



**Watertown Mayer**  
Public Schools

Connections • Opportunities

# **2026-2027**

# **Student/Parent**

# **Handbook**

Watertown-Mayer High School

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# District Information

## Watertown-Mayer School Board

School board information can be found on the [WM district website](#).

## Strategic Roadmap

Strategic Roadmap information can be found on the [WM district website](#).

## School Year Calendar

The current year-at-a-glance calendar can be found on the [WM district website](#).

## Vision Statement / Mission Statement

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

# Information

## Public Notices & Policy Information

Watertown-Mayer's Public Notices and Policies can be found on the [WM district website](#).

## Hours of Operation / Flex Learning

High School Hours of Operation can be found on the [WM district website](#).

The Flex Learning Day Schedule can be found on the WM district website.

District Office Hours of Operation can be found on the [WM district website](#).

## School Closing Protocol

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be sent out by what you signed up for when doing your online registration

## Staff Directory

Directory information can be found by using the [WM district website](#).

## Special Note to 18 Year Old Students

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.

## Pledge of Allegiance

Watertown-Mayer adheres to [Policy 531](#) regarding the use and frequency of the Pledge of Allegiance.

## Athletics & Activities

Watertown-Mayer is proud to provide many opportunities for students to engage in activities and athletics. All information can be found on the [WM district website](#). Please see [Policy 510](#) regarding School Activities.

## Complaints

Watertown-Mayer school district takes all concerns or complaints by students, parents, and other persons seriously. Please see [Policy 103](#) for details on the district's protocol and expectations.

## Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletics coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## Parent Volunteers

Parents and family members are encouraged to volunteer their time at our schools in areas of need. This also includes volunteering to chaperone field trips and other events. For more information, review our [volunteer background check protocols](#).

## Fees

Materials that are part of the basic education program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposit for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Voluntarily purchased student health and accident insurance
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, school owned devices, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student or parent/guardian are unable to pay. Fees may be assigned to students in Campus. To pay assigned fees, please sign in to [Infinite Campus](#). In the menu on the left side of the screen, click *Fees*. If you have more than one student in the district, you may need to toggle between students using the dropdown menu in the top right corner. Click the blue square next to each fee to add to your cart. When ready, click *My Cart* on the right side of your screen and check out.

Note: Participation in the high school graduation ceremony may be denied based on a student's outstanding fees. Outstanding fees may be subject to collections.

## **Student Fundraising**

Please see [Policy 511](#) for details regarding Watertown-Mayer Public School's policy and protocol.

## **Interviews of Students by Outside Agencies**

Please see [Policy 519](#) for details regarding Watertown-Mayer Public School's policy and protocol.

## **Nondiscrimination Policies**

Watertown-Mayer has several policies to ensure nondiscrimination.

[Policy 521](#): Student Disability Nondiscrimination

[Policy 522](#): Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

[Policy 528](#): Student Parental, Family, and Marital Status Nondiscrimination

## **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/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.

[Policy 529](#): Staff Notification of Violent Behavior by Students

## **Protection and Privacy of Pupil Records**

Watertown-Mayer 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. Please see the following policies on the WM district website:

[Policy 515](#): Protection and Privacy of Pupil Records

[Policy 515E](#): Public Notice

## **Student Surveys**

Occasionally the school district utilizes the surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes and certain physical examinations, see [Policy 520](#): Student Surveys.

## **Video Surveillance**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. School buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students misconduct on the bus.

## **Search of Student Lockers, Desks, Personal Possessions, and Student**

[Policy 502](#): Search of Student Lockers, Desks, Personal Possessions, and Student

## **Tennessen Warning**

Students may be questioned 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 dates 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.

## **Transportation**

Koch School Bus Service provides regular education, special education, and extracurricular transportation services to students enrolled in Watertown-Mayer Public Schools. More information can be found on the [WM district website](#).

## Student Parking

Students who are able to drive to and from school are subject to Policy 527. Families are required to register their vehicle information annually through the online registration process each year. Students and parents/guardians must sign off on the Policy 527F (Attachment) which is also done at the same time as annual online registration.

[Policy 527](#): Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

[Policy 527](#): Attachment (online through annual OLR)

## Food Service

The Watertown-Mayer Food Service provides over 1500 lunches daily to students in grades K-12.

### Free/Reduced Meals (Application for Educational Benefits)

Families are encouraged to apply online if they feel their family would be eligible for educational benefits. Please see the information and instructions on how to apply or to be linked to a paper application to turn into the district office by going to the [WM district website](#).

### Depositing Lunch Money

Families are able to deposit lunch money at any time by logging into their [Infinite Campus Parent Portal](#).

# Academics

## 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. All schedule changes must be made by the established deadline.

## Grades

An Honor Roll is established every trimester. To qualify for Honor Roll, students must be enrolled in at least three courses graded on the A - F grading scale. Students with an incomplete "I" will not be listed on the Honor Roll. 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".

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 trimester. 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.

## 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 for using this technology to access assignments and other resources relevant to their classes.

## Activities Academic Eligibility Policy

At each grade check, any student failing one or more classes will be placed on academic probation for two weeks. During the two-week probation period, students will remain fully eligible to practice and compete in all contests. At the conclusion of the probation period, if a student is passing all classes, they will be removed from probation and remain fully eligible. If the student is still failing one or more classes, they become academically ineligible. During academic ineligibility, students may continue to practice (unless specified otherwise by the program) but will not be allowed to compete in any contests. To regain eligibility, students must complete a two-week ineligibility period and be passing all classes at the end of that period.

## 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.

## Parent/Student Portal

Parents and students can access [Infinite Campus](#) to monitor academic progress during the school year. Parents are encouraged to directly contact their child's teacher with any specific concerns or questions.

## 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 licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certificate 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 the information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **Alternate 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.

## **Promotion/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 may be 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.

## **Cheating/Plagiarism**

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.

## **Artificial Intelligence (AI) Use**

The use of Artificial Intelligence (AI) programs, such as Gemini, ChatGPT, and Copilot, can enhance the educational experience when used appropriately; however, student use of these tools is strictly at the discretion of the individual classroom teacher. Students must obtain prior approval from their teacher before incorporating any AI tool into an assignment or activity and should be prepared to discuss their intent for its use. While AI may serve as a learning assistant to complement understanding and creativity, it is not a substitute for critical thinking and must never replace a student's own learning, writing, or skill development. All submitted work must be a student's own authentic and original work; any AI-assisted content must be properly attributed, and students may be required to complete a verbal review with their teacher to demonstrate their independent mastery of the material.

## Class Rank/Academic Standing

### Academic Lettering System

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 five, eight or eleven trimesters of high school beginning with the first trimester in ninth grade.
3. Students will be eligible to receive a letter after the fifth, eighth and eleventh trimester in high school. Transfer students must complete four full trimesters at Watertown-Mayer High School within the fifth, eighth and eleventh trimesters 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 Information

Junior and senior students who are eligible may opt to schedule up to five Academic Resource Times during their junior and senior year. Academic Resource Times is a max of three in a school year with no more than one in a trimester. In order for a junior or 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 trimester 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.**

### Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and if so, students who participate may be charged. Students will not be required to pay for instructional trips

that take place during the school day, relate directly to a course of study, and require student participation.

## **Graduation Requirements**

### **Commencement Exercises**

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

1. Successfully completed at least 56 of the 62 Watertown-Mayer High School graduation course/credit requirements at the end of the second trimester of their senior year and enrolled for the remaining 6 credits in the third trimester.
2. Met the requirements of an IEP or 504 Plan.
3. Met the requirements of an alternate learning center.
4. Be determined on track to graduate.

[Policy 613](#): Graduation Requirements

### **Valedictorian and Salutatorian**

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. For the class of 2027, a student must physically attend a minimum of three trimesters during their junior or senior years to be eligible. They must participate in at least 3 classes on site during each of those three trimesters. For the class of 2028 and beyond, a student must physically attend a minimum of four trimesters during their junior and senior years to be eligible. They must participate in at least 3 classes on site during each of those three trimesters.
3. Students who are enrolled in the WMHS Online Academy for 50% of their day or more are not eligible for these awards.

## **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. 10<sup>th</sup> 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 postsecondary 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 postsecondary program. This decision should be discussed with the high school counselor and appropriate postsecondary school staff to assure that the courses or program will meet his/her educational needs. The deadline to give the school notice of your intention to pursue PSEO is May 31.

## High School Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in the graduation exercises, unless participation is denied for reasons, which may include discipline, outstanding fees, and the return of school property (chromebooks, chargers, calculators, etc.). Graduation exercises are under the control and direction of the building principal.

## Extended School Year/Summer School (Credit Recovery)

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 [Director of Special Education](#).

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

## 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.
5. Stealing-taking or keeping the property of another person.
6. Vandalism-damaging or destroying the property of others.
7. Tobacco-use of or have in your possession tobacco in any form.
8. Drugs-use of or have in your possession alcohol or any other drug.
9. Weapons-possession or use of any object in a manner that threatens the well-being of another person.
10. Insubordinate Behavior-failure to follow directives from school personnel in a timely, respectful manner.
11. 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.
12. Illegal Behavior-any behavior that is prohibited by law.
13. Disrespect-any behavior or comments determined to be disrespectful by teachers/administrators.
14. Disruptive Behavior-behavior which disrupts the rights of others to an education.
15. Nuisance Devices-possession of objects that threaten a safe, meaningful learning environment such as laser pens, beepers, shocking devices, matches, noise makers etc.
16. Academic Dishonesty-cheating on assessments, copying without citing the source, stealing another student's homework etc.
17. Harassment-repeated name calling, put downs, intimidation (either physical or verbal), and rumor spreading.
18. Sexual Harassment-making sexual comments, jokes, gestures, touching or grabbing in a sexual way, sexual comments or rumors.
19. Bullying-intimidating, threatening, abusive or harming behavior, can include an imbalance of power, and the conduct is repeated or forms a pattern.
20. Cyberbullying-bullying using technology or other electronic communication.
21. Technology-misuse of personal or school issued technology devices, causing distractions and disruptions.

## Rules and Discipline

### Attendance

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's 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.

[Policy 503](#): Student Attendance

## **Student Absences**

The school reserves the right to excuse a student from school. Valid excuses for absence/tardiness 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 administrator. Absences/tardiness, which are not listed above and are not excused by administration, shall be unexcused. This includes missing the bus or oversleeping. When medical absences from school reach ten or more, a letter requesting medical verification may be sent home. From that point on, all additional absences will require a medical verification to be considered excused.

## **Extracurricular Attendance Policy**

To remain eligible for practices, competitions, or performances, students must attend at least half of the school day on the date of the event. Administration may grant exceptions for pre-approved absences, any unexcused absence during the day will result in ineligibility. Repeat attendance issues will be handled as a violation of the Code of Conduct.

## **What To Do If Absent**

Call the Attendance Hotline: 952.955.0621 or send an email to: [hsattendance@wm.k12.mn.us](mailto:hsattendance@wm.k12.mn.us)

If a student is gone from school for any reason, parents or guardians need to call, email or send a note to school with their student 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 parent or guardian is requested to call the attendance hotline or email. This number may be accessed 24 hours a day. Students and parents/guardians 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 a truancy.

## **Appointments**

### **Medical/Dental**

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.

### **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.

## **Sign Out Procedures**

Students must have permission from a parent/guardian to leave school. Students who leave without permission will be considered unexcused. If a student must leave during the day, reporting procedures must be followed. A pass will be issued to a student which in turn will grant the student permission to leave class, and the student will report to the office and sign out. The school reserves the right to call in order to verify a note or clarify arrangements.

## **Make-Up Work**

Students who are absent because of activities, vacations, and other scheduled or pre-arranged 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**

We believe that being on time is a very important life skill and vital to academic success. Students are expected to be in class when the class begins. Students who are tardy at the start of the school day should report to the high school office.

## **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 truanies. 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 "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 filled 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.

## **Student 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.

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. [Policy 506](#): Student Discipline

## **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.

## **Student Dress and Appearance**

[Policy 504](#): Student Dress & Appearance

## **Drug, Tobacco, and Alcohol - Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance. The exception being that marijuana is not allowed on school property, even if prescribed.

Students who have prescriptions must comply with the school district's "Students Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

[Policy 418](#): Drug-Free Workplace/Drug-Free School

[Policy 419](#): Tobacco Free Environment: Possession and Use of Tobacco, Tobacco Related Devices, and Electronic Delivery Devices: Vaping Awareness and Prevention Education

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **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, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology.

[Policy 514](#): Bullying Prohibition

## **Harassment & Violence Policy**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

[Policy 413](#): Harassment & Violence

## **Hazing**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's policy.

[Policy 526](#): Hazing Prohibition

## 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.

Watertown-Mayer has 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.

## Weapons

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns, BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chain; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

[Policy 501](#): School Weapons Policy

## Conduct on Buses/Student Transportation Safety

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. All School rules are in effect while a student is riding the bus or at a bus stop. 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.

[Policy 709](#): Student Transportation Safety

[Policy 709A](#) - Bus/ Bus Stop Misconduct Form

## Acceptable Use of Internet, Cell Phones, and Other Electronic Devices

Students are allowed to use cell phones and other PEDs before 8:15 a.m. and after 2:54 p.m. They may also use them during lunch 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.

[Policy 524](#): Internet Acceptable Use and Safety Policy

## Health and Safety

### Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the principal and nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### Asbestos Management Plan/Pesticide Application Notice

This policy is listed as a public notice on the [WM district webpage](#). Please be sure to scroll to the bottom of the page.

### Crisis Management

This policy is listed as a public notice on the WM district webpage. Please be sure to scroll to the bottom of the page.

[Policy 806](#): Crisis Management

### Visitors in District Buildings

Parent/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 will need a State-Issued ID to scan in at the high school office upon entering the building, with the exception of events open to the public. Visitors are required to sign in using the Raptor Visitor system and required to wear a "visitor 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 interest of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

## Health Services

Watertown-Mayer high school has a Licensed School Nurse on its staff.

Their responsibilities include:

1. Providing supportive care for students who become ill or injured during the school day.
2. Administering medication to students who require it during the school day.
3. Providing assistance to students who need support with the management of chronic health conditions (such as asthma and diabetes) at school

You are encouraged to contact the [Licensed School Nurse](#) if your student has a chronic health condition (including severe allergies) requiring management during the school day or if you have a question regarding his/her physical or emotional health.

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his or her child has communicable or contagious disease, the parent or guardian should contact the school nurse. For information regarding communicable diseases and when to remain home, please visit the [health services page](#).

## Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18.

## Medications

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request form from the student's parent/guardian. A [Medication/Treatment Authorization](#) form must be completed once a year and/or when a change in the prescription or requirements for administration occur. Prescription medications must be brought to school in the original container labeled for the student by the pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate

school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an individualized health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a Student's prescription medication.

[Policy 516](#): Student Medication

[Policy 516.5](#): Overdose Medication

[Policy 516.5F](#): (Form)

## **Suicide Prevention**

The following information is provided on the back of the student ID:

Suicide and Crisis Lifeline: Call or Text 988

Carver County Mental Health Crisis: 952.442.7601

## **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.