



**GO BEARS!**

# White Bear Lake Area High School *South Campus*

**2019-20 STUDENT HANDBOOK**

This Student Handbook provides basic information, procedures, and expectations. Please read this information carefully and familiarize yourself with the policies and procedures that have been established. The College Prep Planning pages will also assist with preparing for college.

If found, please contact:

Name

Phone

Email

*This planner represents the most accurate information at the time of publication, however changes may occur after publication.*

## CONTACT INFO

### High School Contact Info:

#### WBLAHS - NORTH CAMPUS

5045 Division Avenue  
White Bear Lake, MN 55110  
Angela Nelson,  
Interim Principal ..... 651-653-2914  
Dion Harriman,  
Associate Principal..... 651-653-2966  
Brian Peloquin,  
Activities Director ..... 651-773-6208  
Matt St. Martin, Assistant  
Activities Director .....651-653-2933  
Main Office ..... 651-653-2920  
Main Office Administrative  
Intern ..... 651-653-2917  
Activities Office.....651-653-2933  
Absence Line .....651-653-2911  
(Message Line 24 Hours)  
Attendance Clerk ..... 651-653-2916  
Counseling Office..... 651-653-2912  
Homework Request ..... 651-653-2968  
Health Office ..... 651-653-2940

#### WBLAHS - SOUTH CAMPUS

3551 McKnight Road  
White Bear Lake, MN 55110  
Don Bosch, Principal .....651-773-6205  
Carrie Barth,  
Associate Principal..... 651-773-6201  
Matt Young,  
Associate Principal.....651-773-6203  
Brian Peloquin,  
Activities Director ..... 651-773-6208  
Attendance Hotline .....651-773-6211  
Main Office ..... 651-773-6200  
Activities Office..... 651-773-6206  
Attendance Clerk ..... 651-773-6210  
Attendance Message .....651-773-6211  
(Message Line 24 Hours)  
Counseling Office.....651-773-6222  
Homework Requests ..... 651-773-6210  
Health Office .....651-773-6238  
Health Office .....651-773-6238

#### WBL AREA LEARNING CENTER

2449 Orchard Lane  
White Bear Lake, MN 55110  
Gretchen Harriman,  
Principal ..... 651-773-6401  
Main Office..... 651-773-6400  
Counseling Office..... 651-773-6403

### Emergency Contact Info:

#### EMERGENCY - 911

#### SCHOOL CLOSING

For school closings, early dismissals and late starts, call the School Closing Hotline at (651) 407-7540 or watch/listen for information on these media outlets:

- KARE-TV 11
- KMSP-TV 9
- KSTP-TV 5
- WCCO-TV 4
- WCCO-AM 830

### District Contact Info:

#### WHITE BEAR LAKE AREA SCHOOLS

4855 Bloom Avenue  
White Bear Lake, MN 55110  
651-407-7500  
www.isd624.org  
Dr. Wayne A. Kazmierczak,  
Superintendent ..... 651-407-7500  
superintendent@isd624.org

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# DAILY SCHEDULE

## Advisory Schedules

White Bear Lake High School follows an Advisory Schedule every Tuesday and Thursday. The purpose of advisory is to enhance student success in rigorous high school course work, develop skills for self-advocacy and deliver a comprehensive college counseling program to steer students to post-secondary programs. In our changing world it is critical that all students leave high school with a plan for further education and skill building. Advisory is our commitment to assure students leave WBLAHS with a plan.

SOUTH CAMPUS BELL SCHEDULE MONDAY / WEDNESDAY / FRIDAY	
Zero Hour	7:00 - 7:50 a.m.
Period 1	7:55 - 8:55 a.m.
Period 2	9:00 - 9:55 a.m.
Period 3	10:00 - 10:55 a.m.
Period 4	11:00 a.m. - 12:35 p.m. A Lunch: 11:00 - 11:30 B Lunch: 11:35 - 12:05 C Lunch: 12:05 - 12:35
Period 5	12:40 - 1:35 p.m.
Period 6	1:40 - 2:35 p.m.

SOUTH CAMPUS BELL SCHEDULE TUESDAY / THURSDAY (ADVISORY)	
Zero Hour	7:00 - 7:50 a.m.
Period 1	7:55 - 8:45 a.m.
Period 2	8:50 - 9:35 a.m.
Advisory	9:40 - 10:25 a.m.
Period 3	10:30 - 11:15 a.m.
Period 4	11:20 a.m. - 12:55 p.m. A Lunch: 11:20 - 11:50 B Lunch: 11:55 - 12:25 C Lunch: 12:25 - 12:55
Period 5	1:00 - 1:45 p.m.
Period 6	1:50 - 2:35 p.m.

NORTH CAMPUS BELL SCHEDULE				
Period 1 7:30 - 8:20 a.m.				
Period 2 8:25 - 9:18 a.m.				
<b>BEAR Time 9:23 - 9:53 a.m.</b>				
Period 3 9:58 - 10:48 a.m.				
Lunch A	Lunch B	Lunch C	Lunch D	
<b>Lunch A 10:52-11:22</b>	Period 4 10:56-11:22	Period 4 10:56-11:52	Period 4	10:56-11:52
Period 4 11:28-12:26	<b>Lunch B 11:24-11:54</b>	<b>Lunch C 11:56-12:26</b>	Period 5	11:56-12:26
Period 5 12:30-1:20	Period 4 11:58-12:26	Period 5 12:30-1:20	<b>Lunch D 12:28-12:58</b>	
	Period 5 12:30-1:20		Period 5	1:00-1:20
Period 6 1:25 - 2:15 p.m.				

# White Bear Lake Area Schools

*Leading minds to learning,  
hearts to compassion and lives to community service.*

## *District Profile*

Approximately 55,000 people live within the borders of District 624, a second-ring suburb of St. Paul, Minnesota. The ten municipalities that comprise the White Bear Lake Area School District are essentially bedroom communities that like to take their identity from their downtown centers. The total district serves a 45 square-mile area centralized by the picturesque and historical White Bear Lake.

District 624 serves the communities of Birchwood, Gem Lake, Hugo, Lino Lakes, Little Canada, Maplewood, North Oaks, Vadnais Heights, White Bear Lake, and White Bear Township.

## *District Core Values*

The White Bear Lake Area School District builds quality lives and strong communities through compassion, integrity, respect, responsibility, and service.

## *District Partnerships*

- **White Bear Center for the Arts** - Every elementary student receives art experiences through a partnership with the White Bear Center for the Arts.
- **YMCA** - Through a District-wide partnership with the YMCA, elementary students receive water safety lessons during the school year. The White Bear Lake Area Schools YMCA Aquatic Center is the District's home pool for the high school swimming and diving team.
- **MacPhail Center for Music** - Birch Lake Elementary partners with MacPhail Center for Music to offer an enhanced music program to the school's students. Additional after-school and weekend music lesson opportunities are offered to the whole community.
- **Tamarack Nature Center** - The Early Childhood Program and District schools partner with Tamarack Nature Center to provide students with experiential learning on environmental issues throughout the school year.
- **Equity Alliance Minnesota** - The District's involvement in Equity Alliance Minnesota (EAM) offers interdistrict partnerships, a multicultural resource center, and networks and advisory groups.
- **Community Partnerships** - The District partners with area municipalities to provide fitness classes and sporting activities throughout the area.

**Strategic Plan**

**Mission**

The mission of the White Bear Lake Area School District, the community at the forefront of educational excellence, honoring our legacy and courageously building the future, is to ensure each student realizes their unique talents and abilities, and makes meaningful contributions with local and global impact through a vital system distinguished by:

- Students who design and create their own future
- Diversity of people and ideas
- Safe, nurturing and inspiring environments
- Exceptional staff and families committed to student success
- Abundant and engaged community partners

**We believe:**

- Each person has innate value.
- Service nurtures both community and self.
- Everyone has the power to design their own future.
- Respect for diversity is strength.
- Integrity is fundamental to relationships.
- Each person has unrealized potential.
- Communities with shared goals have unlimited potential.
- We are stewards of the earth.
- Learning enriches one’s quality of life.
- Everyone has a right to a safe and respectful environment.

- Challenge leads to innovation and growth.
- All people deserve unconditional love.

**Objectives:**

Each student meaningfully contributes to community.

*100% of students:*

- feel valued.
- accomplish their personalized learning plan.
- are prepared for and implement their design for their future.
- graduate.
- creatively adapt to an ever-changing world.

**Strategies:**

*We will:*

- ensure that each student is the primary agent in their learning.
- provide expanding access to a broad range of opportunities for all students.
- foster community engagement and partnerships.
- build organizational capacity.
- embrace all cultures with humility and respect.
- ensure learning environments enhance students’ educational experience.
- engage families as partners in the education of their children.
- ensure the social and emotional growth of our students.

White Bear Lake Area Schools offer students of all ages the opportunity to participate in almost 100 student groups, including fine arts, academic and athletic activities. More than 60 clubs and organizations are available to White Bear Lake Area High School students.

An online calendar of the White Bear Lake Area High School athletic competitions can be found at [www.suburbaneast.org](http://www.suburbaneast.org).

For information about activities, please contact Brian Peloquin, Activities Director, at 651-773-6208 or [Brian.Peloquin@isd624.org](mailto:Brian.Peloquin@isd624.org)

**High School Activities**

**MINNESOTA STATE HIGH SCHOOL LEAGUE AFFILIATED ACTIVITIES**

- |                          |                        |
|--------------------------|------------------------|
| Adapted Floor Hockey, CI | Hockey, Boys           |
| Adapted Soccer, CI       | Hockey, Girls          |
| Adapted Softball, CI     | Lacrosse, Boys         |
| Alpine Skiing, Boys      | Lacrosse, Girls        |
| Alpine Skiing, Girls     | Nordic Skiing, Boys    |
| Band                     | Nordic Skiing, Girls   |
| Baseball                 | One Act Play           |
| Basketball, Boys         | Soccer, Boys           |
| Basketball, Girls        | Soccer, Girls          |
| Cheer Team               | Softball               |
| Choir                    | Speech                 |
| Cross Country, Boys      | Swim/Dive, Boys        |
| Cross Country, Girls     | Swim/Dive, Girls       |
| Debate                   | Tennis, Boys           |
| Football                 | Tennis, Girls          |
| Golf, Boys               | Track and Field, Boys  |
| Golf, Girls              | Track and Field, Girls |
| Gymnastics               | Volleyball             |
|                          | Wrestling              |

**NON-MINNESOTA STATE HIGH SCHOOL LEAGUE AFFILIATED ACTIVITIES**

- |                              |   |
|------------------------------|---|
| Adventure Club               | Literary Magazine -   |
| Ambassadors                  | Sensicality Anthology   |
| ASL (American Sign Language) | MAAP Stars (Minnesota Association of Alternative Programs Student Organization) |
| Archery Club                 | Math Team   |
| Art Club                     | Matoskan  |
| Bear Tracks                  | Mountain Bike Club  |
| Bible Club                   | National Honor Society  |
| Book Club                    | Robotics Club   |
| Bowling Team                 | Sailing Team  |
| CAMP                         | Science Club  |
| Chess Club/Game Club         | Senior Class  |
| Connectz                     | Spanish Club  |
| Dance Line                   | Student Council   |
| DARE                         | Table Tennis  |
| Drumline                     | Theater, Musical  |
| Fishing Club                 | Theater, Play   |
| GSA                          | Trapshooting Club   |
| Homecoming Committee         | Ultimate Frisbee  |
| Journey                      | Unified Teams   |
| Junior Class                 |   |
| Knitting Club                |   |
| Culture Club                 |   |

## Elementary Schools

### BIRCH LAKE

(9:15 a.m.-3:40 p.m.)  
1616 Birch Lake Avenue  
White Bear Lake, MN 55110  
651-653-2776 / fax: 651-653-2778  
*Jonathon Luknic, Principal*

### HUGO

(8:55 a.m.-3:35 p.m.)  
14895 Francesco Avenue  
Hugo, MN 55038  
651-288-1800 / fax: 651-288-1899  
*Jason Healy, Principal*

### LAKEAIRES

(9:15 a.m.-3:40 p.m.)  
3963 Van Dyke Street  
White Bear Lake, MN 55110  
651-653-2809 / fax: 651-653-2811  
*Cary Krusemark, Principal*

### LINCOLN

(9:15 a.m.-3:40 p.m.)  
1961 Sixth Street  
White Bear Lake, MN 55110  
651-653-2820 / fax: 651-653-2822  
*Dan Schmidt, Principal*

### MATOSKA INTERNATIONAL

#### IB WORLD SCHOOL

(9:15 a.m.-3:40 p.m.)  
2530 Spruce Place  
White Bear Township, MN 55110  
651-653-2847 / fax: 651-653-2849  
*John Leininger, Principal*

### ONEKA

(9 a.m.-3:45 p.m.)  
4888 Heritage Parkway North  
Hugo, MN 55038  
651-288-1800 / fax: 651-288-1899  
*Teresa Dahlem, Principal*

### OTTER LAKE

(9:15 a.m.-3:40 p.m.)  
1401 County Road H2  
White Bear Township, MN 55110  
651-653-2831 / fax: 651-653-2833  
*Cynthia Mueller, Principal*

### VADNAIS HEIGHTS

(9:15 a.m.-3:40 p.m.)  
3645 Centerville Road  
Vadnais Heights, MN 55127  
651-653-2858 / fax: 651-653-2860  
*Sara Svir, Principal*

### WILLOW LANE

(9:15 a.m.-3:40 p.m.)  
3375 Willow Avenue  
White Bear Lake, MN 55110  
651-773-6170 / fax: 651-773-6176  
*Chris Streiff, Principal*

## Middle Schools

### CENTRAL MIDDLE SCHOOL

(8:15 a.m.-3:02 p.m.)  
4857 Bloom Avenue  
White Bear Lake, MN 55110  
651-653-2888 / fax: 651-653-2885  
*Tim Schochenmaier, Principal*  
*Robert Brewer, Associate Principal*  
*Lori Mosser, Dean of Students*

### SUNRISE PARK MIDDLE SCHOOL

(8:15 a.m.-3:01 p.m.)  
2399 Cedar Avenue  
White Bear Lake, MN 55110  
651-653-2700 / fax: 651-653-2716  
*Christina Pierre, Principal*  
*Matt Menier, Associate Principal*  
*Hala Asamarai, Dean of Students*

**High Schools**

**WBLAHS - NORTH CAMPUS** (grades 9-10)

(7:30 a.m.-2:15 p.m.)

5045 Division Avenue

White Bear Lake, MN 55110

651-653-2920 / fax: 651-653-2630

*Angela Nelson, Interim Principal*

*Dion Harriman, Associate Principal*

*Angela Nelson, Associate Principal*

*Brian Peloquin, Activities Director (9-12)*

*Matt St. Martin, Asst. Activities Director*

**WBLAHS - SOUTH CAMPUS** (grades 11-12)

(7:55 a.m.-2:35 p.m.)

3551 McKnight Road

White Bear Lake, MN 55110

651-773-6200 / fax: 651-773-6215

*Don Bosch, Principal*

*Carrie Barth, Associate Principal*

*Matt Young, Associate Principal*

*Brian Peloquin Activities Director (9-12)*

**WBL AREA LEARNING CENTER**

(8 a.m.-2:25 p.m.)

2449 Orchard Lane

White Bear Lake, MN 55110

651-773-6400 / fax: 651-773-6402

*Gretchen Harriman, Principal*

**Other Sites**

**DISTRICT CENTER OFFICES**

4855 Bloom Avenue

White Bear Lake, MN 55110

651-407-7500 fax: 651-407-7502

*Dr. Wayne A. Kazmierczak,*

*Superintendent*

**EARLY CHILDHOOD PROGRAM**

- Normandy Park Education Center  
2482 East Cty Rd F, White Bear Lake
- Tamarack Nature Center  
5287 Otter Lake Rd, White Bear Township
- Birch Lake Elementary  
1616 Birch Lake Avenue, White Bear Lake
- Hugo Elementary  
14895 Francesca Ave, Hugo
- Lakeaires Elementary  
3963 Van Dyke Street, White Bear Lake
- Vadnais Heights Elementary  
3645 Centerville Road, Vadnais Heights

651-653-3100 / fax: 651-653-3155

*Kate Andersen, ECFE Supervisor*

*Danielle Barkley, ECSE Supervisor*

**WHITE BEAR AREA SENIOR PROGRAM**

2482 East County Rd F

White Bear Lake, MN 55110

651-653-3121 fax: 651-653-3155

*Tara Jebens-Singh, Coordinator*

**TRANSITION PLUS PROGRAM**

13497 Fenway Blvd Circle N

Hugo MN 55038

651-773-6051 / fax: 651-773-6052

*Sara Derby, Supervisor*



**District 624 School Board**

**DON MULLIN**, *Chair*  
 Building Liaison to Area Learning Center  
 and Transition Education Center

**KIM CHAPMAN**, *Vice Chair*  
 Building Liaison to Willow Lane  
 Elementary

**SCOTT WILSON**, *Treasurer*  
 Building Liaison to Birch Lake Elementary,  
 WBLAHS - North Campus and WBLAHS -  
 South Campus

**ELLEN FAHEY**, *Clerk*  
 Building Liaison to Hugo and Oneka  
 Elementary Schools, Matoska International  
 IB World School

**DEB BELOYED**  
 Building Liaison to Lincoln Elementary  
 and Vadnais Heights Elementary

**JESSICA ELLISON**  
 Building Liaison to Lakeaires Elementary  
 and Central Middle School

**MARGE NEWMASER**  
 Building Liaison to Early Childhood Family  
 Education, Otter Lake Elementary and  
 Sunrise Park Middle School

**District Center Phone Numbers**

**GENERAL DISTRICT INFORMATION** ..... 651-407-7500

**BUILDING OPERATIONS** .....651-407-7533

**BUSINESS SERVICES & FINANCE**..... 651-407-7515

**CENSUS** ..... 651-407-7551

**COMMUNICATIONS** .....651-407-7695

**COMMUNITY SERVICES & RECREATION** ..... 651-407-7501

**HUMAN RESOURCES** .....651-407-7549

**NUTRITION SERVICES** .....651-407-7522

**OFFICE OF TEACHING & LEARNING** ..... 651-407-7568

**STUDENT SUPPORT SERVICES**.....651-407-7553

**STUDENT RECORDS & TRANSCRIPTS** .....651-407-7556

**SUPERINTENDENT** .....651-407-7563

**TECHNOLOGY** .....651-407-7526

**TRANSPORTATION** ..... 651-407-7538

**WHITE BEAR LAKE AREA EDUCATIONAL FOUNDATION**..... 651-407-7696  
<http://www.wblaef.org>



**Naviance**

Find *Naviance*, a one-stop-shop for postsecondary planning, at the South Campus webpage or at <http://connection.naviance.com/whitebearsouth>

Username: Student's 6-digit student ID number

Password: Student's 8-digit birthday (mmddyyyy)

Take advantage of *Naviance* features like ACT prep materials and information about college search, career assessments and resume builder tools. Find a step-by-step guide to applying for colleges along with forms to request letters of recommendations and transcripts.

The Counseling Center can help you with any questions you have about *Naviance*.

**NCAA Eligibility:**

College-bound student athletes should register for NCAA eligibility at: [web1.ncaa.org](http://web1.ncaa.org).

***Using Naviance to Build Individual Learning Plans***

Naviance is a web based program the Counseling Department uses to develop Individual Learning Plans (ILPs) for all WBLAHS students. Starting in 8th grade, students meet individually or in the classroom with their counselor to complete their ILP in Naviance. Included in a student's ILP is:

- » Four-year course plan
- » Results from the career interest profiler and personality type assessment
- » Postsecondary game plan
- » Resume
- » Goal plans (academic, personal/social and career)
- » Scholarships and financial aid
- » Results from tests like the EXPLORE, PLAN and ACT/SAT

To access your ILP in Naviance go to the WBLAHS Counseling Department webpage and select the Naviance link. Your username is your 6-digit student ID number and your password is your 8-digit birthday.

***How to Find Scholarships***

There's a variety of places you can search:

- » Postsecondary institutions
- » Parent organizations and affiliations
- » Parent's place of employment
- » And national scholarship searches like:
  - » [www.fastweb.com](http://www.fastweb.com)
  - » [www.schoolsoup.com](http://www.schoolsoup.com)
  - » [www.highfivescholarships.com](http://www.highfivescholarships.com)
  - » [www.studentscholarshipsearch.com](http://www.studentscholarshipsearch.com)

***WBLAHS also offers scholarship opportunities:***

Your Naviance account has over 3 million scholarships worth over \$13 billion. Login to Naviance and select "National Scholarship Search". This search will match you with scholarships you qualify for.

Our Local Scholarships are available to WBLAHS seniors only. These scholarships are generously provided by local businesses, organizations and individuals to help deserving WBLAHS students fund their college education. This list is available in late February in the South Campus College & Career Center and on the Counseling Department webpage.

**College Application Process****1. Locate the college application online.**

Review any special requirements:

- Essay?
- Teacher Letters of Recommendation?
- Counselor Letter of Recommendation?

**No special requirement?**

**Skip to #5.**

**2. Common Application School**

Complete the FERPA consent form on Naviance:

- Click “colleges” tab and then click “colleges I’m applying to.”
- Complete the info in the blue box and submit it.

**3. Letters of recommendation required from COUNSELOR:**

- Allow at least **two weeks** for letters to be written.
- Provide counselor with the *Letter of Recommendation Request Form*.
- The counselor sends the letter of recommendation with your transcript.

**4. Letters of recommendation required from TEACHER:**

- Allow at least **two weeks** for letters to be written.
- Provide teacher with the *Letter of Recommendation Request Form*.
- The teacher sends the letter of recommendation directly to the college.

**Submit the completed application online.**

- 5.** Do NOT print any extra forms. Your counselor will send the forms.

**6. Send your official ACT and/or SAT scores.**

- **ACT:** [www.actstudent.org](http://www.actstudent.org)
- **SAT:** [www.collegeboard.com](http://www.collegeboard.com)

**7. Request your transcript(s).**

Access your Naviance account.

- » Click the “colleges” tab
- » Click the “transcripts” link
- » Click “request transcripts for my college applications”
- Complete a Transcript Release Form.
  - » Bring it to the Counseling Office.
  - » There is a \$3.00 processing fee for each transcript.

**Application tips:**

- Check, check, and re-check for any mistakes. Enlist a teacher or family member to proofread your application for any typos. Simple errors can eliminate your application from the competition.
- Place requested documents in the order they are requested. This makes it easy for the evaluators to locate information. It is also easier for you to make sure you have all the required materials
- Answer every question. If you don't think that question applies to you, do not leave it blank, as your application might be considered incomplete. Try to answer the question if you can.
- Tailor your application to the scholarship for which you are applying. Many scholarships have specific criteria such as pursuing a music degree or having a certain GPA. Make sure that you qualify for the scholarship you are applying for and that your application reflects the requirements of the scholarship.
- The bottom line... The scholarship application is a paper representation of you. Make sure your application is professional and compelling.

**Counseling Office**

For assistance with college planning, please contact your counselor.

**Area Learning Center counselor:**

*Rebekka McCormick* ..... 651-773-6403

**North Campus counselors:**

*Megan Coe, 9th grade (A-La)*.....651-773-6225

*Lori Soler, 9th grade (Le-Z)* .....651-773-6226

*Julienne Kirschling, 10th grade (A-Le)* .....651-653-2925

*Brian Merhar, 10th grade (Li-Z)*..... 651-653-2926

*Julie Blade, Registrar/Counseling Office*..... 651-653-2912

**South Campus counselors:**

*Lisa Horowicki, 11th grade (A-La)* .....651-773-6226

*Rochelle Vavricka, 11th grade (Le-Z)* .....651-773-6225

*Gregory Burke, 12th grade (A-Le)* .....651-773-6224

*Jennifer Johnson, 12th grade (Li-Z)* .....651-773-6223

*Eloise Nettleton, Registrar/Counseling Office* ..651-773-6222

## Resources for College Planning

There are several resources available for post-secondary planning. Counselors are able to assist with college searches and the application process, career exploration, and choosing courses that best align with post-secondary plans, including applying to colleges and requesting transcripts.

All students participate in a four-year Advisory Program. Beginning in grade 9, students are assigned to a teacher with whom they will meet in small groups 18 times each year for all four years of high school. The purpose of advisory is to enhance student success in rigorous high school course work, develop skills for self-advocacy and deliver a comprehensive college counseling program to steer students to post-secondary programs. In our changing world it is critical that all students leave high school with a plan for further education and skill building. Advisory is our commitment to assure students leave WBLAHS with a plan.

**UM RECOMMENDATIONS FOR COLLEGE PREPARATION (Grades 9 through 12)**  
Listed in Number of Years

What is your goal?			
Community or Technical College	Traditional 4 Year University	Traditional 4 Year University	Selective 4 Year University
Example			
St. Paul College Century Dunwoody	Minnesota State Universities	University of Minnesota University of Wisconsin	Harvard Carlton Macalester
<b>English - Including Composition and Literature</b>			
4	4	4	4
<b>Math - Including Algebra, Geometry, and Advanced Algebra</b>			
3	3	3-4	4
<b>Science - Including Biological and Physical Science with Lab Experience</b>			
2.5	3	3-4	4
<b>Social Studies - Including U.S. History and World History</b>			
3	3	3-4	4
<b>World Language</b>			
Desirable	2	2	3-4
<b>The Arts/World Culture</b>			
.5	1	1	1

*Your Four-Year Academic Plan*

GRADE 9

GRADE 10

Semester 1	Semester 2	Period	Semester 1	Semester 2
		1		
		2		
		3		
		4		
		5		
		6		

GRADE 11

GRADE 12

Semester 1	Semester 2	Period	Semester 1	Semester 2
		1		
		2		
		3		
		4		
		5		
		6		

Italics indicate classes that should have already been completed. Shaded boxes indicate current registration year.

### CLASS OF 2023

Grade 9		Grade 10	Grade 11	Grade 12	
Language Arts		Language Arts	Language Arts	Language Arts	
Math		Math	Math	PE/Health**	Elective*
Physical Science		Biology	Chemistry or Physics	Social Studies	
Geography	Health/PE	American History	Social Studies	Elective	
Elective*		Elective*	Elective*	Elective	
Elective		Elective	Elective	Elective	

\* 1/2 elective credit in Health or Physical Ed must be taken in grades 10-12

### CLASS OF 2022

Grade 9		Grade 10	Grade 11	Grade 12	
Language Arts		Language Arts	Language Arts	Language Arts	
Math		Math	Math	PE/Health**	Elective*
Physical Science		Biology	Chemistry or Physics	Social Studies	
Geography	Health/PE	American History	Social Studies	Elective	
Elective*		Elective*	Elective*	Elective	
Elective		Elective	Elective	Elective	

\* 1/2 elective credit in Health or Physical Ed must be taken in grades 10-12

### CLASS OF 2021

Grade 9		Grade 10	Grade 11	Grade 12	
<i>Language Arts</i>		Language Arts	Language Arts	Language Arts	
<i>Math</i>		Math	Math	PE/Health**	Elective*
<i>Science</i>		Biology	Chemistry or Physics	Social Studies	
<i>Civics</i>	<i>Health/PE</i>	American History	Social Studies	Elective	
<i>Elective</i>		Elective*	Elective*	Elective	
<i>Elective</i>		Elective	Elective	Elective	

\* 1/2 elective credit in Health or Physical Ed must be taken in grades 10-12

### CLASS OF 2020

Grade 9		Grade 10	Grade 11	Grade 12	
<i>Language Arts</i>		<i>Language Arts</i>	Language Arts	Language Arts	
<i>Math</i>		<i>Math</i>	Math	PE/Health**	Elective*
<i>Physical Science</i>		<i>Biology</i>	Chemistry or Physics	Social Studies	
<i>Civics</i>	<i>Health/PE</i>	<i>American History</i>	Social Studies	Elective	
<i>Elective</i>		<i>Elective*</i>	Elective*	Elective	
<i>Elective</i>		<i>Elective</i>	Elective	Elective	

\* 1/2 elective credit in Health or Physical Ed must be taken in grades 10-12

**Resume Building**

Use this section of your Student Planner to keep track of your accomplishments and activities so you can easily build your resume.

<b>Employment Information</b> ..... ..... .....
<b>Skills</b> ..... ..... .....
<b>Honors/Awards</b> ..... ..... .....
<b>Activities (Athletics, Fine Arts, Clubs and Organizations)</b> ..... ..... .....
<b>Volunteer Service</b> ..... ..... .....
<b>References</b> ..... ..... .....

HELPFUL INFORMATION



*Test Dates / Results*

DATE	TEST	RESULT
November	PreACT, 10th grade	
February	ACT, Accuplacer, ASVAB, 11th grade	
March - May	Reading, MCA III, 10th grade	
March - May	Science, MCA III, Biology/Life Science students	
March - May	Mathematics MCA III, 11th grade	

ADDITIONAL TESTS		
DATE	TEST	RESULT
	PSAT	
	SAT	
	ACT	
	AP	
	AP	
	AP	

# Student Handbook

2019-2020

Welcome to White Bear Lake Area High School. This student handbook contains basic information, procedures, and expectations for students attending high school. Read this information carefully and familiarize yourself with the policies and procedures that have been established. These procedures will help ensure that all students are able to take advantage of the outstanding educational opportunities White Bear Lake Area High School has to offer. We hope the 2017-18 school year is your best yet.

## GO BEARS!

*White Bear Lake Area High School administrative & staff team*

### North Campus Mission Statement

The mission of White Bear Lake Area High School North Campus, a diverse educational community with the pivotal role of unifying all students during their crucial high school transitions, is to cultivate a learning environment where all students authentically develop their self-worth, identity, and full potential resulting in student success through a vital system distinguished by:

- Culturally relevant, rigorous instruction that meets the needs of all students.
- A safe, supportive environment that fosters open communication and well-being.
- A culture of care, respect, and acceptance of all people.
- Opportunities for leadership, involvement and choice.
- Decision-making through the lens of equity.

### South Campus Mission Statement

Our mission at White Bear Lake Area High School-South Campus, a dynamic launchpad of learners, is to empower one another to navigate our unique journeys, embodied by:

- Student-driven opportunities for authentic learning
- Nurturing and mutually supportive relationships where each voice is valued and recognized
- Safe and engaging environments that inspire lifelong learning
- A courageous community willing to persist and adapt to meet high expectations
- Passionate learners who transform their local and global communities.

*White Bear Lake Area Public Schools will not deny any person the opportunity to participate in any program on the basis of sex, race, color, religion, marital status, age, or disability.*

### Bear Essentials - Expectations For Learning

The opportunity for a meaningful educational experience is the right of every student. With that right comes the responsibility of using that opportunity and respecting the rights of other students. All students share in the responsibility of making our campuses the best possible learning environment.

Our general expectations for students are identified above in orange box.

**B**e on time

**E**ffort is important

**A**lways bring materials

**R**espect people and property

**S**tudy and use time wisely

## School Song

White Bear High School, fight onto fame.  
White Bear is our glorious name.  
We'll always win and we'll always fight,  
Cheer Orange, Black and White! Rah! Rah! Rah!

Mighty Bears, we'll fight to the end.  
Always we'll be true  
So, fight, Bears, let's fight on forever!  
On to victory!  
V...I...C...T...O...R...Y  
Victory, Victory for White Bear High!

## Academic Integrity

At White Bear Lake Area High School an academic culture that respects and recognizes individual achievement within a strong learning community is vital. To this end, students must demonstrate academic integrity. As a school, we encourage intellectual growth, and believe strongly that this process requires honesty and personal accountability. It is the responsibility of each student to complete authentic work. Successful learners are risk takers and reflective thinkers who value mutual respect and fairness. Students who represent someone else's work as their own compromise these values and diminish what we stand for as a school community. We believe student achievement is based upon professional evaluation of genuine work; therefore, all work submitted for any assignment should be a true reflection of student knowledge and skill in the content area being assessed. If a student is unsure about the parameters of a particular assignment, and/or how to document sources, it is his or her responsibility to request clarification from the teacher. Academic dishonesty includes: plagiarism, cheating, submitting the same work for multiple courses without instructor permission, academic sabotage, and /or aiding other students in dishonest behavior. Academic dishonesty is unacceptable. Consequences for infractions are further detailed in the Student Discipline School Board Policy. Consequences will commensurate with the severity of the incident. Academic dishonesty will be considered a behavioral infraction. Resolution of disputes may involve parents, teachers, and administrators and may affect student participation in extra-curricular activities, and/or membership in student organizations. We believe that all White Bear Lake learners possess the ability to be authentic, global scholars who deserve the opportunity to dream and achieve in an environment of integrity.

## Academic Recognition

Honoring students for their individual and collective achievements is a strong White Bear Lake tradition. Students may earn a wide range of recognitions, including Academic Letters, Department Awards, Honor Rolls, National Honor Society, Perfect Attendance, President's Award, Principal's Award, Student of the Month, and Success Cards. Student achievement is recognized at Breakfast of Champions ceremonies throughout the year and at Awards Night in May.

## Academic Lettering

Earning an Academic Letter is another way that White Bear Lake Area High School students can be recognized for their achievements. An eligible student must earn an overall 3.67 weighted GPA during each of the specified grading periods (terms):

1. Seniors: Final semester of junior year and first semester of senior year.
2. Juniors: Final semester of sophomore year and first semester of junior year.
3. Sophomores: Final semester of freshmen year and first semester of the sophomore year.
4. Freshmen: First semester of the freshmen year.

### **Honor Rolls**

1. Each semester, the Honor Roll will be calculated based on the weighted term GPA.
2. Students with a term GPA of 3.67 and above will be listed on the A Honor Roll.
3. Students with a term GPA of 3.00 to 3.66 will be listed on the B Honor Roll.

### **President's Award**

The President's Award is presented to students who have at least an A- (3.67) weighted GPA and score at the 85th percentile in Reading or Math on a college entrance exam.

### **Principal's Award**

The Principal's Award is presented to students who maintain a 4.0 non-weighted GPA throughout high school.

### **Recognition at Commencement**

An eligible student's final cumulative, weighted GPA at the end of the second semester of senior year will be used to determine the level of honor on a high school transcript and for academic recognition at commencement. The three levels of honors to be awarded to eligible students who have acquired academic excellence are:

1. Summa Cum Laude: With Highest Distinction  
4.1 or above
2. Magna Cum Laude: With Great Distinction  
4.0 – 4.09
3. Cum Laude: With Distinction  
3.8 – 3.99

### **Attendance Procedures**

#### **Reporting an Absence:**

When it is impossible for a student to be in class, the school will accept excuses for illness, family emergency, sanctioned school activities and individual needs as determined by the administration. The parent/guardian must call the school at 651-773-6400 (ALC), 651-653-2911 (North Campus) or 651-773-6211 (South Campus) to report an absence. This number may be called 24 hours a day, seven days a week. The following information is needed: 1) Name of person calling and relationship to the absent student, 2) Student's name, and 3) Brief reason(s) for absence.

*A Phone Call Must be Made Every Day a Student is Absent Unless Prior Arrangements Have Been Made Through the Attendance Office.*

If it is impossible to notify the school by phone, it is the responsibility of the parent/guardian to write a note. Notes must be brought in the same day the student returns to school. Notes should include:

1. First and last name of student
2. Date note is written
3. Reason for absence(s)
4. Date(s) of absence(s)
5. Legal signature of parent/guardian

### **Doctor and Dentist Appointments:**

Students should give their notes to the attendance secretary, who will provide a pass to leave school. Students should sign out at the Attendance Office and sign back in upon returning.

**18-Year-Old Request:** Students may sign their own notes for absences excused under the school policy if the school administration has received written permission from their parent/guardian and the administration has approved the student's application. Students may pick up an application form in the Attendance Office to request permission to sign their own notes. The school administration reserves the right to revoke this privilege if grades and/or attendance are negatively affected by this privilege.

### **Vacation Request Form:**

If a student needs to be absent from school for two days or longer, he/she must, in advance, bring a note to the Attendance Office, signed by the parent/guardian stating the reason for the absence and the date(s). The student will then be given a Vacation Request Form to be signed by his/her teachers. When all teachers have signed the form, it must be brought to the Attendance Office for administrative approval or denial. School guidelines will be used to determine permission for the absence.

*No pre-approved absences will be granted during the final week of each semester and the final two weeks of the school year.*

### **Attendance and Participation in Co-curricular Activities:**

If a student is suspended from any class, he or she may not participate in any activity or school-sponsored program that day.

When students participate in any co-curricular and/or sports activity, they are required to be in attendance at school the entire day of the event, unless they are absent for a school-related activity, medical appointment, one period (or less) in the school Health Office, funeral or family medical/legal emergency, or student safety issues (as determined by a school administrator). If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration retains the right to request verification of any absences presented by a student or parent/guardian.

Students must not incur any unexcused absence the day after an event if the day is the next consecutive school day of the same week. If an unexcused absence is incurred for this next consecutive school day of the same week, the student will not participate in the next scheduled co-curricular event.

### **Truancy:**

A student will be considered truant when they are reported absent from one or more classes and are unable to verify their whereabouts in accordance with District guidelines

### **Truancy Intervention Program (TIP):**

WBLAHS participates with several counties in the Truancy Intervention Program (TIP). This program is designed to address the problem of truancy with children ages 12-17. Truancy is a problem that has long-term effects on children, families and communities. TIP is a three-step process involving progressively intrusive interventions to improve a student's attendance. The final step of the process is a petition to juvenile court. White Bear Lake Area High School remains committed to the belief that interventions by influential adults into students' lives make a positive impact on behavior and school attendance. The TIP process is designed to improve school attendance while preventing many children from becoming entangled in the juvenile justice system.

## AWARE (Accountability with Academics and Restorative Education)

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AWARE provides an alternative educational setting for students who require short or long-term placements for safety, disciplinary or other reasons. AWARE is located adjacent to WBL Transition Plus in Hugo. Transportation to AWARE is provided from all secondary buildings. While attending AWARE, students complete assignments from their current courses and participate in restorative activities. Staff members at AWARE work with students, parents and teachers to ensure a successful transition back to school.

## Bullying

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Bullying includes, but is not limited to, conduct by a student against another student or a group of students that has the effect of harming students, damaging student property, placing a student in reasonable fear of harm to person or property, or creating a hostile or intimidating environment. The school district will act to investigate all complaints of bullying. A student who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district policies and procedures.

## Student Well-Being Tip Line

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There is a new electronic form to report concerns regarding a student's well-being: mental health, chemical use, social isolation, bullying, harassment, etc. Students may also report concerns in person to an administrator, counselor, social worker or teacher. The form can be submitted anonymously, however, the more information provided the better we are able to investigate and support the student regarding the concern. Knowingly making a false report is a violation of school policy. All submissions will be taken seriously and addressed during school hours. The Student Well-Being Tip Line is not a crisis line. Please note that reports received during the summer may not be addressed in a timely manner. A link to the electronic form can be found on the high schools web page under "Student Resources".

## Communication

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The school communicates information to students, parents, and staff in the following ways:

- **Electronic Daily Announcements** - For all students 9-12 and their parents/guardians
- **Announcements** - Important announcements are made over the public address system at the beginning of Period One and at the end of the day.
- **Campus Newsletter** - The Newsletter is the official parent newsletter, published quarterly during the school year.
- **School and District Websites** - You will find information about weekly happenings, staff directory, school forms, parent newsletter archive, parent conferences, course descriptions, teacher websites, and Family Access to your student's attendance and academic progress.

- **Family Access** - Family Access is available for parents to view their student's grades, assignments and attendance. All parents will be issued a password and may access through the District website.
- **SchoolMessenger** - District 624 works with SchoolMessenger, a service that allows for instant parent notification of emergencies, student attendance, upcoming events and other school-related matters. This system allows messages to be delivered within minutes to a family's home, cell and/or work phone as well as via e-mail or text message. This relies on current up-to-date phone numbers and email addresses. Please contact the Counseling Office Secretary to update your contact information.
- **District e-Newsletter** - The District sends a Community e-Newsletter to District families and community members every other Friday. Those who are interested in receiving the publication can sign up at [www.isd624.org](http://www.isd624.org).

Persons wishing to distribute non-school sponsored written material on school property must see the building principal. Non-school sponsored material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school sponsored materials may include, but are not limited to: leaflets, brochures, fliers, petitions, posters and underground newspapers, whether written by students or others.

A complete copy of ISD624's School Board Policy on the distribution of written material on school premises is available in the main office or at [www.isd624.org/about/schoolboard-policies.asp](http://www.isd624.org/about/schoolboard-policies.asp). Any person desiring to distribute written material on school premises is strongly encouraged to review the entire policy before meeting with the principal.

## Counselors / Counseling / Social Work Services

### South Campus Counselors

*Lisa Horowicki, 11th grade Counselor (A-Le)*  
*Rochelle Vavricka, 11th grade Counselor, (Li-Z)*  
*Gregory Burke, 12th grade Counselor, (A-Le)*  
*Jennifer Johnson, 12th grade Counselor, (Li-Z)*  
*Eloise Nettleton, Registrar/Counseling Office*

### North Campus Counselors

*Megan Coe, 9th grade Counselor (A-La)*  
*Lori Soler, 9th grade Counselor (Le-Z)*  
*Julienne Kirschling, 10th grade Counselor (A-Le)*  
*Brian Merhar, 10th grade Counselor (Li-Z)*  
*Julie Blade, Registrar/Counseling Office*

A student may see his/her counselor before/after school or during the lunch period by scheduling an appointment online, via the Counseling Department webpage, or in the Counseling Office. Unless there are special circumstances, students should see counselors during non-class time. If a student feels he/she must see the counselor during a class period, permission of the teacher must be obtained prior to leaving class.

### College and Career Center

Students are encouraged to familiarize themselves with information and resources available in printed form and on computer software in the Counseling Office and the College and Career Center. Information includes, but is not limited to: testing, financial aid, college entrance requirements, career information and planning materials, and the military.

## Detention

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### *Teacher Assigned Detention*

Teachers may assign detention. The student will receive notice of the place and time the detention is to be served. Failure to appear for teacher assigned detention may result in a referral to administration.

### *Administrative*

Administrative detention may be assigned to students who violate school rules. Failure to serve administrative detention may result in Wednesday School or Thursday School. The Restart Room is designed to provide support to students and staff throughout the school day. Administration may assign students to the Restart Room to address a disciplinary issue with the goal of keeping students in class.

## Discipline

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Good discipline creates a positive teaching-learning situation, promotes respect for the rights of others and helps in the development of individual responsibility. An individual's right to an education should not be denied because of the disruptive behavior of other individuals. Student behavior that is disruptive to the classroom and/or school in general may be considered as interfering with the educational process and subject to disciplinary action. Students must cooperate in a disciplinary investigation.

### *Tennessee Warning:*

Students may be asked to provide voluntary information as part of an investigation of a potential violation of school policy. Students who knowingly withhold information about a violation of a school policy may be subject to school discipline. In the case that a student fails to cooperate, the school will gather information from other sources. Students who admit to school violations may be assigned school consequences. The information provided may be shared with other people connected to the investigation and potentially law enforcement.

**All disciplinary actions will be governed by the White Bear Lake Area Secondary Division's Code of Discipline and applicable Minnesota State Statutes.**

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## Dress Code

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Students are expected to be appropriately dressed and acceptably groomed for school. Students who are dressed inappropriately may be asked to go home or have clothing delivered to them at school. Consider the following when back to school shopping:

- Clothing cannot pose a health or safety hazard, distraction, or disruption in the classroom.
- The following should not appear on clothing: words or symbols perceived as racial, sexual or harassing; items that are illegal for student use such as chemicals, alcohol, or tobacco; a message which is lewd, vulgar, or obscene.
- Head covering, or item that conceals a student's identity are not allowed to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy; medical situations, or student's religious practice or belief).



## Electronic Devices

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Students are expected to “**Power Down**” their electronic devices, etc. during learning hours. Electronic devices cause disruptions and/or distractions during the learning environment. Students may turn their cell phones on during passing time if need be. Video imaging equipment, including cell phones and other technology with the ability to take digital images, is prohibited in bathrooms and locker rooms. Recording video or taking photos of any student or staff without their permission is not allowed. The disabling of a phone is also subject to disciplinary action.

### Computer Use

Computing and information systems serve a large number and variety of users – students, faculty, staff and community members. Students are expected to use all equipment and software in a positive, ethical and respectful manner and to remain only in authorized locations on the network. Unacceptable use of these resources may result in suspension or revocation of privileges as well as discipline or monetary consequences.

## 1:1 Chromebook Guidelines

**Goal:** The goal of the Chromebook 1:1 is to provide devices to all students to level the technology playing field and eliminate barriers to best practice for teaching due to inconsistent access.

### Expectations:

Students are expected to:

- bring the Chromebook to school fully charged every day
- take reasonable care to protect the Chromebook from damage or loss
- report any theft, loss or damage (accidental or otherwise) immediately
- demonstrate responsible digital citizenship while online
- follow the rules of the acceptable use policy

### Camera Surveillance

All staff members make every effort to maintain a safe learning environment for our students. Please be aware that the North/South Campus and the ALC make use of electronic monitoring devices throughout the building to aid us in this mission.

## Facilities Use in Secondary Schools

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The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting.

All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities. The activities or meetings are voluntary and student-initiated.

Students applying for use of school facilities under this policy must provide the following information to the principal: 1) time and date of meeting; 2) estimated number of students in attendance; and 3) special equipment needs.

## Fire / Tornado Drills

The State Fire Marshall requires periodic fire drills. When the alarm sounds, leave your classrooms as quickly as possible via the posted exit designated for the room.

Tornado drill and protective procedures are posted in each classroom.

## Grading

White Bear Lake Area High School prints a standard (4.0) G.P.A. and class rank as well as a weighted (5.0) G.P.A. and class rank on all student transcripts.

For the weighted G.P.A., students will receive adjusted point values for Advanced Placement (AP), College in the Schools (CIS), and Project Lead the Way (PLTW) courses that qualify for college credit where the student takes the required college credit assessment. The weighted G.P.A. will use 1.25 as the multiplier. A weighted grade of "A" will be worth 5 points, a "B" will be worth 3.75 points, a "C" will be worth 2.5 points, and a "D" will earn 1.25 points. The weighted cumulative GPA will be used to calculate all academic honors.

## Harassment and Violence

It is the policy of Independent School District No. 624 to maintain a learning and working environment that is free from religious, racial, or sexual harassment or violence. Minnesota Statute 121A.03.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and will take appropriate corrective action.

Harassment/bullying include offensive or intimidating communication that may be verbal, nonverbal, written, or electronic (cyber bullying). A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the school district's policies and procedures.

A	=	4.000	points
A-	=	3.667	points
B+	=	3.333	points
B	=	3.000	points
B-	=	2.667	points
C+	=	2.333	points
C	=	2.000	points
C-	=	1.667	points
D+	=	1.333	points
D	=	1.000	points
D-	=	0.667	points
F	=	0.000	points
I	=	0.000	points

## Hazing

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

### Minnesota Statute 121A.11

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.

## Health Services

Students who become ill or injured during the school day must report to the school health office. If it is necessary to go home, the nurse or health assistant will inform the parent/guardian, document the student's name in the health office log, and write the student a pass to leave the building. **If the student leaves school without a written pass from the health office, his/her absence will be considered truancy.**

If it is necessary to take medication during the school day, the student must bring the medication and a note from their parent/guardian to the health office. This includes prescription and over the counter medication. Medication must be in the original labeled container. If the medication will be taken for longer than two weeks, a doctor's order is also required. Health concerns and medication orders must be communicated and renewed each school year. Students should feel free to discuss any health related problems with the school nurse.

<i>Ruth Desjardins, North School Nurse</i> .....	653-2970
<i>Margaret McGladdery, North Health Assistant</i> .....	653-2940
<i>Jennifer Tantt, South School Nurse</i> .....	773-6237
<i>Teresa Foss, South Health Assistant</i> .....	773-6238

## Homework Requests

If your student is absent for three days or more you may call 651-773-6400 (ALC), 651-653-2968 (North Campus) or 651-773-6221 (South Campus) for the homework request line. Homework can be picked up in the Main Office after 2:30 p.m. on the day following the request. This will allow teachers time to pull the assignments together.

## Incompletes

Students will have 15 school days to make up the required work from the previous term. After 15 school days, incompletes that are not satisfied will be changed to the grade as it currently stands. In no case shall an Incomplete be carried beyond the end of the next marking period, unless prior administrative approval has been obtained.

## Leaving The Building

No student is permitted to leave the building or campus before school ends, during lunch, class periods or passing times without permission from the Health Office or Administration. **Students with permission to leave the building must sign out when leaving and sign in upon return at the Attendance Office.**

Leaving the building without authorization may be considered truancy and thus result in disciplinary action. If a student leaves the building without permission and returns, they are subject to be searched.

## Leaving The Grounds

Students are not permitted on the Central Middle School/Sunrise Park Middle School grounds except for the assigned use of bus transportation services. Visiting other schools in the district is not appropriate during the school day and should be scheduled with a teacher.

## Lockdown Procedure

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All communication will come from the administration and the command center.

**The administration/command center will call 911.**

### **First:**

There will be an announcement over the PA system indicating we are implementing lockdown procedures. If the lockdown is to occur during passing time, the bell system will ring and an announcement will follow. The administrative team will share basic information regarding the incident.

### **Second:**

When the announcement is made, the following procedures are expected of all staff.

- Stay calm. Don't panic.
- Usher students from the hall into the nearest classroom.
- Once inside your classroom, if possible close and lock the door.
- Turn off lights.
- Instruct students to sit on the floor away from doors and windows.
- Observe total silence.
- Best Practice states that you should remain in lockdown until your door is opened by school staff or police.

**Post Lockdown:** Once the situation has been resolved, administration may choose to evacuate to an alternative site. An announcement will be made to direct staff and students.

## Notification of a Violent Student

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Please be aware that White Bear Lake Area High School is bound by state statute to notify the appropriate staff of a student's history of violent behavior. Parents of a student who is identified as such will be informed before such notification is distributed to staff.

## Chemical Use

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WBLAHS is committed to a chemical free school. Students and staff are encouraged to report any and all chemical use to administration. Administration will promptly follow the district chemical health policy for accountability measures, with an education component from a licensed chemical health counselor to best support students and families.

## Lockers/Personal Possessions and Student's Person

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A locker is furnished by the school to provide a place for students to store materials for class. Students are responsible for the contents of their assigned locker. Locks can be rented for the school year (cost: \$5), or students may bring locks previously purchased only if they are a Master Lock brand. Locks provide a minimum of security, **but students should not keep money or other valuables in their lockers**. The school is not responsible for items stored in lockers. Students are expected to keep combinations private and not share lockers with other students. They will be charged \$5 for a replacement lock, and are responsible to monitor the cleanliness of their locker. The locker must be clean and functional at the end of the year or a repair fee will be assessed.

Lockers are the property of the School District, and at no time does the District relinquish its exclusive control of school lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities at any time, without notice, without student consent, and without a search warrant.

Dangerous or illegal items found in the student's locker will be confiscated by school authorities and held until parents and/or law enforcement authorities are notified. Lockers may be opened at the request of parents or in an emergency. Defacement or damage to student lockers or other school property is prohibited and will result in disciplinary action and/or restitution.

Administrators (or Principal's designee) may conduct searches with the use of metal detection devices. School officials may scan a student's personal belongings and/or scan a student's person.

School administrators may use dogs trained to detect contraband, including drugs or weapons, to conduct random searches of school district property including, but not limited to, buildings, student lockers, grounds, parking lots, and vehicles parked on school grounds.

Any student, his/her personal effects or vehicle on school property may be searched at any time by a school official when the school has reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

Students may not use, possess or store the following on school grounds (this list is not exhaustive): tobacco products, products designed for inhalation of nicotine or other substances (for example, electronic cigarettes), illegal or prescription drugs, drug paraphernalia, alcohol, explosives, and weapons. Possession of look-alike items is also not permitted. See the school district student discipline policy for additional details.

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## NC Student Parking

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Students must have a permit to park in the Student Parking Lot, located in the front of the building. A parking permit does not ensure a parking space. All students who plan to use the parking lot must register their vehicle and secure a permit. The rules and regulations governing parking and traffic will be issued to students when they register their motor vehicles.

## SC Student Parking

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- Parking policies must be adhered to in order to retain the privilege of parking on campus.
- Every vehicle parked in a school lot must display an appropriate parking permit.
  - Carpool Permits hung from the rearview mirror.
  - Individual permits placed in the lower left corner of the rear window.
- Possession of a permit does not ensure a parking space. Especially in the winter, students who arrive late may have trouble finding a space.
- Permits are non-transferable. Contact the office immediately if a permit change of any kind is desired.
- Parking only in designated areas. Park carefully and take up only one parking space. Students may not park in the staff lot, reserved spaces, or in fire or traffic lanes.
- Drivers are expected to be safe and courteous at all times.
  - Wear your seat belt & drive cautiously
  - Be aware & considerate of pedestrians & other drivers in the lot.
  - Do not drive on sidewalks, grass, or over curbs.
  - The parking lot speed limit is 10 mph.
- Students who wish to go to their cars during the school day need to have permission from the Main Office or Health Office.
- Lock your vehicle & do not leave valuables in it. We are not responsible for lost or stolen items.
- WBLAHS is not responsible for loss, theft, or damage to vehicles.
- School officials may conduct routine patrols of student parking lots & inspections of the exteriors of student's vehicles. The interiors of vehicles may be searched, including glove & trunk compartments, when school officials have a reasonable suspicion that the search will uncover a violation of school policy(s).
- Students who drive to school are expected to arrive on time to their 1st class & stay until the end of their school day.

*Student parking continues on next page...*

## Parking Violation Procedures

- First Offense: Written warning on windshield and follow up with school staff.
- Second Offense: Written citation AND a \$20 fine will be applied to the student's FeePay account.\*
- Third Offense: Written citation, immobilization boot placed on the wheel, and a \$20 fine.\* The boot will be removed when parking fines are paid and a meeting with administration has occurred.
- Fourth + Offense: Parking privileges may be revoked for 1 or more months.\*\*

\*Parking fines must be paid prior to making their purchases on FeePay, including permits, dances or activities.

\*\*Being in possession of a parking permit that does not belong to the student will result in the automatic revocation of parking privileges for a minimum of one month, for all students involved, and possible restitution.

## Pledge of Allegiance

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Minnesota Statute 121A.11 mandates that, "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

### PROTECTION AND PRIVACY OF PUPIL RECORDS

The School District recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### BACKGROUND INVESTIGATION AUTHORIZATION FORM

All volunteers and employees must complete the Background Investigation Authorization form before serving students affiliated with White Bear Lake Area Schools.

## Public Displays of Affection

In order to create an appropriate learning environment, excessive public displays of affection including, but not limited to intimate kissing, cuddling and touching is not allowed.

## Schedule Changes

Classes are formed, schedules created, staff hired and materials purchased on the basis of student registration. Once this process is completed, changes are very difficult to make. Generally, changes will be made only when a computer error has occurred; the student has registered for an inappropriate level class, or has failed a course and needs additional credit. A student who meets these criteria must see a counselor to make a schedule change.

## Student ID Card

Students will receive a photo identification card at no cost that will permit them to join school clubs, organizations, athletics, and activities (some of which have participation fees). In addition, the student identification card is required in order to purchase tickets for school dances/activities.

## Schools Events

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Students attending school-sponsored events, on or off school grounds, are subject to all the provisions of the White Bear Lake Secondary Division Code of Discipline and Minnesota State Laws.

### **Dances:**

WBLAHS hosts school dances as a means of building a positive school climate and to create a venue for students to socialize in a safe, healthy environment. Dance expectations/rules are viewable on the high school web page. WBLAHS dances are open only to White Bear students with a current year's ID.

The only exception to this rule would be the special dances, i.e. Homecoming, Prom, SnoDaze. In these cases a guest dance expectations form must be filled out and signed by the guest's school administrator and parent/guardian. If guest is home schooled or graduated, a separate form must be filled out and returned to the main office prior to purchasing tickets. Guests must be at least in 9th grade to attend.

### **Breathalyzer Testing:**

White Bear Lake Area High School may require passive alcohol breath testing prior to all school dances and/or school activities. The intent of the procedure is to discourage use of alcohol and to assure a safe environment for all students. In the event a student displays behaviors that suggest impairment after entering the activity, they will be required to a second test. If students test positive they will be referred to the White Bear Police Department. If you would like additional information regarding passive alcohol testing and protocols used, please speak to an administrator.

### **Tardiness**

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Good school attendance is critical to school success. When students are in school they are expected to attend all classes on time. The tardy policy prescribes the following consequences per quarter:

- **3rd, 4th, 5th tardy:** teacher assigned detention and phone call to parent
- **6th tardy and beyond:** Wednesday or Thursday School, or loss of passing time

### **Telephone Messages**

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White Bear Lake Area High School phone lines are used for school business. The school does not accept personal messages for students. Parents should restrict calls to emergencies only. Students will not be excused from class to use the telephone.

### **Visitors**

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All visitors must report to the front entrance of the building, sign in, and pick up a visitor's badge. Students from outside of the White Bear Lake Area High School and other schools in the White Bear district are not permitted to visit during the school day. A trespassing letter will be sent to individuals who do not have a legitimate reason for being on school grounds and have demonstrated an unwillingness to cooperate and respect concerns for safety.

## School District Student Discipline Policy

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The School Board believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. The School District Student Discipline Policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, State Board of Education Regulations and School District Policies. (District #624 Policy Book For Safe Schools is mailed to each family before the beginning of each school year.) Student conduct and behavior is outlined in the Student Discipline Policy. Consequences for violations of the School Student Code of Conduct will be enforced in accordance with district policies as outlined in the student discipline policy.

\*Consequences are not necessarily sequential. Based on severity of rule violation, any listed option may be assigned. Actions are not all-inclusive. Administration may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis.





