



Watertown Mayer
Middle School

Connections • Opportunities

2026-2027
Student/Parent
Handbook

Watertown-Mayer Middle 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

Middle 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 annual online registration, broadcast over television channels and radio stations.

Staff Directory

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

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, many starting in Middle School. 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.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- 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.

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 515F](#): 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.

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](#).

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

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 the personal possessions or stored contraband in desks or lockers.

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

Tennessee 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 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.

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

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.

Grades

WMMS recognizes students who make the A and B Honor Roll. Honor Roll is done every trimester and based on a student's Term GPA. Your student's GPA information can be found when you sign in to [Infinite Campus](#). **A Honor Roll**= 3.67-4.00 and **B Honor Roll**= 3.00-3.669

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 passing all classes at the end of that period.

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.

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.

Extended School Year/ Summer School

Extended School Year (ESY)

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 SPED Director at 952-955-034.

The school district may provide summer school learning opportunities. For more information, contact the [Special Educational Director](#).

Summer School

The school district may provide summer school learning opportunities. For more information please contact the [middle school principal](#).

Rules and Discipline

Attendance

The administration and faculty of Watertown-Mayer Middle 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 503](#): Student Attendance

What To Do If Absent

Call the Middle School Attendance Hotline: 952-955-0421 or send an email to: msattendance@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.

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.

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. [Prior approval request for excused absence family activity or vacation form](#)

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 front desk in the middle 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

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others and obey the law. [Policy 506](#): Student Discipline

Student Dress and Appearance

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

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

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 except 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 purpose of this policy is to maintain a safe learning environment for students and staff 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. [Policy 413](#): Harassment & Violence

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

E Bikes

Students are prohibited from operating E Bikes on school property if under the age of 15 per [MN Statute 169.222 Operation of Bicycle](#)

Cell Phone and Personal Device Expectations for Students

Student Expectations

1. Cell phones and other personal devices (wireless earbuds/earphones, smart watches, laptops) will not be allowed to enter any learning spaces, including classrooms, gyms, and the Royal Commons.
2. Personal devices must remain in lockers during the entire class period. This includes areas outside the classroom that a student may occupy during their class period such as hallways, restrooms, etc.

3. Students may access personal devices during passing times and their designated lunch/recess time.

Repeated Violations

1. **First Time**-Personal device is secured in the office for the remainder of the day, student picks up at dismissal, parent or guardian notified electronically.
2. **Second Time**-Personal device is secured in the office for the remainder of the day, student conference with administration, student picks up at dismissal, parent or guardian notified electronically.
3. **Third Time**-Personal device is secured in the office and must be picked up by parent or guardian, administration conferences with parent and student.
4. **Fourth Time and more**-A plan is created with the family that may include requiring the personal device be stored in the office during the school day, and may be treated as insubordination.

Parents/guardians who need to contact their student may do so by calling the office at any time during the school day. If a student needs to contact their parent/guardian during the school day a phone will be provided in the office.

Some of our students do utilize personal devices to manage their health or meet other specific learning needs, and so they will be allowed to do so under our cell phone and device free policy. We continue to honor Individual Educational Plans (IEP) or 504 plans that require the use of a personal device. This decision is made in consultation with our Student Support team.

Basic Behavior Guidelines

At Watertown-Mayer Middle 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.

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 at the Kiosk in order to enter upon entering the building, with the exception of events open to the public. All visitors will be required to sign into the Raptor Visitor Kiosk 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 middle school has a Licensed Health Care Paraprofessional who is supervised by 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.

[Medication/Treatment Authorization Form](#)

[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 952-955-0400.