



Watertown Mayer
High School

Connections • Opportunities

2023-2024

Student/Parent Handbook

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Watertown-Mayer School Board

Hunter Feldt, Chair
hunter.feldt@wm.k12.mn.us

Jim Burns, Vice Chair
jim.burns@wm.k12.mn.us

Katy Jo Danielson, Board Clerk
katyjo.danielson@wm.k12.mn.us

Erika Schulz, Treasurer
erika.schulz@wm.k12.mn.us

Heidi Guetzkow, Director
heidi.guetzkow@wm.k12.mn.us

Lisa Neaton, Director
lisa.neaton@wm.k12.mn.us

Jeff Onell, Director
jeff.onell@wm.k12.mn.us

*You can also call the district office at 952-955-0480 to contact a school board member.

Message from the Principal



Greetings:

Welcome to Watertown-Mayer High School. I challenge you to take advantage of the many educational opportunities afforded you. I also hope your time at Watertown-Mayer will be exciting and successful as you build lasting memories and relationships.

The purpose of the parent-student handbook is to provide you with the necessary and useful information about Watertown-Mayer High School. As an individual who is part of a large system, you need to be responsible for knowing and following the policies and procedures as well as to become familiar with the opportunities that are available.

My advice to you is to become involved in school activities. Begin by working diligently in the classroom. Take part in some of the many extra-curricular activities which are available. Be proud of yourself, and your school. Take good care of both and feel free to make suggestions on improving our school. Always have the spirit to do things which make you and our school outstanding.

Have a rewarding and successful year!

Sincerely,

Robert Hennen
Principal

Staff Directory

PRINCIPAL	BOB HENNEN	bhennen@wm.k12.mn.us
DEAN OF STUDENTS	CHRIS BEHRENS	chris.behrens@wm.k12.mn.us
ACTIVITIES DIRECTOR	PAUL SZYMANSKI	paul.szymanski@wm.k12.mn.us
GUIDANCE COUNSELOR	MACKINNON EHLENZ LOGAN SPITZER	mackinnon.ehlenz@wm.k12.mn.us logan.spitzer@wm.k12.mn.us
ENGLISH	THERESA CZINANO MARC MENS BRITTANY THIEMANN HANNAH VOGEL	tczinano@wm.k12.mn.us marc.mens@wm.k12.mn.us brittany.thiemann@wm.k12.mn.us hannah.vogel@wm.k12.mn.us
SOCIAL STUDIES	ROD JANIKULA SCOTT OLSON NICK URBAN	rjanikula@wm.k12.mn.us solson@wm.k12.mn.us nick.urban@wm.k12.mn.us
MATHEMATICS	CHRISTINE FISCUS KRISTEN PHILLIPS KYLE OCH JOHN ROSHOLT ED RUNDELL KINSIE STIFTER	cfiscus@wm.k12.mn.us kristen.phillips@wm.k12.mn.us kyle.och@wm.k12.mn.us jrosholt@wm.k12.mn.us erundell@wm.k12.mn.us kinsie.stifter@wm.k12.mn.us
SCIENCE	EMILY TSCHIDA DENISE ERTL CASEY FAILS	emily.tschida@wm.k12.mn.us dertl@wm.k12.mn.us casey.fails@wm.k12.mn.us
BUSINESS EDUCATION	JUSTIN STOHS	jstohs@wm.k12.mn.us
VOCATIONAL	TIM JASZCZAK (IND. ED) NATHAN ANDERSON (AG)	tim.jaszczak@wm.k12.mn.us nathan.anderson@wm.k12.mn.us
FAMILY & CONSUMER SCIENCE	HOLLY HOKENSON	holly.hokenson@wm.k12.mn.us
PHYSICAL EDUCATION	ANDREW PHILLIPS ANDREA RASER	andrew.phillips@wm.k12.mn.us andrea.raser@wm.k12.mn.us
SPANISH GERMAN	JENNIFER PFEFFER-DITTES LYNN HENDRICKS	jpefferdittes@wm.k12.mn.us lynn.hendricks@wm.k12.mn.us
MUSIC	MILES OTSTOT DAVID NAJJAR	miles.otstot@wm.k12.mn.us david.najjar@wm.k12.mn.us
ART	ABBIE ALBITZ	aalbitz@wm.k12.mn.us
SPECIAL EDUCATION	ANGELA CARDINAL SUNNY CROWDER JOHN DEHARTOG AMY MANDT TBD	angela.cardinal@wm.k12.mn.us sunny.crowder@wm.k12.mn.us jdehartog@wm.k12.mn.us amandt@wm.k12.mn.us
MEDIA AIDE	ANN ALGER	aalger@wm.k12.mn.us
PARAPROFESSIONALS	JENNIFER OTTO SHAWN PEREZ THERESA WASHBURN	jennifer.otto@wm.k12.mn.us shawn.perez@wm.k12.mn.us theresa.washburn@wm.k12.mn.us
SECRETARIAL SERVICES	DENISE GEHLHAUSEN STEPHANIE KIEMEL DEBBIE NEATON	dgehlhausen@wm.k12.mn.us stephanie.kiemel@wm.k12.mn.us dneaton@wm.k12.mn.us
SCHOOL NURSE	NIKKI MAGEE	nikki.magee@wm.k12.mn.us
MENTAL HEALTH	TBD	
FOOD SERVICE DIRECTOR	BETH BOTTENFIELD	taher.manager@wm.k12.mn.us

Contact Numbers

SUPERINTENDENT OF SCHOOLS

Darren Schuler - 952-955-0480
darren.schuler@wm.k12.mn.us

HIGH SCHOOL PRINCIPAL

Bob Hennen - 952-955-0605
bhennen@wm.k12.mn.us

DIRECTOR OF SPECIAL EDUCATION

Rande Peyton - 952-955-0207
rande.peyton@wm.k12.mn.us

DEAN OF STUDENTS

Chris Behrens - 952-955-0608
chris.behrens@wm.k12.mn.us

HIGH SCHOOL OFFICE

952-955-0600

ATTENDANCE LINE

952-955-0621
hsattendance@wm.k12.mn.us

HEALTH OFFICE

952-955-0611

OFFICE FAX

952-955-0601

SCHOOL BUS COMPANY

Koch Bus Company
952-955-1866



**Watertown Mayer
Public Schools**

Connections • Opportunities

2028 Strategic Plan

VISION

Creating environments where all students feel connected and experience opportunities to grow and thrive.

STRATEGIC COMMITMENTS



Learner Outcomes

We will ensure systems and supports are in place to address the social-emotional, mental health, and academic needs of all students.



Financial Stewardship

We will responsibly manage resources to support district facilities and financial sustainability.



Profile of a Graduate

We will implement the Profile of a Graduate attributes into our curriculums to ensure post-secondary success.



Partnerships

We will connect offerings to meet the needs of our students and community.



All Means All

We will provide a safe, welcome, and inclusive school environment for all learners.



People

We will build a culture where students, staff, family & community engagement and satisfaction are a priority.



Communication

We will communicate effectively and transparently with all stakeholders.

STRIVING TO ACHIEVE

1

All students exhibit physical, social, and emotional well-being and feel connected to their school.

2

All employees report satisfaction in their workplace.

3

The district maintains an annual fund balance aligned to policy.

4

Community Education provides high quality and interest-based learning opportunities for our community.

5

All students are at grade level in reading and mathematics by the end of third grade.

6

All students graduate from high school with a plan to meet their full potential.

7

All children are ready for Kindergarten.

8

All parents report satisfaction with their children's educational experience.

2023-2024 School Calendar



Watertown Mayer
Public Schools

- No School for Staff & Students
- First & Last Days of School
- No School - Staff Development

- Aug. 23** Open House 5th Grade
- Aug. 30** Open House: 6th, 7th, 8th & 9th Grade
- Aug. 28-31** Staff Development Full Day
- Sept. 4** Labor Day
- Sept 5 & 6** Pre-K-4 Royal Connection Conferences
- Sept. 5** First Day of School Grades 5-12
- Sept. 7** First Day of School Grades Pre- K-4
- Sept. 25 Middle School & High School P/T Conferences
- Oct. 5 Middle School P/T Conferences
- Oct. 19 & 20** Education MN - No School
- Nov. 3** MS/HS End of First Quarter
- Nov. 6** Staff Development Full Day
- Nov. 9 & 14 ES School P/T Conferences
- Nov. 23 & 24** Thanksgiving Break - No School
- Dec. 4 Middle School & High School P/T Conferences
- Dec. 22- Jan. 1** Winter Break - No School
- Jan. 15** MLK Day - No School
- Jan. 19** End of 2nd Quarter/1st Semester
- Jan. 22** Staff Development Full Day
- Feb. 12 Middle School & High School P/T Conferences
- Feb. 19** President's Day - No School
- Mar. 22** MS/HS End of Third Quarter
- Mar. 25-29** Spring Break - No School
- Apr. 1 Staff Development Full Day
- Apr 11 & 16 ES School P/T Conferences
- Apr. 22 High School P/T Conferences
- May 24** Class of 2024 Graduation
- May 27** Memorial Day - No School
- May 30** Last Student Day
- May 30** MS/HS End of Fourth Quarter
- May 30** ES End of Second Semester
- May 31 & June 3** Staff Development Full Day

School Year 2023-2024 Calendar

July 2023					January 2024				
M	Tu	W	Th	F	M	Tu	W	Th	F
3	4	5	6	7	1	2	3	4	5
10	11	12	13	14	8	9	10	11	12
17	18	19	20	21	15	16	17	18	19
24	25	26	27	28	22	23	24	25	26
31					29	30	31		

August 2023					February 2024				
M	Tu	W	Th	F	M	Tu	W	Th	F
	1	2	3	4				1	2
7	8	9	10	11	5	6	7	8	9
14	15	16	17	18	12	13	14	15	16
21	22	23	24	25	19	20	21	22	23
28	29	30	31		26	27	28	29	

September 2023					March 2024				
M	Tu	W	Th	F	M	Tu	W	Th	F
				1					1
4	5	6	7	8	4	5	6	7	8
11	12	13	14	15	11	12	13	14	15
18	19	20	21	22	18	19	20	21	22
25	26	27	28	29	25	26	27	28	29

October 2023					April 2024				
M	Tu	W	Th	F	M	Tu	W	Th	F
2	3	4	5	6	1	2	3	4	5
9	10	11	12	13	8	9	10	11	12
16	17	18	19	20	15	16	17	18	19
23	24	25	26	27	22	23	24	25	26
30	31				29	30			

November 2023					May 2024				
M	Tu	W	Th	F	M	Tu	W	Th	F
		1	2	3			1	2	3
6	7	8	9	10	6	7	8	9	10
13	14	15	16	17	13	14	15	16	17
20	21	22	23	24	20	21	22	23	24
27	28	29	30		27	28	29	30	31

December 2023					June 2024				
M	Tu	W	Th	F	M	Tu	W	Th	F
				1	3	4	5	6	7
4	5	6	7	8	10	11	12	13	14
11	12	13	14	15	17	18	19	20	21
18	19	20	21	22	24	25	26	27	28
25	26	27	28	29					

Qtr 1 (42), Qtr 2 (44), Qtr 3 (43), Qtr 4 (42) = Total (171)
171 Student Days, 9 SD Days, 2 Conf. = 182 Days

Important Dates & Extracurricular Assignments

SCHOOL HOURS:

9TH - 12TH GRADES

8:10 am - 2:46 pm

IMPORTANT DATES:

Parent/Teacher Conferences (Tentative)

QUARTER 1: September 25, 2023

QUARTER 2: December 4, 2023

QUARTER 3: February 12, 2024

QUARTER 4: April 22, 2024

TESTING WINDOW FOR SCHOOL YEAR

February, 2024

TBD

ACCESS

April, 2024

TBD

MCA

April, 2024

TBD

MTAS

**All dates are subject to change*

EXTRACURRICULAR ASSIGNMENTS

2023-2024 (Tentative)

FOOTBALL

ANDREW PHILLIPS (H)

JOHN ROSHOLT (A)

ED RUNDELL (A)

JUSTIN STOHS (A, C TEAM)

NICK URBAN (A, C TEAM)

CHRIS BEHRENS (A, C TEAM)

TYLER FINKELSON (MS-8)

TBD (MS-8)

BILL MCDONALD (MS-7)

DAN KLEIN (MS-7)

GIRLS SWIMMING

ASHLEY WISE (H)

ASHLEY DENOMME (A)

VOLLEYBALL

ANDREA RASER (H)

EMILY TSCHIDA (JV)

ELLIE ERNHART (C)

GLADYS NISSEN (MS-8)

MACKINNON EHLENZ (MS-7)

GIRLS SOCCER

JOE PEREZ (H)

BRANDON KUNTZ (B-SQUAD)

EMMA RAGNER (MS)

STEPHANIE ALLEN (VOL.)

BOYS SOCCER

MICHAEL GREENE (H)

AMY FUHR (A)

DANCE

(CO-OP WITH MAYER LUTHERAN)-TBD

CROSS COUNTRY

CASEY FAILS (C-H)

KINSIE STIFTER (C-H)

GIRLS BASKETBALL

JOHN ROSHOLT (H)

ASHLEY ANFINSON (A, JV)

KINSIE STIFTER (A, C)

KYLE OCH (MS-8)

MILES OTSTOT (MS-7)

GYMNASTICS

STEVE HANGARTNER (H)

DEB HANGARTNER (A)

MICKAL ERICKSON (A)

EMMA STROM (MS)

BOYS SWIMMING & DIVING

(CO-OP WITH DELANO)

MARK SEGUIN

BOYS BASKETBALL

KENT JANIKULA (H)

BOB HENNEN (A)

TYLER FINKELSON (A, JV)

AL AALFS (A/C)

KYLE OCH (MS-8)

CASEY FAILS (MS-7)

WRESTLING

KURT BECKER (C-H)

BILL MCDONALD (C-H)

TROY PETERSON (A)

BASEBALL

RYAN TRUCKE (H)
 PATRICK TSCHIDA (A)
 ANDREW PHILLIPS (JV)
 JARED DUSKE (C)
 LUKE HERMAN (MS-8)
 DAN BRUGGEMAN (MS-7)

SOFTBALL

BETHANY LOETHER (H)
 KINSIE STIFTER (A)
 TBD (A, JV)
 EMILY TSCHIDA (MS-8)
 MACKINNON EHLENZ (MS-7)

BOYS TRACK

RICH WINTER (H)
 NICK URBAN (A)
 RYAN JEPMA (MS)

GIRLS TRACK

ANDREA RASER (H)
 KRISTEN PHILLIPS (A)
 PAM QUARVE (MS)

BOYS & GIRLS GOLF

TYLER FINKELSON (H GIRLS)
 KYLE OCH (H BOYS)
 DAN KLEIN (JV)
 ABIGALE PETTIT (MS)

STRENGTH & CONDITIONING

TBD (FALL)
 ANDREW PHILLIPS (WINTER)
 JOHN RSHOLT (SPRING)

STUDENT ORGANIZATION ADVISORS**BPA**

BRITTANY MISURACA

CLAY TARGET

NATHAN ANDERSON

DRAMA AND MUSICAL DIRECTOR

TBD

ECOLOGY CLUB

KINSIE STIFTER
 JUSTIN STOHS

FFA

NATHAN ANDERSON

INSTRUMENTAL MUSIC

MILES OTSTOT

KNOWLEDGE BOWL

DENISE ERTL

MATH LEAGUE

ED RUNDELL

MOCK TRIAL

LORI SIELING

NATIONAL HONOR SOCIETY

CHRIS FISCUS

2022-2023 (Tentative)**ROBOTICS**

JEREMY BOSQUEZ

SPEECH

AMY MANDT

STUDENT COUNCIL ADVISOR

TBD

VOCAL MUSIC

DAVID NAJJAR

WATONIAN ADVISOR

JENNIFER PFEFFER-DITTES

CLASS ADVISORS**SENIOR CLASS ADVISORS**

JUSTIN STOHS & AMY MANDT

JUNIOR CLASS ADVISORS

ED RUNDELL & KRISTEN PHILLIPS

SOPHOMORE CLASS ADVISOR

BRITTANY THIEMANN

FRESHMAN CLASS ADVISOR

SCOTT OLSON

Building Schedules

Regular/Daily Schedule

Block 1

Period 1 8:10-9:30

Block 2

Period 2A 9:35-10:15
Period 2B 10:19-10:59

LEAP Period 11:03-11:53

(Warning bell will ring at 11:02)

(25 minutes of lunch and 25 minutes of student interaction time:
enrichment/homerooms/study hall/recess/credit recovery/etc.)

Block 3

Period 3A 11:57-12:37
Period 3B 12:41-1:21

Block 4

Period 4 1:26-2:46

General Information

A SPECIAL NOTE TO EIGHTEEN YEAR-OLDS

Students who are 18 years old and older have the right to excuse themselves from school; however, the administration and Board of Education have the right to refuse them and request a phone call or note from their parents. Once you are in school, you must have permission from a parent/guardian or an administrator before you may leave the building.

ACADEMIC LETTERING POLICY

Academic achievement is the most important student activity which occurs within a school. The opportunity to letter in academics is provided to publicly recognize outstanding academic achievement and promote future learning. The awarding of letters is based upon the following guidelines.

1. Students in grades nine through twelve will be classified as students at Watertown-Mayer High School.
2. A regular cloth letter will be awarded to students who have maintained a cumulative GPA of 3.700 through three, five or seven semesters of high school beginning with the first quarter in ninth grade.
3. Students will be eligible to receive a letter after the third, fifth and seventh semesters in high school. Transfer students must complete two full semesters at Watertown-Mayer High School within the three, five or seven semesters to be eligible for a school letter.
4. The letter awarded will be identical to any other school letter. If a student has previously earned a letter, only the academic pin will be awarded. A bar will be awarded to the student each succeeding year during which the student qualifies. A printed certificate will also be awarded each year that a student qualifies. Academic letter winners will be eligible to buy a letter jacket.

ACADEMIC RESOURCE

Senior students who are eligible may opt to schedule up to two Academic Resource Times during their senior year. Academic Resource Times may be limited to one per semester. In order for a senior student to be eligible for an Academic Resource Time, they must be on track to graduate, having earned the maximum number of credits available during enrollment at Watertown-Mayer High School, receive written permission from the principal and guidance counselor and meet at least one of the following conditions:

- * student is enrolled in a W-M college level course (CIS/AP) and/or Professional Mentorship during the same quarter of study,
- * student has taken all course options offered or no viable course option is available during a period of the school day.

The principal reserves the right to deny enrollment of an Academic Resource Times for reasons that may not be specified above, including the consideration of disciplinary records

ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions or at any athletic event sponsored by the school, must be reported immediately to the person in charge of the activity and to the school office.

ACTIVITIES

Refer to [Policy 510: School Activities](#). The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

ACTIVITY FEE SCHEDULE

All students in grades 7-12 who participate in an extracurricular activity such as drama and/or athletics will be assessed a fee for participation in each activity. Fees are established each year by the school board. Contact the activities director or appropriate school office for further information.

ADVANCED MAKE-UP SLIPS

If you are planning to be absent for any reason, including family trips, you are to get an advance make-up slip from the office. Take this to each of your teachers for their assignments. Please refer to [Policy 503: Student Attendance](#).

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education, homebound instruction, summer school and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the Building Administrator.

ANIMALS IN SCHOOL

Because animals can be a source of allergens, asthma triggers and microorganisms that can cause infectious diseases, Watertown-Mayer Public Schools restricts animals in school buildings. No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals or other pets are allowed in the building without the prior permission of the building administrator.

ANNUAL NOTIFICATION OF RIGHTS REGARDING DATA/STUDENT RECORDS

Independent School District 111 gives notice to parents of students currently in attendance in the District and eligible students currently in attendance in the District, of their rights regarding pupil records. Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please refer to [Policy 515: Protection and Privacy of Pupil Records](#).

ASSEMBLIES AND PEP FESTS

It is necessary and expected that all students will demonstrate courtesy, appropriate participation and attentiveness at assemblies. Assemblies include entertaining and educational presentations, pep fests and incidental programs. Students are expected to attend assemblies unless excused by the principal.

ATHLETIC PASSES

Athletic passes for varsity athletic events are sold at the beginning of each athletic season. Passes may be purchased by students, adults or adult couples. Fees are established each year by the school board. Contact the activities office at 952-955-0606 for information or to purchase passes. Passes will not be accepted at tournament events or away events.

ATTENDANCE PROCEDURES

The administration and faculty of Watertown-Mayer High School believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is directly correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, a student absence from school should be limited to those instances in which it is unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance. This philosophy is reflected and implemented in the Attendance Policy of Watertown-Mayer High School. Refer to [Policy 503: Student Attendance](#) for additional information.

What To Do If Absent: Call The Attendance Hotline: 952-955-0621

If a student is gone from school for any reason, parents or guardians need to call the absence in to the attendance hotline or send a note to school with their son or daughter as to why they missed. A student will be considered absent when the student is missing from school for any day or part of the day.

Reporting Procedures

Before or on the morning of a student's absence, the student's parents or guardian is requested to call the attendance hotline at 952-955-0621. This number may be accessed 24 hours a day. Students and parents should be aware that if the school does not receive verification to excuse the absence within two days of the absence, the absence may become an unexcused absence.

Student Absences

The school reserves the right to excuse a student from school. Valid excuses for absence/tardies may include: illness, medical or dental appointments, death of a family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, a significant family event, and other absences/tardies at the discretion of the building administration. Absences/tardies, which are not listed above and are not excused by administration, shall be considered unexcused. This includes missing the bus or oversleeping. When medical absences from school reach three or more, a letter requesting medical verification may be sent home. From that point on, all additional absences may require medical verification to be considered excused.

Make-Up Work

Students who are absent because of activities, vacations, and other scheduled or prearranged activities must notify the office in advance before their absence or the absence may be considered unexcused/truant. Advanced notification forms are available in the office. Homework must be completed in advance of the absence or other arrangements must be made with your teachers. When a student returns to class from an unanticipated absence, the teacher will provide make-up work and a clearly defined due date for that make-up work.

Tardiness

Students have the right to expect classes to begin on time and teachers have the right to expect students to be in class on time. Being on time is as important as being in school every day. If a student arrives at school after first hour has begun, they must report to the office for a tardy pass. Unexcused tardies may result in detention or other disciplinary actions. Arrival at school after 8:20 constitutes an absence from first period. *If a student is late to class during the day, they are to report directly to class rather than to the office unless you have had an appointment or have a parental note. The teacher should deal with the tardiness at that time.

Truancy

Definition: When a student is absent from any class without parental request and administrative approval, the absence is considered a truancy. Absences that are not excused within two days are unexcused absences. Remember, the attendance telephone line is accessible 24 hours a day. It is the parent and student's responsibility to make sure his or her absences are verified. Minnesota

law defines a student as “continuing truant” after only three class periods without a valid excuse on three different days. At this point a letter will be sent out to parents stating the school’s concern. A child becomes a “habitual truant” in the eyes of the law when he or she is absent without a valid excuse for one or more class periods of seven school days. At this point a truancy petition will be filed with the county, and parents will be required to provide a doctor’s excuse for any future absences. A doctor’s note may also be required for excessive excused absences.

BASIC BEHAVIOR GUIDELINES

At Watertown-Mayer High School it is everyone’s responsibility to promote a positive and healthy culture. Positive behaviors need to be demonstrated while at school to ensure that a purposeful and productive environment is present for all students. Our staff is dedicated to providing the best possible learning environment for each child. In maintaining a safe and positive learning environment it is important that the staff enforces common rules. Children are guided to make responsible choices and assume responsibility for their own actions.

The following behaviors will not be tolerated:

1. Disobedience-disregarding or resisting the reasonable request of a person in authority.
2. Threatening-verbally or physically behaving in a way which can make another person afraid or physically hurt.
3. Swearing-using offensive language.
4. Truancy-being absent from school or class without permission of a parent/guardian or the school.
6. Stealing-taking or keeping the property of another person.
7. Vandalism-damaging or destroying the property of others.
8. Tobacco-use of or have in your possession tobacco in any form.
9. Drugs-use of or have in your possession alcohol or any other drug.
10. Weapons-possession or use of any object in a manner that threatens the well-being of another person.
11. Insubordinate Behavior-failure to follow directives from school personnel in a timely, respectful manner.
12. Serious Misconduct-behavior of such nature that interferes with the legal and personal rights of others, specifically the right to an education, and which presents a danger to the health, safety, welfare, and morals of any person including the offender, in the school or at a related school activity.
13. Illegal Behavior-any behavior that is prohibited by law.
14. Disrespect-any behavior or comments determined to be disrespectful by teachers/administrators.
15. Disruptive Behavior-behavior which disrupts the rights of others to an education.
16. Nuisance Devices-possession of objects that threaten a safe, meaningful learning environment such as laser pens, beepers, shocking devices, matches, noise makers etc.
17. Academic Dishonesty-cheating on assessments, copying without citing the source, stealing another student’s homework etc.
18. Harassment-repeated name calling, put downs, intimidation (either physical or verbal), and rumor spreading.
19. Sexual Harassment-making sexual comments, jokes, gestures, touching or grabbing in a sexual way, sexual comments or rumors.
20. Bullying-intimidating, threatening, abusive or harming behavior, can include an imbalance of power, and the conduct is repeated or forms a pattern.
21. Cyberbullying-bullying using technology or other electronic communication.
22. Technology-misuse of personal or school issued technology devices, causing distractions and disruptions.

Conduct and Discipline

Students are responsible for their behaviors and actions. Anyone who distracts and prevents others from receiving educational services will be disciplined. Appropriate steps necessary to

correct the problem will be taken. Watertown-Mayer High school implements a progressive approach to discipline. The administration reserves the right to assign different consequences if deemed necessary and appropriate to the infraction and student's history. Parents will be notified of discipline incidents upon the discretion of the administration. It is our intention as a school to partner with parents/guardians so that we can work together to help our students learn from mistakes and make positive choices. Please refer to [Policy 506: Student Discipline](#) for additional information.

Drugs and Alcohol

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away or have possession of drugs, paraphernalia, or alcohol on school property or at school sponsored activities may be suspended or expelled from school. Illegal substances and related items will be confiscated. All over-the-counter drugs must be kept in the Health Office. Before a suspended student can be readmitted to school, a conference consisting of parents, student and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home if the principal suspects (via smell, action, and/or appearance) that a student has used drugs/alcohol. Our goal is to handle the situation in a manner that is in the best interest of the student, the student body and staff. Refer to [Policy 418: Drug Free Workplace/Drug Free School](#) for additional information.

Tobacco Use

Watertown-Mayer High School is a tobacco free school. Student use and/or possession of tobacco in any form including E-Cigarettes will not be permitted on or adjacent to, or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event, home or away. Minnesota State Law prohibits anyone under 18 to possess/use tobacco. In addition to receiving school consequences, violators will be referred to law enforcement officials. Refer to [Policy 419: Tobacco-Free Environment](#) for additional information.

Student Relationships

All student relationships in school should be free of public displays of affection. Such displays of affection will be met with appropriate mediation and/or consequences.

Weapons

Refer to [Policy 501: School Weapons Policy](#). The purpose of this policy is to assure a safe school environment for students, staff and public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.

Bullying

Bullying is not tolerated in our school. Victims of bullying should immediately report incidents to staff members. Refer to [Policy 514: Bullying Prohibition](#). The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying in any form by either an individual student or a group of students is prohibited on school district property, at school-related functions and by misuse of technology.

Behavior Interventions

Various intervention strategies will be used when infractions of school rules occur including consequences such as removal from class, detentions, suspension, or in severe cases, expulsion. Parent conferences are necessary for re-admittance following a student suspension. The police will be contacted for any illegal act.

Searches

Refer to [Policy 502: Search of Student Locker, Desks, Personal Possessions and Student's Person](#). In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the items and, where appropriate, give the items to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district [Policy 506: Student Discipline](#), which may include suspension, exclusion, expulsion, and when appropriate, the student may be referred to legal officials.

Tennessee Warning

Students may be questioned by administration about incidents that may have significant educational and/or legal consequences. Parents do have the right to be present during questioning. The MN Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data.
4. The identity of other persons or entities authorized by a state or federal law to receive the data.

Academic Dishonesty

Academic dishonesty includes, but is not limited to cheating on assignments or tests, plagiarizing, submitting the same or substantially the same work as another, completing work for a student, depriving another student of course materials, and interfering with or sabotaging another's work. Students who are in violation of this policy will be subject to consequences. The consequence will depend on the severity of the academic dishonesty.

BREAKFAST/LUNCH PROGRAM

Per Minnesota Statute, starting FY 23-24, all students grades K-12 will receive a standard breakfast and lunch free of charge. The breakfast and lunch program is operated by the school in order to provide students with well-balanced meal. **There is a cost for milk only which is \$0.60.** Lactose intolerant students who have a written request by a parent or guardian may be provided with lactose-reduced milk. Parents should contact the food service director at 952-955-0619 for additional information.

When paying by check, write your child's first and last name in the memo blank on the check. **Send all payments in an envelope with the family name, student name and "Lunch Program" printed on the envelope.**

Credit/ debit card payments are made online via your parent portal [Infinite Campus Parent Portal](#). On the upper left side of the screen, click on the 3 bars, choose *Food Service*. Click *Pay*. Add money to the appropriate account(s).

Negative Lunch Account balances will prompt an email and telephone call to the student's home. Payment must be made promptly. All lunch account activity is real time and can be viewed on the district website at www.wm.k12.mn.us.

School meal accounts are a pre-paid account. Deposits into a student's meal account can be made by check, cash or credit/debit card. Refer to [Policy 534: School Meals Policy](#)

BRING YOUR OWN DEVICE (BYOD) INITIATIVE

Students are required to have access to a personal device daily. They have several choices when deciding on which device to bring to school. Please refer to our [Dual-Funded Devices and Instructions](#) information, located on our district's website for additional information.

BUILDING HOURS FOR STUDENTS

On school days the building will be open at 7:30 a.m. through 3:30 p.m. The school day begins at 8:10 a.m. and students are dismissed at 2:46 p.m. Once dismissed, students are expected to leave the building immediately unless they are supervised by a staff member.

BULLETINS AND ANNOUNCEMENTS

Announcements are read each day over the intercom at the beginning of second period. All announcements for the daily bulletin must be brought to the principal's office prior to that time. Any student wishing to have an announcement made must have it initialed by the advisor before it will be accepted. A weekly bulletin is published each Friday. All announcements for the Friday bulletin must be brought to the principal's office by Thursday.

BULLETIN BOARDS

Bulletin boards located in the hallways have been designated for student announcements. Student announcements may be posted on these bulletin boards with prior approval from the principal. Student announcements, posters and advertisements from students and non-school personnel may not be posted in any other location in the building.

BUSING

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. School bus safety rules are posted in every bus. Misbehavior of any type will be dealt with seriously. Bus drivers have the full cooperation of the administration in dealing with students who do not conduct themselves properly on the bus. Refer to [Policy 709: Student Transportation Safety](#) for additional information. The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus conduct.

Please be aware that our buses run close to maximum capacity most days. Students may not change buses unless parents have contacted their bus company ahead of time. Reasons include childcare, family emergency, school-related activities or birthday parties. If approval is given, parents should write a note with all necessary information and have students give it to the office. Contact Koch Bus Company with any questions at 952-955-1866.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (PEDS)

Students are allowed to use cell phones and other PEDs before 8:10 a.m. and after 2:46 p.m. They may also use them during non-educational times as long as they do not create a disruption to the overall school climate. Students are not allowed to access cell phones or other PEDs during classes unless given permission by individual teachers. Students using cell phones or other PEDs during the day without permission may lose possession of the item and will be expected to keep it in the office for the remainder of the day. If technology misuse continues to be an issue, the student's parent may be required to pick the item up at school and, ultimately, the student may lose the privilege of bringing their device to school. If students wish to contact a parent or guardian during the school day, phones are available in the front office. Refer to [Policy 524: Internet Acceptable Use and Safety Policy](#) for additional information.

CHILD ABUSE AND NEGLECT

All adults in a school setting are mandated by law to report any suspected case of child abuse or neglect to appropriate agencies.

CLASS RINGS

Class rings are ordered during the sophomore year after meeting with the salesman.

CLASS TRIP

Watertown-Mayer High School may provide a class trip to seniors. Students who attend the class trip are considered to be present at a school function. Those who do not attend the class trip are to be in school or shall be counted absent. This is of special importance and concern for students who may be in trouble with the attendance policy.

In no way does Watertown-Mayer High School condone, encourage or support 'skip day' for any students regardless of age.

COLLEGE VISITATION

Seniors are expected to visit colleges or vocational schools on non-school days. Visitations on a school day are to be pre-arranged through the counselor. If a student visits a college on a school day, it will be counted as a regular day of absence. Please refer to the Student Attendance [Policy 503: Student Attendance](#) for additional information.

COMMENCEMENT REQUIREMENTS

Commencement exercises are held as scheduled by the Board of Education. Students are measured for caps and gowns during the second semester. To participate in graduation exercises at Watertown-Mayer, students must meet at least one of the following criteria:

Successfully completed at least 56 of the 60 Watertown-Mayer High School graduation course/credit requirements at the end of the third quarter of their senior year and enrolled for the remaining 4 credits in the fourth quarter.

Met the requirements of an IEP or 504 Plan.

Met the requirements of an alternate learning center.

Be determined on track to graduate

COMMUNITY EDUCATION

The Watertown-Mayer Public Schools sponsor a variety of educational and recreational opportunities for Community members. For more information, call (952) 955-0280.

CONDUCT AND DISCIPLINE

Refer to [Policy 506: Student Discipline](#). The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building specific crisis management plan.

The Crisis Management policy address a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills and a tornado drill.

These drills are important to each student's welfare and should be taken seriously by the student. Safety procedures for both drills will be explained to the students. **WARNING:** Anyone setting off a false alarm will be reported to the proper legal authorities and proper action will be taken. Anyone tampering with or removing a fire extinguisher will be reported to the proper legal authorities.

DETENTION

Detention is a time when a student is assigned to stay after school for unacceptable conduct. Students should fully understand that any teacher in the building or the principal may assign detention.

Teacher-assigned detention will be under the supervision of the teacher. Detention assigned by the principal will be served under the supervision of a teacher assigned by the principal.

Detention assigned by the principal will be from 3:00-4:00 on Monday and Wednesday. Students are to be given one day advance notice of detention, if requested, to make arrangements for transportation home. The time assigned must be made up as specified by the principal or teacher even though this may not be convenient for the offender. A student who misses an assigned detention will be rescheduled for an extended period of time or placed on in-school suspension. A student who fails to serve a rescheduled detention will be placed on in-school or out-of-school suspension for a period of time determined by the principal or designee.

DEVICE AND INSURANCE

Students are welcome to bring their own device from home. The district will also provide students with a device to use during the school year. It is the student/parent responsibility to care and manage their device throughout the year. Any damages will be the responsibility of the student/parent. There is optional insurance available for anyone interested. Please refer to the district [Dual-Funded Devices and Instructions](#) on our website for more details.

DROP/ADD CLASS POLICY

Students who need to add a class or wish to drop a class must see the counselor:

1. If the student has failed a class which he/she must include for requirements.
2. If a student's schedule must be adjusted to meet grade level or graduation requirements.
3. If the class the student wishes to add/drop has a prerequisite which the student has not met.
4. Administrative changes can be made for the benefit of the student.
5. Parents and counselor both may approve before a drop will be made on a student's schedule.
6. All schedule changes must be made by established deadline.

EXTENDED SCHOOL YEAR OPPORTUNITIES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Director at 952-955-0207.

FIELD TRIPS

Educational field trips will be taken during the school year.

FIRE DRILLS

Fire drills will be held at intervals throughout the year.

It is important that you regard these drills seriously and know the procedure to follow in case of an actual fire. You should know the exit route to use from each of your classrooms. The following procedures should be followed:

1. When the fire alarm rings, leave the room quickly, silently and in good order.
2. Doors and windows must be closed and lights turned off by the last person to leave the room.
3. Walk rapidly, but do not run.
4. The first students to reach the outside doors should hold the doors open until all the students are out of the building.

6. If a fire alarm occurs while a student is in the hall or other location out of class, students are to exit the building and rejoin their class once outside of the building.
7. All students and faculty should evacuate the building to at least 200 feet.
8. Return to class upon announcement to return.

Students are NOT to leave their class groups once assembled and are not to enter/re-enter the building until an announcement has been made to do so for all students.

WARNING: It is illegal to turn in false fire alarms. This includes pulling the fire alarm levers in the school building. If an alarm is accidentally set off, report it to the office. Anyone setting off a false alarm will be reported to the proper legal authorities and proper action will be taken. Anyone tampering with or removing a fire extinguisher will be reported to the proper legal authorities.

FREE/REDUCED MEAL APPLICATION

Per Minnesota Statute, starting FY 23-24, all students grades K-12 will receive a standard breakfast and lunch free of charge. Families are still strongly encouraged to apply for Educational Benefits regardless of this change in statute because these applications impact the educational funding that our schools receive as well as affect other additional fees.

Sign in to your Infinite Campus Parent Portal Account > Click on the three lines on the top left > Click on More > Click on Meal Benefits and follow the prompts.

Online applications are processed faster and are preferred. If you need access to a device or internet to complete your FRAM application, please visit any WM building. The [WM website](#) provides further information. Please visit our website for more information regarding applications for Free & Reduced Lunch.

FOOD-HOME PREPARED

Homemade snacks/treats may not be brought for a classroom treat. Snacks and treats for classrooms must be commercially prepared, packaged or individually wrapped food items such as cookies or other packaged bakery items, candies, or individually portioned ice cream novelties.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Watertown-Mayer School Board. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

GAMES-ADMISSION TICKETS

The admission prices for Watertown-Mayer are established each year by the school board. Contact student services personnel at the high school for further information. Ticket prices for tournaments are usually higher and announcements will be made accordingly.

Whenever students are to be admitted free to these events, arrangements will be made with the instructor or advisor and proper identification will be required. In all cases, Watertown-Mayer High School and all other schools on our activity schedule reserve the right to refuse to admit any spectator or request spectators to leave without refunding admission.

GUESTS AND VISITORS

All guests and visitors to the Watertown-Mayer Public Schools should report immediately to the appropriate office. It is required that visitors sign in and wear a visitor badge during the duration of their visit. The badge must be returned to the office and visitors must sign out prior to exiting the building.

GUIDANCE-COUNSELING SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit the counselor should arrange for an appointment.

HARASSMENT AND VIOLENCE

Refer to [Policy 413: Harassment and Violence](#). The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

HAZING PROHIBITION

Refer to [Policy 526: Hazing Prohibition](#). 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.

HEALTH SERVICES

Watertown-Mayer employs a licensed school nurse for the district and a registered nurse in the elementary, middle and high schools. A registered nurse is also available for the primary school on an as needed basis. The nurse is available for consultation with parents, if needed. You may call the district nurse at 952-955-0611 for an appointment.

Appointments - Medical

Absences because of medical or dental appointments require a parent note to be excused. Providing a doctor's verification note will change the absence to an exempt status. We urge all parents to schedule a dental or doctor appointment after school whenever possible.

Head Lice

The annual observation in September of National Pediculosis Prevention Month calls attention to the fact that head lice is now more prevalent than all other communicable childhood diseases combined. Parents are urged to learn how to identify head lice and to make head checks part of routine home hygiene and to encourage their children not to use other people's hats, combs, brushes etc.

Illness

Any student who becomes ill during school hours should report to his or her teacher who will refer them to the health office. If an emergency occurs, students are to go directly to the health office. The nurse, secretary or principal will determine if the student should leave the building. Students must be excluded from school when they have a fever greater than 100 degrees, if they are vomiting, or if they have diarrhea. Students should be free of these symptoms for 24 hours before returning to school. Also, when diagnosed with a contagious bacterial infection, students may return 24 hours after starting antibiotic therapy.

Immunizations

Parents/Guardian should have immunization cards properly filled out, signed and returned to school prior to the first day of school. Requirements can be waived only if a properly signed and notarized medical or conscientious exemption is filed with the school. The nurse will notify those students in need of immunizations during the school year.

To comply with the law, you must submit an updated and appropriate documentation of your immunizations to the school secretary or nurse. A complete guide to immunizations can be found on the MN Department of Health website under Immunization Law at www.health.state.mn.us

Medications

Refer to [Policy 516: Student Medication](#) In order for your child to receive medication during school hours that was prescribed by your doctor; please notify the school nurse to fill out the appropriate forms. All medication should be administered in the health office. Students are not allowed to carry medication with them during school hours. Written permission from parent/guardian is needed for any over the counter medication to be given at school along with the original container and directions for amount.

HOMEWORK

Students can expect homework in high school and this will vary from class to class. Homework information may be posted electronically by teachers in Schoology and students are responsible using this technology to access assignments and other resources relevant to their classes.

HONOR ROLL

An Honor Roll is established every quarter. Students with an incomplete will not be listed on the Honor Roll. The Honor Roll is calculated based on the following points:

A	4.00	B+	3.33	C+	2.33	D+	1.33
A-	3.67	B	3.00	C	2.00	D	1.00
		B-	2.67	C-	1.67	D-	0.67
						F	0.00

To be placed on the A Honor Roll, students must earn a Grade Point Average of at least 3.700 and to be placed on the B Honor Roll, students must earn a Grade Point Average of at least 3.000.

When determining a numerical average, each grade is weighted according to the amount of time each class meets during the quarter. For example, a class that meets five days per week is weighted five times as much as a class that meets one day per week. This includes subjects such as physical education, music and others.

INSURANCE

Independent School District #111 does not carry insurance to cover student accidents other than liability insurance. The district has adopted a 1:1 iPad initiative beginning in the fall of 2012. All students in grades K-3 will have access to a device during their school day. Students in grades 9-12 maybe issued a district-owned device at the beginning of each school year. It is the student/family responsibility to care and manage their device throughout the year. Any damages will be the responsibility of the student/family. There is optional insurance available for anyone interested. If you bring or buy your own device, you are responsible for your own insurance. [Please refer to the district technology page on our website for more details.](#)

LOCKERS

At the beginning of each year each student is assigned a locker unless requested otherwise. Students should use only the locker assigned to them, as they are responsible for that locker. They should not share their locker combination with other students. Book bags, backpacks, coats and other personal items that are not needed in classes should remain in student lockers during the day. Inspection of the interior of lockers may be conducted by school authorities, or a law enforcement canine, for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be kept neat and clean. Stickers or other items are usually permanent and are damaging to lockers. Students will be fined for damage caused to their lockers.

LOST AND FOUND

All articles found are to be turned in to the office. Please check in Student Services if you have lost anything, including jewelry and books. Because of limited storage space, all unclaimed usable clothing will be given to charity at the end of each trimester. Parents are encouraged to contact the office if their child has lost something of value.

LUNCH PERIOD

There will be a closed lunch period in effect for all students. Students are not allowed to leave the building except if they have checked out with someone in Student Services and received the necessary permissions.

For the convenience of the entire school, certain lunch period regulations must be observed:

1. All school lunch must be eaten in the lunchroom or other designated areas. No food should be taken into the corridors or classrooms unless administration gives approval to do so.
2. Students desiring to bring a bag lunch may do so and may eat in the lunchroom.
3. Be considerate in the lunchroom. Return all plates and utensils to the dishwashing window. Miscellaneous wastepaper should be placed in wastebasket.

MEDIA CENTER

Students may access the media center between 7:50 a.m. and 3:00 p.m. Books may be checked out for two weeks at a time and renewed if need be. Students will incur fines for lost or damaged materials and may lose checkout privileges if they are not following expectations.

NATIONAL HONOR SOCIETY

The local chapter of the National Honor Society was established in 1961. Candidates are chosen from members of the sophomore, junior and senior classes. Membership into this chapter is based upon Scholarship, Service, Leadership and Character.

SCHOLARSHIP: These students have the ability to achieve academically and use one's abilities. They have demonstrated the ability to achieve and to seek success. All eligible candidates must have a grade point average of at least a 3.3. This average is based upon all credit-carrying courses from the beginning of the 10th grade up until the beginning of the current semester. A student already chosen to the society must maintain a "B" average.

SERVICE: All new and current members have demonstrated a willingness to render service to the school and staff; a readiness to show courtesy by assisting teachers and students; a willingness to represent the school and to render service to the school and community.

LEADERSHIP: The new and current members have demonstrated leadership in the classroom and promote school activities; the student can be given a position and act responsibly in that position; they exert the type of leadership which directly influences others in a positive nature.

CHARACTER: The new and current members have demonstrated the highest standards of attitude, honesty and reliability; desirable personally; principals of morality and ethics; and show courtesy in the classroom.

Initial rating of eligible students is done by the students in the areas of Scholarship, Service, Leadership and Character, a checklist is prepared. The faculty is asked to fill in the checklist for those students whom they feel they are qualified to rate. The point ratings of these teachers are averaged out and added to the scholarship ratings. The combined ratings then serve as an aid in helping a faculty council of seven members in making the final selection.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR

The school district will give notice to teachers and other appropriate school district staff *before* students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

ORGANIZATION AND ACTIVITIES

Students are encouraged to participate in school functions, organizations and co-curricular activities including athletics, drama production, band, etc. Generally, the student who participates in these activities does better work in the classroom. All organizations have a faculty advisor and meet for social and business purposes only with the advisor's approval and attendance. All money belonging to any organization must be deposited in the Student Account. Organizations and activities including advisors are listed in the Student Handbook.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of

his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.

The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

PARENT/TEACHER CONFERENCES

In Watertown-Mayer School District, the response to parent-teacher conferences is very good. This should be beneficial for the student, the parent and also the instructor. Parent-teacher conferences are scheduled four times a year. Parents may have a conference any time by calling the school and making an appointment with the teacher, counselor or principal.

PARENT/STUDENT PORTAL

Parents and students can access the Campus Portal to monitor their child's academic progress during the school year. Parents are encouraged to direct contact their child's teacher with any specific concerns or questions they may have.

PARENT VOLUNTEERS/CHAPERONES

We appreciate the support of parent volunteers and chaperones. Volunteers and chaperones are expected to pass a criminal background check prior to becoming involved in working with our school. Please contact our school's office if you are interested in this.

PARKING PERMITS

Students are permitted to park in a school district location as matter of privilege, not of right. Students driving a motor vehicle to the high school campus may park only in the parking lots designated for student parking. Watertown Township will not be allowing students to park on Quarry Avenue. Fines and/or towing may result from improper parking on that street. All students will be required to fill out a parking permit registration form. Contact student services personnel at the high school for further information.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticides on school property. A parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications and the long-term health effects of the class of pesticide on children can be requested by contacting the Building and Grounds supervisor at 952-955-0490.

PICTURES-SCHOOL

ISD #111 contracts annually to have pictures taken of individual students each school year. Information regarding prices, times and dates are distributed by the school.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance at least once each week. The recitation shall be conducted: (1) by an individual classroom teacher or (2) over the school intercom system by a person designated by the school principal. 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. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

POST-SECONDARY ENROLLMENT OPTIONS

This program enables any 11th or 12th grade student in public school to enroll in nonsectarian courses or programs in eligible institutions at no cost to the student. 10th grade students may be eligible under certain circumstances. Students may participate in a postsecondary program on either a full time or part time basis. Course credits may be earned as secondary or post secondary credits. A student shall designate at the time of enrollment whether a course is for secondary or post-secondary credit. Eligible institutions are Minnesota private or public postsecondary institutions, residential, four-year, liberal arts, degree granting colleges, technical colleges, or universities located in Minnesota. The students and their parent(s), if the student is under the age of 18, determine whether the student will apply for enrollment in a post-secondary program. This decision should be discussed with the high school counselor and appropriate post-secondary school staff to assure that the courses or program will meet his/her educational needs. The deadline to give the school notice of you intention to pursue PSEO is May 31.

PROGRESS REPORTS

Progress reports will only be mailed upon request to parents at various times during the quarter. They are used to indicate both satisfactory and unsatisfactory progress in a specific classroom. Students doing failing work may receive an unsatisfactory progress report at any time during the quarter. Failure to receive an unsatisfactory progress report does not guarantee a passing grade for the period. Students are individually responsible to find out their progress through a scheduled personal conference with their teachers at any time during the quarter.

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency and earn the necessary credits for graduation. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. Students who fail a class maybe required to make that class up during night school or summer school. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the Building Administrator.

REPORT CARDS

Report cards are available on the Parent Portal each quarter. Upon request, hard copies will be mailed or distributed. Students will receive either a letter grade or a pass-fail grade for each subject to indicate the quality of work being done by the student.

Students receive an incomplete "I" when they have not completed work because of extended illness, excused absences or a teacher/ administrative decision. When an "I" is assigned, students will have an extra two weeks to complete their assignments. After the two week period, students will receive their earned grade or the incomplete will become an "F".

SCHOOL CLOSING AND LATE STARTS

Announcements regarding school closings, e-learning days, late starts and early releases will be made on the following television stations: WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, and KARE Channel 11.

Announcements will also be made on the following radio stations: WCCO 830 AM, KSTP 1500 AM, KDUZ 1260 AM, KARP 106.9 FM. These announcements will normally be given between 6:00 a.m. and 8:00 a.m. on the day schools will be closed or delayed.

An automated call will also be activated to each family's household in the event of a delayed start, e-learning day or closing. When no announcement is given, it is understood that school is in session and buses will run where possible. Please do not call faculty or school administrators' residences to ask whether schools will be opened or closed.

School closing information applies to all Watertown-Mayer public schools and community education programs.

SCHOOL DANCES & PROM/DINNER DANCE ATTENDANCE

1. There shall be a limit of nine (9) school sponsored dances each school year, including a Junior-Senior Prom and a Homecoming Dance.
2. Dances must be sponsored by some school activity group or a class with no activity or class sponsoring more than one in a school year. Every attempt should be made by each sponsoring group to have each dance well planned and organized. Planning should be done with the help and approval of the advisor for the group. The advisor, in turn, is responsible for clearing the plans with the school administration. Admission charges, if any are to be set at a nominal fee.
3. Dances are to be scheduled on a Friday or Saturday night or on a night immediately preceding a school vacation.
4. Closing time for all dances shall be in time so that the building will be vacated by 12:00 midnight.
5. In general, all school dances (with the exception of Prom) are student affairs and are open to Watertown-Mayer High School students of grades 9-12.
6. A minimum of two chaperones will be in attendance for each dance. Each chaperone will have the authority to enforce the established regulations and insist on the proper behavior of those in attendance. Additional parental chaperones are encouraged.
7. Students will not be permitted to leave the building and then return. When a student leaves the building, he/she ceases to be the responsibility of the school authorities.
8. Attendance at school dances is a privilege, not a right, for our students. Juniors and seniors attending Watertown-Mayer High School are eligible to purchase tickets to attend the Junior-Senior Prom/Dinner Dance. Seniors who finish their coursework prior to the fourth quarter may also purchase a ticket and invite a guest. Eligible students may invite a guest from the sophomore, junior or senior classes of Watertown-Mayer High School or they may invite a non-Watertown-Mayer student who is a sophomore or older up to age 20. All dance attendees are subject to administrative approval and the administration reserves the right to exclude a guest from attending this school activity.
9. With the exception of Prom, no outside guest will be allowed at the dances.

SERVICE ANIMALS IN SCHOOLS

Refer to [Policy 535: Service Animals In Schools](#). Watertown-Mayer has recently adopted a policy regarding service animals in our schools. Please see [Policy 535](#) for parameters and definitions as well as the required [Policy 535 F](#) request form for students.

SEX DISCRIMINATION

Refer to [Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#). Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

SIGN-OUT PROCEDURES

Students must have permission from parent/guardian and the principal to leave school. Students who leave without permission will be considered unexcused.

Students attending school in the morning session are required to remain the entire day unless properly excused by the principal's office. Students will not be excused without a parental contact. If a student must leave during the day, a written note from the parent requesting the release from school must be presented at the office. A pass will be issued that will then give the student permission to leave class, and the student will report to the office and await pick-up. The school reserves the right to call in order to verify a note or clarify arrangements.

SPECIAL EDUCATION SERVICES

Special Education services are provided for students who meet criteria for special education programming and services. Additional Special Education consultative help is available through the Southwest Metro Education Cooperative, located in Chaska. Additional services are provided for emotionally and behaviorally at-risk students by school social workers and licensed staff.

STATEWIDE ASSESSMENTS

Public school districts are required to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. Parents and/or guardians interested in this option can access the form at: [Parent/Guardian Participation Guide and Refusal Information](#). The form should be completed and returned directly to the main office of the child's school.

STUDENT COUNCIL

The Student Council was formed to promote school spirit; to gain the fullest cooperation between students and faculty; to coordinate and encourage all activities; to help in the formulation of certain rules affecting students; and to show students the need for these rules and the need for their observance.

The Student Council is one of the most important student organizations in school. Its members should be highly honored because character and leadership are expected of them. The president will preside at all council meetings and at some school assemblies.

Members will be selected in the spring of each school year. The council will be properly organized in the fall of the new school year. All students are encouraged to seek election to the student council and to actively participate in all council activities.

STUDENT DIRECTORY

Refer to [Policy 515: Protection and Privacy of Pupil Records](#). Independent School District #111 gives notice to parents of student currently in attendance in the school district, and eligible students currently in attendance in the school district of their rights regarding "directory information."

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority or building principal by September 15th of each year. This written request must include the following information:

- Name of student and parent, as appropriate

- Home address
- Student's grade level
- School presently attended by student
- Parents legal relationship to student, if applicable
- Specific category or categories of information which are not to be released to military recruiters without prior consent
- Specific category or categories of information which are not to be released to the public, including military recruiters

STUDENT DRESS CODE

Clothing acceptable for school does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect. Parents are asked to be observant of what their child wears to school and to assist in selecting appropriate clothing. Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products or which promote the use of these products or which are profane, obscene, or sexually suggestive. Students wearing improper attire will be required to correct it at school if possible or be required to call home for a change of clothes. Refer to [Policy 504: Student Dress and Appearance](#) for additional information.

STUDENT PHOTOGRAPHS, VIDEO AND AUDIO USAGE ON SOCIAL MEDIA

Throughout the school year, there may be times when Watertown-Mayer Public schools staff, the media or other organizations, with the approval of the school principal, may take photographs of students, audio/video record students, or interview students for school related stories in a way that would individually identify a specific student. Those photographs and/or video recorded images or interviews may appear in District/School publications, in District/School video productions, on the District/School website, on District/School authorized social networking sites such as Facebook or Twitter, in the news media, or in other organizations' school related stories or articles. Parents may opt-out of this during online registration.

STUDENT SUPPORT SERVICES

A variety of support services are available to students. These include the following:

- Special Education Services
- Section 504 Plan
- Student Assistance Team
- Mental Health Services
- Health and Nursing Services
- Social Worker Support
- Counseling

For more information about these services please contact our office at 952.955.0600.

STUDENT SURVEYS

Refer to [Policy 520: Student Surveys](#). Occasionally, the school district utilizes surveys to obtain student opinions and information about students.

SUMMER SCHOOL

The school district may provide summer school learning opportunities for credit recovery. For more information, contact the Building Administrator.

TELEPHONE

Parents may leave messages for students by calling 952-955-0600. Emergency messages will be delivered immediately and non-emergency messages will be delivered between classes. Students may use the telephone in Student Services, but not during class time. Permission to use this telephone must be granted by the classroom teachers and then by the secretaries. Passes to

return to class for use of the telephone will not be given by office personnel. For information regarding the use of cell phones and other personal communication devices, see Personal Electronic Devices in this handbook such devices may be confiscated and consequences provided as appropriate.

TORNADO ALERT

1. The message, "Take shelter in the designated tornado shelter areas," will be announced on the building intercom or by an adult messenger. The tornado weather alarm may also sound.
2. Staff will proceed with all students to the pre-designated tornado shelter areas.
3. Return to class upon announcement to return. Students are NOT to leave their class groups once assembled until an announcement has been made to do so for all students.

VALEDICTORIAN AND SALUATORIAN

Valedictorian and Salutatorian honors will be awarded to students who qualify and meet the following requirements.

1. The student must be enrolled as a full-time student at Watertown-Mayer High School during their senior year. This includes those students who participate in a post-secondary enrollment options program.
2. The student must be physically attending or have attended Watertown-Mayer High School as a full-time student during their 11th or 12th grade years.

VEHICLES

Refer to [Policy 527: Student use and Parking of Motor Vehicles](#); Patrols, Inspections and Searches. The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

VISITORS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the Main Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the Welcome Desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

Policies

All policies listed below can be found on our school webpage found [HERE](#).

Policy 413: Harassment and Violence

Policy 418: Drug Free Workplace/Drug Free School

Policy 419: Tobacco-Free Environment

Policy 501: School Weapons Policy

Policy 502: Search of Student Locker, Desks, Personal Possessions and Student

Policy 503: Student Attendance

Policy 504: Student Dress and Appearance

Policy 506: Student Discipline

Policy 510: School Activities

Policy 514: Bullying Prohibition

Policy 515: Protection and Privacy of Pupil Records

Policy 516: Student Medication

Policy 520: Student Surveys

Policy 522: Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Policy 524: Internet Acceptable Use and Safety Policy

Policy 526: Hazing Prohibition

Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Policy 534: School Meals Policy

Policy 535: Service Animals in Schools

Policy 613: Graduation Requirements

Policy 709: Student Transportation Safety