 <sup>TH</sup> & 12 <sup>TH</sup>
	12:39 - 1:39	Period 5
	1:42 - 2:42	Period 6
	2:45 - 3:45	Period 7

### DIRECTORY INFORMATION/SCHOOL RECORDS

#### A. DIRECTORY INFORMATION

Students have access to any and all information kept on them in the file of the Principal's office. This also applies to the parents of any student enrolled who is under 18 years of age. By "having access to this information"; it is meant they have the right to inspect, review, and challenge the correctness of the contents.

The following items kept on file will be considered "directory information" and as such will be available to the public: Student's and parent's name, address, telephone number, date and place of birth, classes in progress, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. If a student does not want this information available to the public, he must so inform the principal's office personnel.

#### B. SCHOOL RECORDS

The School has on file your grades, attendance, standardized test scores, and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in

the school record at a cost to you of 10 cents per sheet, but you are not permitted to take the original record out of the office.

You may also request that items be removed from your file. In the event that you or your parent or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official and ultimately to the school board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian. One exception is transferring your records to another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not and cannot by law, without first receiving a written consent from you and your parent or guardian:

- a. send a transcript of your school record to a college, vocational school or university,
- b. give information from your record to a prospective employer.

Written consent can be given using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parent or guardian to exercise their rights of access or control in the transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93.380, passed by Congress in 1974, and Chapter 479 Session Laws of the State of Minnesota.

These Laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

## **DRESS CODE**

### **Purpose:**

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

### **General Statement:**

The responsibility for the appearance of the student rests with the student and parents themselves. They have the right to choose proper student dress providing that the attire is not destructive to school property, complies with the health code of the State of Minnesota, and does not interfere with the educational process or school policy. Certain apparel is not appropriate for school, based upon the guidelines of health, safety, and its potential for disruption:

Shoes must be on at all times. For health and safety reason, flip-flops, sandals, or open-toed shoes will not be allowed during the winter months (November first through March Thirty-first). Bedroom slippers are not acceptable footwear and will not be allowed.

Clothing of a revealing and/or distracting nature such as short/tight tops, dresses, skirts, short shorts, exposed underwear, bra straps, or low riding pants with exposed underwear may not be worn to school. Obscene writing, drawings, t-shirt transfers, or jewelry indicating inappropriate messages may not be on clothing worn to school.

Articles of clothing/jewelry representing or suggesting alcohol, drugs, gang membership or displaying gang insignia will not be accepted (i.e. marijuana necklaces, earrings, displayed bandanas, etc.)

No items such as hats, scarves on heads, sunglasses, chains hanging from pockets or outerwear including jackets, coats, etc. should be worn during the school day without specific permission from an administrator or teacher.

**A TEACHER HAS THE RIGHT TO RESTRICT THE MANNER OF DRESS WHEN IT PERTAINS TO THE HEALTH AND/OR SAFETY OF A STUDENT IN THE TEACHER'S SPECIFIC AREA.**

When an infraction of the dress regulations exists, students will be required to change. Parents will be contacted and be expected to pick up the student's unacceptable clothing. If the problem cannot be remedied at school, the student will remain in the office until he/she is provided with appropriate clothing. Each infraction will be documented, and detention will be assigned after the fourth offense.

The following guidelines have been established for parents/guardians:

**Inappropriate Attire:**

Tank tops, halter tops, crop tops, tube tops, spaghetti straps, or other revealing tops.

Baggy jeans worn with exposed underwear

Flip-flops, sandals, or other open-toed shoes during the winter months.

(Nov.1 through Mar. 31)

Bedroom slippers

Caps or hats

**Appropriate Attire**

Tops such as polo shirts, blouses, sweaters, cardigans, sweatshirts, t-shirts

Pants such as dress slacks or blue jeans

Dresses, skirts, and shorts (Length for skirts/dresses/shorts may be no higher than three inches above the knee)

**FEES**

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

1. A project in art, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the students elect to do such a project with the approval of the supervisor. The students may elect to take such a project home, and the costs of such projects must be paid as the material is used. Student may provide their own materials for such projects, again with the approval of the instructor. Because students sometimes fail to pay the cost of the materials for a class project, an instructor may, with the principal's concurrence, assess a deposit of up to 25% of material costs before a student begins a project. Whatever the assessed amount, it will apply to all students engaging in a particular project. A \$10.00 non-refundable fee will be charged to shop students for personal safety glasses.
2. Cost of school equipment or materials destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.

3. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
  4. Rental charges on school-owned music instruments, if the student is using the instrument.
  5. Driver education, for students taking behind-the-wheel training.
  6. Towel service in physical education or athletics, unless the student will be required to have a clean towel each week.
  7. Costs of field trips, which are made available from time to time but are not required as part of a course, should the student elect to participate in the field trips.
  8. Costs of the school paper, yearbook, graduation announcements or class rings, should the student elect to order any of these items.
  9. Admission fees for concerts, plays, athletic events, and other programs or activities which the student may attend at his/her own option.
  10. Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketchpads, gym suits, tennis and athletic shoes and other items of personal equipment.
- 
11. Fees unpaid within 30 days at the end of the school year may be collected through action in a small claims court or other appropriate means.
  12. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students. (MN. Statute 120.101)

### **FIRE DRILLS**

Unannounced fire drills will be conducted periodically. Students should walk in an orderly line. The teachers will accompany students out of the building. A plan for exit will be posted in the classrooms.

### **FIRST AID**

First aid supplies will be available in the principal's and superintendent's office, and from the athletic coaches. Aspirin, by law cannot be given to students. The nurse will be available.

### **GRADUATION CEREMONY**

1. The graduation ceremony is a public acknowledgment honoring those students who have successfully completed all graduation requirements as set forth by the State of Minnesota and the Warroad School Board. It is not required that students attend the ceremony to receive their diplomas.

A student must meet the following conditions to participate in the graduation ceremony:

- (1) The student will have been enrolled in the Warroad High School for their senior year.
- (2) The student will have satisfied all graduation requirements.
- (3) Senior transfer students will be considered on an individual basis.
- (4) A student who completes the graduation requirements at the Border ALC may participate in the graduation ceremony with his/her class or in a following year.

### **GRADUATION REQUIREMENTS**

#### **Diplomas**

1. Students graduating from WHS must earn 24 credits. Students have the opportunity to register for 7 credits per year at WHS. Student are required to take 6 credits per year allowing them only one study hall per day. This requires students to take 24 credits in grades 9-12 with the option of earning 28 credits in grades 9-12. A credit is a full year's work in a subject in which the class meets for one hour daily. To compute credits, the final mark at the end of the semester is used. The required courses for graduation from Warroad High School are: 4 credits of

social studies, 4 credits of English, 3 credits of math, 3 credits of science, .5 credit of physical education, .5 credit of health, 1 credit of fine art, and eight (8) elective credits for the graduation classes of 2008 and beyond.

Students must pass the State of Minnesota Reading, Math, and Writing MCA test.

Seniors are required to complete 10 hours of Community Service.

Under certain conditions, correspondence courses may be taken. See the High School Principal or Counselor for details.

2. If you have failed a required subject in grades 9, 10, 11, and 12, it must be repeated. This is your responsibility. Do not wait for someone to come and tell you that you have a subject to repeat. Do not wait until next year to do it. Remember, all of your grades are recorded and you cannot graduate without your required credits. Courses failed at Warroad High School can be made up for credit at the Border ALC in Warroad. No seniors will be allowed to enroll at the ALC after April 1<sup>st</sup>. Any classes failed after that date will have to be made up in the summer. This may mean not graduating with your class. See your counselor for details.

## **GUIDANCE**

- a. A counselor is available to assist every student in making appropriate adjustments to personal, social, educational and vocational needs and problems. Confidential conferences may be arranged individually or in groups. These conferences may be scheduled in advance or the student may feel free to stop in the office any time the counselor is not already with a student.
- b. What courses shall I take this year? What background course do I need for engineering? Do I have the qualifications necessary for study in college? These are a few of the questions asked frequently by students at some time or another. The school counseling program is set up for the purpose of giving the student help in planning his or her high school program, to give aid or encouragement in choosing and planning a vocation and to assist the student with countless other problems. To help accomplish these things, testing program has been set up. Tests and scales used here are the Career Assessment Inventory, Kudor Occupational Interest Survey, Aptitude, Intelligence and Achievement Tests and student interviews.

An occupational information file has been set up to provide first hand up-to-date information concerning the current job situation in most fields of work.

An enlightened and informed student is a good student. Through the medium of the guidance programs a number of minor problems will be eliminated and major problems averted. The cooperation of the student, however, is essential.

## **HAZING POLICY**

- Warroad public schools have a no tolerance hazing policy. The complete policy is in the District policy handbook.
- A copy of the complete policy is available in the District Office. (DON'T NEED THIS TWICE)

## **HONOR ROLL**

At the end of each nine weeks, an honor roll will be published. The "A" honor roll recognizes the academic achievement of those student who have maintained a 3.666 or above average in all course work during the marking period. The "B" honor roll recognizes those students who have achieved a 3.000 average or better for the marking period. Numerical averages are based on a 4 point system where A equals 4, B equals 3, C equals 2, D equals 1, and F equals 0.

## **INCOMPLETED WORK**

INCOMPLETES: All students are expected to satisfy any incompletes by the 2nd week of the semester following the incomplete. If the work has not been completed, the student will receive an "F" in place of the "I" for the semester grade.

# INSURANCE

## STUDENT ACCIDENT INSURANCE

The insurance coverage for student accidents is available from the Student Assurance Services, Inc. Participation in this insurance plan is voluntary and provided as a service to the students. Those wishing to participate in this coverage can do so by purchasing the insurance as listed:

## PREMIUM SCHEDULE

INDIVIDUAL VOLUNTEER PLANS		W/MAJOR EXPENSE BENEFIT
Full-Time Coverage (Pk-12)	\$79.00	\$139.00
Full-Time Coverage (7-12)	\$127.00	\$187.00
with all Sports Coverage except Football Grades (9-12)		
School Time Coverage (PK-12)	\$12.00	
School Time Coverage (7-12)	\$60.00	
with all Sports Coverage except Football Grades (9-12)		
Football (Grades 9-12)	\$138.00	
Extended Dental (PK-12)	\$7.00	

A brochure explaining all coverage will be sent home with each student.

## LIBRARY RULES POLICY

1. Checkout period is 2 weeks.
2. No overdue fines: Students pay cost of lost books.
3. Upon receipt of overdue notice, students has 2 options:
  - a) return book(s)
  - b) renew book(s)
4. There are no restrictions on faculty checkouts.
5. No magazines or newspapers may be checked out.
6. Student is responsible for the whereabouts and return of his own library materials. Letters will be sent home at the end of each semester for students who have not returned their materials.
7. Students are to conduct themselves in a responsible, quiet, respectable manner while in the media center. The Media Specialist reserves the right to revoke library privileges for those students who do not respect the rights of other students or who do not respect library materials. If a student is asked to leave the media center for undesirable behavior, he/she will be excluded to the following schedule:
  - 1st offense - 1 week
  - 2nd offense - 2 weeks
  - 3rd offense - 3 weeks
  - 4th offense - 8 weeks
8. Students may use the pass system to go to the office or to the bathroom in the commons area. Students who wish to return to class or study hall are to retrieve their passes and report there immediately. The Media Specialist will make periodic checks with instructors at the end of the period to verify their return. Appropriate disciplinary measures will be taken for those who fail to do so.
9. No food, candy or drink in the library. No card playing.
10. No feet on the table or sitting on the table.
11. Observe proper use of library equipment and materials.

12. Two to a quiet, study room, unless permission is given for more by the Media Specialist. The study rooms and quiet reading area are checked after each period.
13. Please use the main entrance; this helps us keep track of missing materials.
14. Only students who have an Internet license will be allowed to the use of the Internet in the library. The Media Specialist also has a list of those students.

### **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. The inspection of the interior of lockers may be conducted by school authorities for any reason at any time 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. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (Chapter 227, Minnesota Statutes.)

1. Be sure your locker doors are completely closed.
2. Be sure to flip the combination dial after you close the door, for security.
3. Do not leave valuables in your locker.
4. Do not leave purses or billfolds in your locker.
5. Lock up your valuables while at physical education.
6. If you wear expensive clothing you may be tempting a potential thief.  
Keep that clothing with you or do not wear it to school.
7. Do not leave articles of clothing or personal possessions unattended.
8. If you know of a theft - whether it affects you or not - tell a faculty member, they will carry the matter as far as possible with the information you have given.
9. Mark your valuables in such a way that it is unusual and known only to you. If it is stolen, it can be identified, recovered, and the thief dealt with. Ex.: put I.D. inside things.
10. Lock up your valuables while participating in after school activities.

### **LUNCH PERIOD & POLICIES**

The following information pertains to payment of lunch bills and lunch times and procedures.

1. Lunch periods are closed for grades 7-12, which means all students must remain on campus during the noon period.
2. Payment for lunch/breakfast must be paid in advance. They can be paid on a daily, weekly or monthly basis.
3. Students who do not participate in the national school lunch program are expected to bring a lunch.
4. Students who participate in the national lunch program may not share their lunch with non-participating students.
5. There will be three lunch periods.
6. The lunch line uses a keypad system. Each student will be issued a 4-digit number that the student will have to type on the keypad as they go through the lunch line. Students may only use the number that is assigned to them.
7. The South door will be locked during the noon period. Students are to use the main entrance.
8. No food or beverages are allowed in the classrooms or study halls.
9. Students are not allowed to buy a meal for another student.

## **MARKING SYSTEM**

A six point marking system of marking will be used. The following is a statement of what the letters stand for and what the teacher has in mind in using them. You are urged to study it carefully.

- A. Superior
  - Scholarship - strong exceeding requirements of instructor
  - Initiative - contributing exceeding the assignment, showing independent resourcefulness.
  - Attitude - positive benefit to class.
  - Cooperation - forwarding all group activities, constant and spontaneous.
  - Individual improvement - marked and growing.
- B. Above Average
  - Scholarship - accurate and complete, meeting all requirements of instructor.
  - Initiative - good when stimulated by some desirable achievements.
  - Attitude - proper and beneficial to the group.
  - Cooperation - good in-group work.
  - Individual improvement - showing marks of progress and responding to stimulation.
- C. Average
  - Scholarship - meeting the assignments but showing evidence of need of encouragement and improvement.
  - Initiative - uncertain and apparent only at times.
  - Attitude - proper and beneficial to the group.
  - Cooperation - irregular, not positive or very effective.
  - Individual improvement - very ordinary, definite marks lacking.
- D. Below Average
  - Scholarship - not meeting all assignments and requirements of instructor.
  - Initiative - lacking.
  - Cooperation - Neither positive nor very effective.
  - Individual improvement - not noticeable.
- P. A passing grade based on effort.
- F. Failing
  - Work unsatisfactory and is a failing grade.

## **MEDICAL**

A school nurse will be provided. The nurse's schedule for the high school will be posted in her office. All prescription drugs must be turned into the school nurse with proper student identification. The medication can only be administered by the nurse, principal, teacher, or designee.

## **MSHSL RULES AND REGULATIONS**

All students participating in Minnesota State High School League activities are expected to be aware of MSHSL rules and regulations. Student participants are expected to attend yearly eligibility rules meetings conducted by the Athletic Director's office. A student eligibility form will be signed by the student and parent each year of participation at the high school level.

## **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is under the sponsorship and supervision of the National Association of Secondary School Principals.

Membership in the NHS is both an honor and a responsibility as students are expected to maintain and demonstrate the qualities, which determined the original selection.

The Warroad High School Chapter of the National Honor Society consists of the members of the junior and senior class. To be eligible for membership a candidate must be a second semester junior or senior with a cumulative grade point average of 3.333 or better in all classes, which are counted for graduation credit. Candidates must have been in attendance in the Warroad School for least one semester.

After scholastic eligibility has been determined, candidates are then evaluated on the basis of service, leadership, and character. A list of the candidates is issued to each high school teacher who is then asked to make an evaluation of those students with whom they have become acquainted. These sheets are returned to the NHS advisor who presents them to the Faculty Council. The Faculty Council consists of five faculty members appointed by the Advisor. The selection of new members to the chapter is by a majority vote of the Faculty Council. Faculty Council also makes the decision in a procedure for dismissal of a member. Members who resign or are dismissed are never eligible for membership or its benefits.

### **PARENT-TEACHER CONFERENCES**

Two conferences will be held this year. The fall conference will follow the first 9-week marking period and the winter conference will follow the 3rd 9 weeks marking period. The parents of students will pick up the report cards and confer with the teachers. Report cards not picked up by parents will be given to students the next school day following conferences.

### **REPORT CARDS**

Report cards will be issued on the Thursday following the close of each 9 weeks.

### **SCHOOL ANNOUNCEMENTS**

Listen to Radio Station KKWQ 92.5, Warroad for announcements about school.

### **SCHOOL FUNCTIONS, PARTIES AND DANCE RULES**

1. At any school function, if a chaperone suspects that a student may have consumed or have possession of alcohol, controlled substances, or tobacco, this student shall submit to a search by a law enforcement officer under the direction of a school staff member. The student may be subject to a preliminary breath test if probable cause exists to do so. If there is evidence of the presence of a controlled substance, the student shall be turned over to the high school principal and the police for further action.
2. If a student is being obnoxious or offensive, he/she may be asked to leave.
3. If a student is asked to leave a school function, he/she may be prevented from attending any other school dances or parties during the remainder of the school year.
4. A student may not leave the dance and return later - not even by paying another admission fee.
5. Students must stay within the designated area.
6. All dances will be chaperoned by a combination of advisor(s), faculty, and parents.
7. Students must sign a guest book as they enter. This includes the agreement to abide by these rules.
8. No student shall enter the school building except by the door at which tickets are being sold.
9. After a previously designated time has been set for ticket sales, no student will be granted admission unless he or she has a special written permit from the sponsoring advisor. (Example: working late.)
10. "Out-of" Warroad High School dates must be registered and cleared with the advisor and the principal's office by noon the day of the dance. Exception for good reason may be honored by the sponsoring advisor and the principal. At least four days advance notice is required for prom dates. Written permission slips will be required at the door.

11. Class parties must have the approval of the class advisor, activities director and the high school principal. No official action may be taken by any class meeting without their approval. Plans for parties should be turned in at the principal's office at least four days ahead of time. This should include decorations, entertainment, lunch, method of financing, and clean-up committee.
12. The prom is limited to students in grades 10-12.
13. Students who are on In-School Suspension or "Out-of"-School Suspension are not permitted to attend a school dance or party during the time of suspension.
14. Students must have all detention time made up before they are allowed to attend school dance or party.
19. Guests to high school dances, including Homecoming and Prom, may not have attained the age of 21. AN EXCEPTION to this rule would be for the Homecoming Dance in which Warroad High School Alumni will be allowed to sign in at the registration desk.

### **SCHOOL - WIDE BEHAVIOR**

(Please reference school policy #419)

1. USE OR POSSESSION OF CONTROLLED SUBSTANCES OR ALCOHOL ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED EVENT.

**First Offense:** Two-day suspension, parent conference, referral to legal authorities.

**Second Offense:** Three-day suspension and all of above; plus referral for chemical dependency evaluation.

**Third Offense:** Five-day suspension and all of above; plus referral for chemical dependency evaluation. School board notified.

A ticket **WILL** be written and filed with the Roseau County Courts for violation of any state tobacco laws. Students found dealing in controlled substances will be prosecuted to the fullest extent of the law.

2. USE OR POSSESSION OF TOBACCO PRODUCTS ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.

**First Offense:** Two-day suspension, parent conference, referral to legal authorities.

**Second Offense:** Three-day suspension and all of above; plus referral for chemical dependency evaluation.

**Third Offense:** Five-day suspension and all of above; plus referral for chemical dependency evaluation. School board notified.

A ticket **WILL** be written and filed with the Roseau County Courts for violation of any state tobacco laws. Students found dealing in controlled substances will be prosecuted to the fullest extent of the law.

These penalties are in addition to any penalty incurred through the activities office if a student is involved in MSHSL activities.

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

It is the policy of Independent School District #690 to maintain a learning and working environment that is free from sexual, religious, and racial harassment and/or violence. The School District prohibits any form of sexual, religious, and racial harassment and sexual violence.

A copy of the complete policy is available in the District Office.

### **SIGNS/POSTERS**

Any signs or posters must have prior approval from the high school principal before they may be put up in the high school. Any signs on lockers that are inappropriate will be removed.

## STUDENT DRIVING

Students parking in the visitor's parking space will be ticketed by the police and/or towed at the owner's expense.

Driving on school property by students is a common means of transportation to and from school. Therefore, in keeping with the policy that driving is a privilege, Warroad High School has formalized consequences to infractions of rules on school grounds.

Students are to park their vehicle in the main parking lot located in the front of our school building. At no time shall a student park in visitor, handicapped, or other restricted parking areas.

If a student uses the vehicle in the commission of a crime on school property or uses the vehicle during the breaking of school rules or policies, the permit or right to drive on school property may be revoked for a period of time as determined by the high school principal. Driving suspensions may overlap school calendars. Suspension refers to any and all school activities, after-school activities, school-sponsored activities and summer activities. Instances of infractions are:

- smoking or drinking an alcoholic beverage on school property in the vehicle or allowing another to smoke or drink alcoholic beverage in the vehicle;
- careless driving or exhibition driving on school property including the raising of rocks and gravel;
- damaging school property or other property through the careless use of the vehicle;
- leaving the grounds without permission or taking another student off grounds without the passenger(s) having proper permission.
- habitual parking in unauthorized areas.

These rules and consequences are in addition to any other consequences under other school policies and criminal codes.

Vehicles not in compliance with this regulation will be towed off campus at owners' expense.

In the case of inclement weather, students may be retained at school until parent permission to drive home is obtained.

Parking for all ATVs and snowmobiles is at the NW corner of the high school lot.

## STUDENT GOVERNMENT

The Student Council is made up of four representatives from each grade. Representatives for each class will be elected in the Spring for the following year. Students may submit their names, for the election, by filling out a nomination form in the high school office. The High School Principal will approve all nominations.

Council members who do not conduct themselves properly may be removed from the Council. Students who have committed any alcohol, drug, or tobacco violation, will be ineligible to run for class representative for one year.

### 2011/2012 STUDENT COUNCIL REPRESENTATIVES:

#### Class of 2012

Abby Erickson  
Alex Sandahl  
Tanner Peterson  
Brady Wilmer

#### Class of 2014

Sid Moorhead  
Gretta Brunelle  
Barrett Bukowiec  
Alyssa Culleton

#### Class of 2013

Deidre Hahn  
Tyelyn Pearson  
Alan Peterson  
Abby Wilmer

#### Class of 2015

Bridget Erickson  
Cailee Messler  
Molly McDonald  
Brian Snyder

**Class of 2016**

Brooke Helquist

Jackson Nash

Sam Moorhead

Brandi Worth

**Class of 2017****STUDENT ELIGIBILITY AND DISCIPLINE LEADERSHIP**

Students who serve in leadership positions serve as role models to other students. Consequently, student leaders will be subject to removal from their leadership positions when they engage in conduct that constitutes violations of MSHL rules and/or code of conduct.

“Leadership Positions” means:

- a. Class Officers
- b. Student Council Officers
- c. Student Activity Officers (BPA, Knowledge Bowl, Speech, NHS, Etc...)
- d. Team Captains
- e. Homecoming or Prom attendants/royalty

**TRANSPORTATION RULES AND PROCEDURES****A. BUS RIDING**

Students who ride in school transportation to out of town trips must remain in school transportation unless parents take the student home and provide appointed bus chaperone with a note or personal contact.

**B. STUDENT CONDUCT ON BUSES**

The following general and safety rules apply to school bus riders:

1. Pupils must obey bus drivers and follow their instructions. Drivers are in full charge of buses and pupils.
2. Pupils must be promptly on time at bus stops. Buses cannot wait for tardy students.
3. Pupils must stay off the roadway at all times while waiting for buses.
4. Pupils must cross in front of a bus when crossing a road or highway, never in back of the bus.
5. Pupils must keep their hands, heads, property, and objects inside the bus at all times.
6. Pupils must not move in the aisles or needlessly change seats in the bus.
7. There must not be any unreasonable loud talking, shouting or singing in the bus. Radios and tape players must also be kept at a reasonable level.
8. Any student causing trouble by teasing, fighting, scuffling, or using unfit language will be warned, and on a second offense may be suspended from riding.
9. Emergency doors must not be tampered with except in legitimate emergencies.
10. Throwing articles of any kind in a bus is dangerous and will not be tolerated.
11. Any damage to a bus should be reported to the driver at once.
12. Any student disfiguring or mutilating a bus will be required to pay for the damage, and may be suspended from riding the bus.
13. Pupils must help to keep the buses clean, sanitary, and orderly, Pupils who litter the bus may be assigned to clean-up duties. **NO EATING OR DRINKING BEVERAGES ON THE BUS** on regular routes.

14. Students are not to handle any of the bus equipment such as: first aid kits, flares, etc. For everyone's safety, sharp objects such as toys, knives, etc., are not to be transported.

15. Smoking, consuming alcoholic beverages or use of drugs is strictly prohibited.

C. BUS REGULATIONS: PENALTIES FOR INFRACTIONS

A student who becomes a discipline problem on the bus will be subject to the following:

1st Offense: Warning to parents

2nd Offense: An office conference with the school principal, bus driver, parents, student, and bus supervisor will be held. The student will not be transported until the conference is arranged by the bus supervisor. All information concerning the reported incident will then be discussed at this conference. A determination of future behavior or action will then be taken.

3rd Offense: Suspension from bus transportation. Length of time to be determined by bus supervisor and Principal.

The bus supervisor will be responsible to:

1. conduct in-service for bus drivers.
2. provide safety and health information for drivers.
3. have each driver conduct two evacuation drills.
4. develop a plan for evacuation of all handicapped students.
5. coordinate bus regulations

F. SPECTATOR BUSES

Students must be in "Good Standing" with the school in order to be allowed to travel on a spectator bus. The Activity Director and Principal reserve the right to deny spectator bus travel for individuals who may cause a problem or that will not represent our school in an appropriate manner.

**TRESPASSES ON SCHOOL PROPERTY**

It is a misdemeanor for a person to enter or be found in a public or nonpublic elementary, middle or secondary school unless the person:

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building;
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the board.

It is a misdemeanor for a person to enter or be found on school property within six months after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property.

**VALUABLES AND MONEY**

Students should not carry large amounts of money to school, but whenever it is necessary, file them with the teacher or in the office. Never leave valuables in the desks, and/or lockers.

**WEAPONS**

Weapons, which include pellet guns, BB guns, pocket, pen or butterfly knives or any other real or life-like replica of a lethal weapon, are prohibited in school or at school-related events. Possession of such is defined as having the article on your person, in a school bag, in your locker or in your personal transportation if parked on the campus. A student who brings a weapon to school shall be

expelled for a period of one year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. Should any student "accidentally" bring a weapon to school, it should be brought to a principal immediately. Returns will be made through the student's parents. Possession of a weapon by a minor is a felony.

Pupils found to have brought a firearm to school are referred to criminal justice or juvenile justice authorities. (Ch. 227. MN statutes) If the pupil withdraws or transfers after expulsion proceedings are started, or if a student is in fact expelled, the school may disclose this to another school district in connection with the possible admission of the student to the school.

## **INFORMATION SECTION**

### **EXTRA-CURRICULAR ACTIVITIES & ORGANIZATIONS**

Annual	Chorus	Football	Target Team
Band	Cross Country	Golf	Track
Baseball	Declamation/Speech	Hockey	Volleyball
Basketball	Dramatics	Knowledge Bowl	Language Clubs
Swimming	BPA	Softball	

### **ACTIVITIES AND ORGANIZATIONS**

All students are encouraged to participate in the various activities and organizations. Not only will you gain valuable skills, but you will grow socially as you work and play with other students. You will have many good times during the year, but also interests and skill will develop which will bring enjoyment for many years.

Colleges, Technical Colleges and employers are increasingly looking at participation in activities as evidence of a more desirable and well-rounded individual.

You will have a better spirit, morale, and enthusiasm as well as a better school record if you support these activities. Get your share of fun by joining your friends in some of these school groups.

### **ATHLETICS**

Students may have an opportunity to choose from as many as ten major activities. These are football, hockey, golf, basketball, baseball, volleyball, softball, cross-country, swimming, and track. Award letters are presented to students who have participated in a specific number of interscholastic contests or if the coach believes a student has earned an award through conscientious practice and has been a good team member.

### **CUSTOMS**

There are several activities in Warroad High School which are annual and have become a tradition. These activities can be fun for everyone, but their success depends on your participation and support.

### **THE SCHOOL EMBLEM AND JACKET**

The school emblem is the "Warrior". The history of Warroad makes the "Warriors" a fitting nickname. The school colors are black and gold. Letter jackets may be purchased by any student who earns a letter at Warroad High School.

### **HOMECOMING**

The Student Council and the sophomore class have charge of these festivities. In the evening, there is a dance, football game, and queen coronation. The Homecoming King and Queen and 1st place attendant are ineligible to compete for Frosty Festival candidate positions.

Any student(s) who have committed any MSHSL alcohol, drug, or tobacco violation, will be ineligible for the royalty candidacy for Homecoming, Frosty Fest, or Prom for 1 year from the date of the violation.

## **ANNUAL**

Annual staff members are enrolled in the Publications class or are selected by the Advisor. The editor or editors receive a special pin and staff members receive a pin award or certificate. Behind the creation of the "Warrior" goes a great deal of work, which is also fun and worthwhile.

## **KNOWLEDGE BOWL TEAM**

In order to qualify for a letter in Knowledge Bowl the following criteria must be met:

- 1) Actively participate in Knowledge Bowl a minimum of Three years;
- 2) Attend 2/3 of all scheduled practices;
- 3) Actively participate in two meets during a season;
- 4) Adhere to all eligibility requirements set down by the Minnesota State High School League;
- 5) Demonstrate qualities of good sportsmanship and leadership when representing Warroad High School

## **LETTERING FOR EXCELLENCE**

The purpose of the academic letter is motivation, incentive to achieve and recognition of work well done.

The following guidelines are:

1. Qualifications
  - grade 9 - 3.800 cumulative GPA through first semester of grade 9
  - grade 10 - 3.700 cumulative GPA through first semester of grade 10
  - grade 11 - 3.600 cumulative GPA through first semester of grade 11
  - grade 12 - 3.500 cumulative GPA through first semester of grade 12
2. Grade period: Cumulative grade point average for all subjects.
3. This program is distinct and separate from Warroad High School National Honor Society.

## **ART DEPARTMENT**

Lettering in Visual Art

To earn a letter in visual arts at Warroad High School, a student must complete a minimum of one year with exemplary performance in a visual art class. In addition, a student must fulfill the following criteria:

- must participate in the high school art exhibit at the Roseau County Fair;
- must participate in the Spring Art Show at WHS by exhibiting, as well as helping set up, clean up, or host the show;
- must participate in an art competition, such as the NWRDC regional art exhibition, the MSHSL Section 8A visual art competition, or do a one-man show exhibit at the Roseau or Lake of the Woods County fairs;
- must participate in at least two other special art events, such as
- display art locally in the library or in a business place;
- attend art camps or classes after school or in the summer;
- assist with art camps or classes sponsored by the WHS art program.

Final awarding of a letter is up to the discretion of the art advisor. A student lettering the first year will receive a chenille "W" if they have not already lettered in another activity. A bar will be awarded for each successive year a student letters in visual arts.

## **SPEECH DEPARTMENT**

Declamation

Declamation deals with speech and the ability to speak. It includes such things as oratory, humor-

ous reading, plays and extemporaneous manuscript reading and speaking.

Criteria for Lettering in Speech

Must have 12 points a year.

1 Point - meet attendance

1 Point - place in a meet

1 Point - speak for a group or an organization

1 Point - participate in districts

1 Point - place at districts

1 Point - advance to regions

3 Points - place at regions

6 Points - advance to state

12 Points - place at state

Can lose a point by not attending a meet or not helping with the local meet.

Earn the same letter as athletes

After 1 letter you can earn bars

Certificate for those who don't earn a letter or bar

Awards will be held at a spring banquet. There will be awards for most improved (coaches vote) and most valuable, (team vote). Each will receive a trophy.

### **SCHOOL PLAYS AND ONE-ACT PLAYS**

The director usually selects the play and cast. Tryouts are held for each of the parts. If you feel you have no talent for acting, you can help by working with make-up, costumes, properties, stage crew work and ushering.

### **MUSIC DEPARTMENT**

The music department awards a chenille lyre letter to those students who satisfactorily participate in either band or chorus the first year. A certificate is given each ensuing year with the receiving a senior letter the last year. An outstanding musician award is given to the senior or seniors who have performed outstandingly in music. They receive a personal pin and their name is engraved on the plaque.

Chorus: The main events in the music department are the Christmas Program, Fall and Spring concerts and the sub-section music contests. The chorus is an integral part of these activities. The senior chorus is open to girls and boys in grades 9-12.

Bands: The bands are busy year round, but are most active during the school year. The band appears at numerous athletic contests, pep, concerts and music contests. band is open to students in grades 9-12.

### **PROM**

The Juniors fete the Seniors to the traditional prom. The prom is open to students in grades 10-12. No guests may have attained the age of 21.

Students in 9-11<sup>th</sup> grade can only win one year as prince or princess. They can continue to be candidates multiple times during those years, only if they haven't won the prince or princess title. Seniors are eligible for all Frosty titles, whether or not they were crowned prince or princess in the past. The Homecoming King and Queen, however, will be ineligible to run for candidacy in Frosty Fest,

# WARROAD HIGH SCHOOL

## STUDENT INTERNET CONTRACT

(This page must be signed and showing when working on computers)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please read all information carefully. Then both student and parent are to sign the contract below.

- I understand using the Internet at WHS is a privilege and not a right. If I abuse the privilege, my access to the Internet may be suspended.
- I understand that transmission of any information in violation of state or federal regulations is prohibited.
- I understand that I may not violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- I understand that I may not access, upload, download, or send any information that is written in inappropriate language including racist, sexist, or abusive language.
- I understand that I may not use the Internet to gamble. I also understand that I may not use the Internet in any way that will result in charges to WHS.
- I understand that I may not alter or destroy any other person's information or use another's password.
- I understand that I should not reveal my personal or phone numbers over the Internet, nor the addresses and phone numbers of students, staff, or friends.
- I understand that I will use the Internet for educational purposes only.

**I have read the above regulations and I agree to abide by them.**

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Student's Signature

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Parent's Signature

**CLOSED CAMPUS POLICY – WARROAD HIGH SCHOOL**

Warroad High School is administered as a closed campus. Students shall remain on school premises from the time they arrive to school at the start of the day, **including their lunch break**, until they are dismissed at the end of the school day. Because student safety and classroom attendance is a high priority, we ask parents to cooperate in allowing their children to leave campus only when it is absolutely necessary.

On those occasions when a parent requests their child to leave campus during the school day without their parent/guardian, the following procedure must be followed:

- \*\* A signed copy of this form must be on file in the high school office.
- \*\* A student must bring a written note to the high school office by 9:30 a.m. on the day the student is to leave campus explaining the time, destination, and method of transportation. This note must be signed by the student's parent/guardian.
- \*\* Prior to leaving campus, the student must "sign out" at the high school office and sign back in upon their return.
- \*\* This procedure is required EACH TIME a student plans to leave campus during the school day without their parent/guardian.

**Warroad School District assumes no liability for students who leave campus for activities unrelated to school.**

Our signatures below confirm that we understand Warroad High School is a closed campus facility. We agree to follow the procedure outlined on this form in the event that our child needs to leave campus during the school day. We also understand Warroad High School assumes no liability if our child leaves campus during the school day for an activity unrelated to school.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

High School Student Signature \_\_\_\_\_

