

Student/Parent Handbook for Students in Grades Pk-5

2025-2026

School Board approved 7.14.25



Walker Hackensack Akeley School District

ISD 113

301 4th Street

Walker, MN 56484

www.wha.k12.mn.us

Mission Statement

Walker Hackensack Akeley School is a safe, caring environment where all students learn to become productive citizens and lifelong learners.

“Educate, Empower & Inspire ALL Students for a Successful Future!”

Updated June 2025

[*] Notice required by statute

[**] Notice required by policy

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I. INFORMATION

ARRIVAL AND DISMISSAL HOURS - Parent Pick Up/Drop Off Procedures

Regular School Day:

- Student arrival begins at 8:15 AM.
- Classes begin promptly at 8:20 AM.
- Dismissal is at 3:00 PM.
- For safety and supervision reasons, students should not arrive before 8:15 AM.

Early Dismissal Days:

- Student arrival begins at 8:15 AM.
- Classes begin at 8:20 AM.
- Dismissal is at 1:05 PM, approximately two hours earlier than a regular school day.

2-Hour Late Start Days:

- Student arrival begins at 10:15 AM.
- Classes begin at 10:20 AM.
- Dismissal remains at 3:00 PM, with the day starting approximately two hours later than normal.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on our district website (www.wha.k12.mn.us).

CELEBRATIONS

To minimize classroom interruptions, flowers, balloons and other gift related deliveries will be held in the office until the end of the school day. Depending on the size and scope of delivery, some may require parent pickup.

CLASS PLACEMENTS

Classroom placements are based upon many factors, including but not limited to academic needs, behavior needs, emotional needs, peer relationships, social development, gender balance, separation of family members, and maintaining reasonable class sizes. The completed class lists reflect a balance of all of those needs and represent a considerable amount of time and effort by all staff members involved. Classroom placement changes have the potential to disrupt the complex balance of one or more classrooms. As a result, once class placements are made and shared out to families it is the policy of Walker Hackensack Akeley Elementary School that we will not make changes to a child's placement except in extenuating circumstances such as a new medical or special education need. If your child is having ongoing difficulty in their new placement a few weeks after school has started, please let your classroom teacher or the school principal know. We will make every effort to problem solve and address the needs of your child.

This handbook contains general information about Walker Hackensack Akeley School District policies, procedures, attendance, academics, health, safety and general information. This student handbook is for you to use as a reference and guide to our school policies and rules. Students and parents/guardians are responsible for information contained in the handbook. Information is presented in an alphabetical arrangement by topic. This handbook is subject to change or amendment throughout the school year. Any updates will be posted on the school's website.

E-LEARNING DAY PLAN

An "e-learning day" is a school day facilitated through a BINGO board. E-learning days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather. While these days cannot replace the face-to-face time students have with their teachers, it can provide better continuity when school is interrupted. E-learning days also negate the need for makeup school days, helping families more effectively plan activities.

Students in grades PreK - 5 will receive a paper copy of their grade level BINGO board in their take home folder prior to Thanksgiving break. Activities are outlined on the BINGO board and reinforce skills being taught in the classroom. These BINGO boards are also available on the elementary website should your child need another copy or to reference it. (<https://elem.wha.k12.mn.us/> and scroll down to "e-learning BINGO boards"). Directions are on each BINGO board. Depending on the age of your student, you may need to read the directions to your child. Attendance is taken by completion of the specified type of BINGO on the board (i.e. vertical, horizontal, diagonal...). Please reach out to your child's teacher with any questions.

ELEMENTARY SCHOOL SOCIAL WORKER

The Elementary School Social Worker provides early intervention and prevention services to general education students in grades Pk-5 with the goal of maximizing school success by addressing and impacting students' personal, social, and emotional needs in home, school, and the community. You may call 218-547-4379 for more information.

The McKinney-Vento Act

There are additional services available to students living in transitional/temporary housing. Transitional/temporary housing may include living:

- In a shelter
- With friends or family members (not with parent/guardian)
- In a hotel/motel
- In a car park, or campsite
- Doubled up with another family in a house or apartment due to economic hardship.

For more information, please call our school social worker at 218-547-4379.

EMPLOYMENT BACKGROUND CHECK

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 athletic 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.

FAMILY VACATIONS

Absences due to family vacations should be arranged, in advance, with the elementary office and the classroom teacher. Please try and receive homework in advance if the teacher is able to gather the work. This will prevent the student from falling behind.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own school supplies. 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 deposits 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.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the elementary office.

FOOD IN THE CLASSROOMS

If a parent would like to send in a treat with their child, please make arrangements in advance with the classroom teacher to check for allergies. Treats must be store bought, containing the original packaging. Treats may be dropped off at the office or sent into school with your child. Students should refrain from bringing and consuming pop at school or on school transportation.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal or activities director. Participation in nonapproved 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. All fundraising groups will be given recommendations on healthy alternatives to selling candy. Items being sold that do not meet the District's Nutrition Standards (USDA Dietary Guidelines for Americans) may be acceptable when offered on an intermittent basis.

- Candy is defined as an item that has sugar or sugar sources (such as syrup, sweeteners, honey, fructose, glucose, lactose, maltose, molasses, etc.) listed as one of the first two ingredients.
- One candy sale per group, per year will be permitted.
- One candy sale in the whole school, per month will be allowed and must be scheduled by the school.
- A candy sale is expected to last no more than 3-4 weeks.

Sales of fundraising food items are prohibited during the school day but are permitted at the conclusion of the instructional day.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents except as provided by law and/or school policy. WHA policy states that an administrator or agent of administrator will attempt to contact parents in the event law enforcement needs to interview their child at school, unless the safety of students, staff, other individuals and/or property is immediately threatened.

LOST AND FOUND

A lost and found area will be set aside for misplaced items. The best step to avoid lost items is putting the name of the child on or inside the item.

LUNCH

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students may receive a lunch at school or bring a prepared lunch from home. Students will be notified of their assigned lunch time on the first day of school. Lunch times change on early dismissal and late start days. Parents and guardians are welcome to join their child for lunch. To ensure the safety and security of all students, please follow the procedures below:

- Sign in at the school office upon arrival.
- Wear your visitor badge at all times while in the building.
- Proceed directly to the lunchroom and return directly to the office afterward.
- Sign out at the office and return your visitor badge before leaving the building.

MEDIA CENTER

Check-out limits (per loan period):

PreK & K - 1 book 1st through 5th grade - 2 books

Overdue, lost/damaged books:

Sometimes accidents happen. If a book is damaged, please be responsible and return what is left to the library. A library staff member will determine if it needs to be replaced

or if it can be repaired and will issue the appropriate fee based on the cost of the book. If a book is lost, damaged, or stolen, there are three replacement options. Students may:

- Return the item undamaged (best option)
- Replace the item with an exact copy of the lost or damaged item
- Pay for the item at replacement cost. All fees must be paid to the Media Center.

Checks can be made payable to WHA with 'Media Center Replacement Book' written in the memo line, or exact cash (change cannot be made and will not be given).

MESSAGES TO STUDENTS AND TEACHERS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message requesting the teacher to contact them at his/her convenience. Teachers generally are not available to come to the telephone while class is in session. This may prove necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time the call is made.

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, including gender identity and expression, 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.

NON-RESIDENT ENROLLMENT

Non-resident students will be considered for enrollment during the first two weeks of the school year and the first two weeks of second semester, provided that enrollment is open at the requested grade level. To be considered, student records must be received from the previous school district.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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.

PARENT INVOLVEMENT

WHA Elementary recognizes that parents are an integral part of students' educational programs. There are many ways for parents to be involved in our school and programs. We communicate with parents regularly via newsletter, website, family engagement nights, and conferences.

Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way. All parents and students will be asked to sign the Parent School Compact, a commitment document signed by the parent, student, and teacher that ensures all members are doing their part so the student can improve.

Parents, Students and Teachers Compact

At WHA Elementary, we believe that a strong partnership between home and school is essential to helping every child reach their highest potential. This compact outlines the shared responsibilities of teachers, students, and parents to support student achievement and success.

Teachers – On behalf of WHA Elementary, we will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment aligned to Minnesota and WHA District 113 academic standards.
- Hold **Back-to-School Conferences** to:
 - Build relationships with families and students
 - Complete important tasks before the school year begins (school pictures, forms, screenings, etc.)
 - Begin the year with a proactive, relationship-focused meeting that includes reviewing this compact together.
- Hold **two parent-teacher conferences** during the year (fall and spring), where report cards will be shared and discussed.
- Provide **ongoing updates** on student progress. Report cards are issued twice a year—at the end of each semester (January and June).
- Maintain open communication with families. Staff can be reached by phone or email.
- Offer **volunteer opportunities** for parents and guardians. Contact your child's teacher to learn more.

Students – I am responsible for my success. I will:

- Show **Wolf Pack Pride** by being **ready, respectful, and responsible**.
- Take my role as a student seriously and "do my job."
- Complete and turn in schoolwork on time.
- Read as often as I can, including 20 each day outside of school.

Parents/Guardians – I will support my child's learning by:

- Ensuring my child attends school regularly and arrives on time each day.
- Notifying the school of any address or phone number changes to keep communication open.
- Working in partnership with the school if behavioral or disciplinary concerns arise.
- Encouraging and assisting with homework as needed.

- Supporting my child's academics by doing learning activities at home, such as reading together or practicing math facts.
- Monitoring screen time, including television, internet use, and other electronic devices.
- Being involved in decisions related to my child's education whenever possible.
- Supporting positive extracurricular involvement and productive use of time outside school.
- Staying informed by reading school newsletters, classroom updates, and communication from the school.
- Serving on school committees when possible.
- Ensuring I have a valid background check on file before volunteering or chaperoning.

WHA offers two family nights throughout the school year – a math night and a literacy night. In addition, WHA provides assistance to families with preschool children in transition from early childhood programs to elementary school via ECFE (Early Childhood Family Education) parent informational meetings, and Kindergarten Round-Up.

More information about our parent involvement plan can be found on the elementary website.

PARENT AND TEACHER CONFERENCES

Back to School Conferences are held prior to the start of the school year. Fall conferences are held in November and Spring conferences are held in March.

PARENT VOLUNTEERS

Parents and guardians are welcome in our schools and are encouraged to volunteer in their child's classroom. To begin volunteering, please speak directly with your child's teacher. A background check is required before volunteering in any capacity.

All visitors must sign in at the elementary office upon arrival and wear a visitor badge at all times while in the building. Volunteers are expected to maintain confidentiality and respect student privacy. Only two doors are accessible for visitors: Elementary office (door 5) or at the Commons (door 1). See section on *Visitors in District Buildings* for more information.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America each day. Any person 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.

RECESS

It is important for students to get outside for some physical activity every day. They are provided with a 25-minute grade level recess. We expect everyone to come to school dressed for the

weather. Schools will have indoor recess on days when the weather is not suitable for outside play.

- Rain/sleet/drizzle
- If the temperature with or without the wind chill is -10 or colder. The office will use the National Weather Service to monitor the weather.

Students with health plans from a medical provider that are on file in the health office may have special considerations that will be followed. As a general rule of thumb, if your child is too sick to go outside for recess, then he/she is probably too sick to come to school.

During the winter months, your child needs to wear a coat, mittens, snow pants and boots since the children will go outside for recess unless the temperature and/or wind chill is below -10. Once it snows, children who do not have boots or snow pants will need to stay on the blacktop area. Please contact our school social worker at 218-547-4379 if winter clothing is needed.

RELIGIOUS RELEASE TIME

Parents have the option to send their children to religious instruction. If you choose to have your child stop attending, please contact the church prior to informing the school. Release Time student concerns should be handled between the home and the church. Please try to make a full term commitment to Release Time if you enroll your child.

SCHOOL CLOSING PROCEDURES

School may be cancelled 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 communicated via our instant alert messaging system. It is the responsibility of the parent or guardian to inform the school of phone number or email changes.

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

SCHOOL ELEVATORS

Students must have permission to use the school elevators. Permission will be granted for students with physical limitations, moving equipment, etc. Students using the elevators without permission will receive a consequence.

SCHOOL LOCATION, ACCESS, AND PARKING

The WHA Elementary School is located on Highland Ave., between Second and Fourth St. It is important to note that Highland is a one-way street, going from north to south. Highland Ave. is closed off to all traffic from 8:00-8:30 AM and 3:00-3:30 PM. For convenience, a drop-off loop has been provided on 2nd St. The loop is designed specifically for parents who do not intend to enter the school. A parking lot has been constructed at the corner of Highland Ave. and 2nd St. This 100-car parking lot is less than two blocks from the front doors of the WHA Elementary School. All parents are encouraged to use this parking lot anytime they intend to enter the school.

SCHOOL MEALS

Each student is eligible to receive one free school breakfast and one free school lunch each day. Students in grades PreK–5 do not have access to à la carte items.

Visitors are welcome to join students for lunch. Meals for visitors can be purchased in the Commons.

SEARCHES

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 personal possessions or store contraband in 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 item(s) and, when appropriate, give the item(s) 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's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

DESKS

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

VEHICLES ON CAMPUS []**

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

STUDENT PUBLICATIONS AND MATERIALS

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy.

SCHOOL SPONSORED MEDIA

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;

3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

STUDENT 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 the 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. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian. See *Buses – Conduct On School Buses And Consequences For Misbehavior* for more information.

VIDEO AND AUDIO RECORDING

SCHOOL BUSES

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. 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.

PLACES OTHER THAN BUSES

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. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

WITHDRAWAL PROCEDURES

Please notify the teacher and the school office at least 3 days prior to withdrawing your student from attending the WHA district. You are asked to indicate the last date of attendance and the name of the new school or school district. This will enable us to properly close our school records on your child and prepare the student records for transfer.

II. ACADEMICS

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

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 elementary principal.

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. A field trip permission slip is a part of the new school year registration process. A background check must be done before a parent or guardian is allowed to chaperone a field trip.

GRADES

Students receive a standards based report card, twice a year at the end of each semester - January and May/June. Report cards are based on the MN State Standards with three levels of mastery. Growth is measured in academic areas for mastery of all standards by the end of the school year.

The reporting categories are:

- Yes - student has mastered this standard at grade level independently
- Partially - student is working toward mastery at grade level, may not be able to do independently
- No - student has not mastered the skill and requires additional support and instruction

HOMEWORK

Homework will be work not completed in class or to review materials. If you have questions about assignments please contact the classroom teacher. Families are encouraged to read with students at night.

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 qualification 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. whether the teacher is teaching in the field of discipline of the certification of the teacher;
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 will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. 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. The district has a variety of services to help students succeed in school. Retention will be considered for students with 40+ absences (excused or unexcused), and/or if at least two data points signify a grade level deficit.

For more information, contact the elementary principal.

III. RULES AND DISCIPLINE

Please note that school administration reserves the right to use discretion in all disciplinary matters, including the assignment of consequences based on the severity and context of the behavior.

WHA ATHLETIC EVENT ATTENDANCE POLICY FOR STUDENTS

Our goal is to provide a fun, safe, and engaging opportunity for students and families to support our high school athletes as they perform in extra-curricular activities. Families with students in grades Pk-8 are strongly encouraged to have their children attend WHA home athletic events with an adult who will be responsible for the student(s) during the game. The purpose of students attending these events is to watch and support our student-athletes in their competitions. All spectators are expected to follow the Code of Conduct outlined below.

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

Students are not permitted to remain at school unsupervised between the end of the school day and the start of games. Thank you for your support for our student athletes.

WHA and MSHSL Spectator Code of Conduct

The spectator will:

1. Respect the American flag and the National Anthem.
2. Spectators must wear appropriate clothing outlined in school policy. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.
3. The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
4. Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
5. Handheld signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deem to be in poor taste will be removed. • Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted.
6. Artificial noisemakers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed. • Laser lights are strictly prohibited.
7. Respect off limit areas and be present as a supportive spectator in appropriate areas.
8. Students are not permitted to bring footballs, soccer balls, etc. to games. Balls will be confiscated at the gate or by administration if brought to the venue.
9. Comply with and demonstrate appropriate school behavior expectations outlined in the student handbook. All school rules apply any time students are attending a school activity, during or outside of the school day.

Those who do not comply with the above behavior expectations or that are in some other way deemed inappropriate as determined by school/tournament personnel will be expected to leave school grounds. On-going or repeated violations will subject to the following:

Consequences for Infractions of Student Code of Conduct may include but are not limited to:

1. Redirection by event supervisor
2. Removal of individual from remainder of event
3. Exclusion from attendance at future events with duration at discretion of the school
4. Referral to law enforcement for legal violations

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

ATTENDANCE FOR SCHOOL

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session. It is the responsibility of the district administration to determine if a student's absence has a valid excuse or not. All schools are required to observe the MN Compulsory School Attendance Laws. The state of MN and Cass County have laws pertaining to regular student attendance, educational neglect and truancy. Professional ethics and moral responsibility dictate that Walker Hackensack Akeley School District will adhere to these laws and report violations of attendance to the appropriate agency.

EXCUSED ABSENCES

To be considered excused, a parent or guardian may need to provide a written note or documentation. A note from a doctor or licensed mental health professional is also valid.

Excused absences include:

- Student illness (Doctor's note required if absent more than 3 days)
- Serious illness, death, or funeral of an immediate family member
- Medical, dental, orthodontic, or counseling appointments (Proof of appointment may be requested)
- Court appearances
- Religious instruction
- Emergencies like fire, flood, or storm
- School-sponsored trips or events
- Suspension (These are excused and students can make up work)
- Family vacations
- Family emergencies

If a student misses 15 or more school days in a row, they will be considered withdrawn for funding purposes. Parents can re-enroll their child by contacting the office.

WHAT'S EXPECTED WITH EXCUSED ABSENCES

- Parents must call the attendance line (218-547-1311) or turn in a signed note within 2 days of the absence
- Students must make up missed work or complete an alternative assignment.
- A doctor's note is needed for regularly scheduled appointments that cause absences.

UNEXCUSED ABSENCES

Examples of absences that are not excused:

- Truancy (absent without parent or school permission)
- Not following school absence reporting procedures

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

- Any reason not listed under excused absences

Consequences of Unexcused Absences

- Suspensions are not counted as unexcused.
- Repeated unexcused absences may lead to involvement from the county attorney and juvenile court.

TARDINESS

Being on time matters!

- School starts at 8:20 AM. Students arriving after that are marked tardy.
- Oversleeping or missing the bus are not excused.
- A note is required from the provider to excuse a tardy due to an appointment.
- Students arriving late to school may miss their regular lunch time. While we will do our best to provide a lunch if the kitchen is still serving, please understand that availability cannot be guaranteed after service hours have ended. To ensure your child receives a meal, please try to have them arrive on time.

TRUANCY AND REPORTING

Continuing Truant

A student is considered a continuing truant if they miss 3 days without an excuse.

When this happens, the school will notify parents and explain:

- Your child is considered truant
- You are expected to ensure regular attendance
- You may request a meeting with school staff

You may be referred to support services or court if the problem continues

Habitual Truant

A student under age 16 is a habitual truant if they have 7 unexcused absences in elementary school. Habitual truancy will be reported, and the student and family may be referred to additional services and supports.



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

DID YOU KNOW?

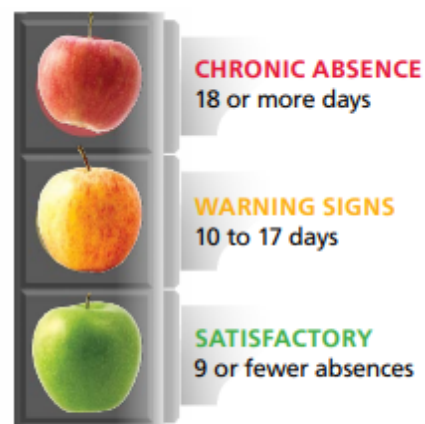
- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just one or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Try to schedule non-urgent related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have a contagious illness, call your school or health care provider for advice.
- If your child must stay home due to illness, ask the teacher for resources and ideas to continue learning at home.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!

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. For detailed information, see the school district's "Bullying Prohibition" policy.

BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

The following rules and regulations have been adopted by the Walker-Hackensack-Akeley District #113 School Board. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least five minutes prior to the scheduled time. It is a privilege to ride school transportation in Walker-Hackensack-Akeley School District #113.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. Serious misconduct may be reported to local law enforcement. A suspension applies to all school transportation unless otherwise designated by school officials. Suspensions not completed by the end of the school year will continue to the beginning of the next school year.

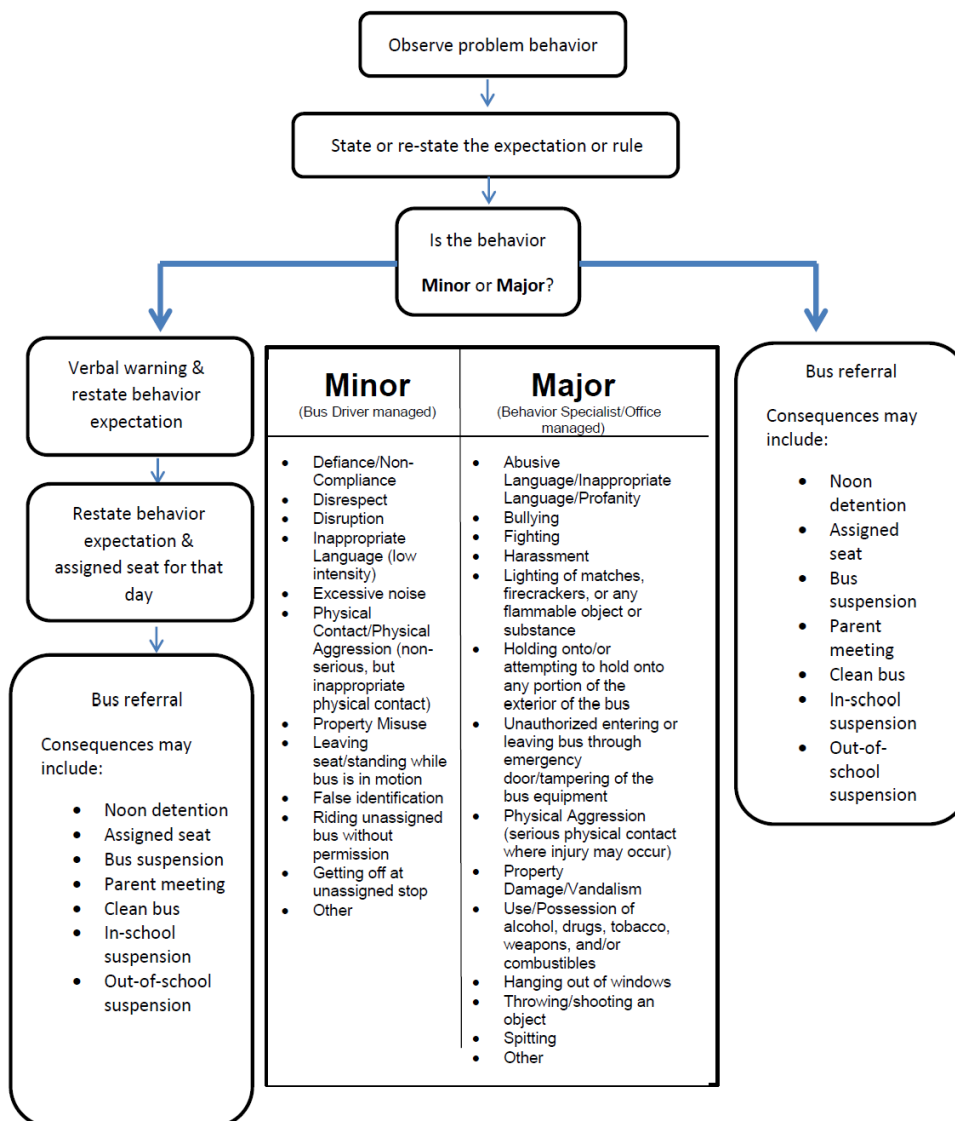
Discipline Process

WHA Elementary uses the school bus/van flowchart shown below to outline the discipline process.



W.H.A.

SCHOOL BUS/VAN Behavior Decision Flowchart



Students who lose bus riding privileges are still expected to attend school. Being suspended from the bus is not an excuse to miss school. Not attending school during a bus suspension may result in truancy charges being filed.

All offenses will be reported to parent(s) by letter or phone.

CELL PHONES AND OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES

Students are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds/air pods to school. If students choose to bring a cell phone/device to school the expectations are as follows: Cell phones, electronic devices (including smart

watches) and earbuds/air pods will remain off and in student backpacks/ lockers during the school day, including lunch and recess.

Unauthorized Use:

If any electronic device, including cell phones, is seen or heard during school hours it may be confiscated by any staff member.

- First Infraction: The device will be taken to the office and the student will pick it up at the end of the school day.
- Second Infraction: The device will be taken to the office and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Third Infraction: The device will be taken to the office and a parent/guardian must pick up the device, and additional consequences may be assigned.
- Fourth Infraction: Cell phone/device plan created. Phone/device may be held by administration during days or not allowed on site. Parents/ Guardians devise a plan together with school administration.

School Responsibility

- Lost, Stolen, or Damaged Devices: The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

Additional Rules

- Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.
- Phone Calls: Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.

Extenuating Circumstances

- In the case of medical necessity or emergency, a student should have a health plan on file.

Compliance

- By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

Any student in violation of the District's policy is subject to consequences to be determined by the Administration, Principal, and/or Athletic Director. Note: The Minnesota High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

PERSONAL ITEMS AND PROHIBITED ITEMS

Students are encouraged to leave personal items at home, especially those that are valuable or unnecessary for learning. This includes large sums of money, toys, trading cards, and other non-school-related items. Money may not be given, traded, or exchanged between students during the school day. Personal items should not be sold, traded, or exchanged at school.

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

The following items are strictly prohibited on school grounds: knives, weapons of any kind (including look-alikes), cigarettes, e-cigarettes, lighters or matches, drugs or alcohol, water guns, hard baseballs, pornography, and any other item that creates a disruption or poses a safety concern. These items will be confiscated, and appropriate disciplinary action will be taken.

Roller blades, skateboards, and shoes with wheels in the soles are not allowed in the building at any time. These items will be confiscated and held in the office until a parent or guardian retrieves them.

DISCIPLINE

Every student deserves a safe and focused learning environment. When one student struggles to meet expectations, it can impact the learning and well-being of others. That's why we work together to support behaviors that help everyone succeed.

Students are expected to practice safe habits, act with honesty, respect the rights and property of others, and follow school rules and the law. These habits not only support a positive school community but also help students grow into responsible, respectful citizens.

Our school uses PBIS (Positive Behavioral Interventions and Supports) to help create a safe, respectful, and positive learning environment for all students. A key part of PBIS is the *PBIS Matrix*—a simple chart that outlines the behaviors we expect from students in different areas of the school (like classrooms, hallways, the cafeteria, and playground).

The PBIS Matrix is based on a few school-wide expectations—Be Ready, Be Respectful, and Be Responsible. Under each area of the school, the matrix lists examples of what those expectations *look like* in action.

We teach these expectations just like we teach reading or math. Staff model behaviors, practice them with students, and provide positive feedback when students demonstrate them. This helps students understand what's expected and builds a strong, supportive school culture.

To help create a calm and focused learning environment, our school uses a *Voice Level Chart* to teach and reinforce appropriate voice levels for different settings. This chart helps students understand when to use quiet voices, when it's okay to talk, and when they need to listen silently.

Behavior Support Room

At times, a student may need a quiet space away from the classroom to calm down, regulate emotions, and reflect. In these cases, the student may go to the Behavior Support Room, a supervised, supportive environment where staff help the student work through challenges and develop a plan to successfully return to class.

During this time, the student will have the opportunity to reflect on what happened, practice self-regulation strategies, and receive guidance to move forward in a positive way. A student referral form will be completed, and parents will be notified to keep everyone informed and involved in supporting the student's growth.

Elementary Wolf Pack Pride 	Indoor/Outdoor Recess	Commons	Hallway	Bathroom	Bus/Van	Classroom	Office/Nurse	Arrival/ Dismissal	Assemblies	Drinking Fountain
Be Ready	*Wear weather appropriate clothing *Line up quickly with voices off	*Bring home lunch (if applicable) *Know your lunch number *Remain seated *Begin eating right away	*Organized line(s) *Stay with your class or group *Listen for directions *Use a pass when walking without an adult	*Have a visible pass *Bring only necessary materials	*Be on time *Plan ahead to have something to do on the bus *Stay seated and quiet *Wear weather appropriate clothing to and from school *Remove headphones when getting on and off the bus	*Be on time *Bring supplies and assignments to class *Eyes and ears on the speaker *Be prepared to participate	*Ask adult permission *Bring visible pass	*Know your destination *Go directly to your classroom/locker *Dress and pack in a timely manner *Follow hallway rules	*Be on time *Bring only necessary materials *Turn off and put away phone and iPads *Enter/exit with voices off or inside voices when appropriate	*Have a visible pass *Bring water bottle
Be Respectful	*Listen to adults and other students *Take turns *Be kind and play fair *Keep hands and feet to yourself	*Use inside voice (Level 3 or lower) *Allow others to sit at your table *Be polite: say "Please" and "Thank you"	*Voice Level 1--Voices Off *Silently greet others with a smile or wave *Hands and feet to self *Allow personal space	*Be polite and respect privacy *Be quick *Voice Level 1 or 2 (Voices Off/inside Voice) *Use bathroom equipment appropriately	*Use kind encouraging words *Use appropriate language *Listen to the driver *Use an inside voice *Keep hands and feet to yourself	*Use inside voice *Be on task *Participate *Care for classroom property and supplies *Be kind to students and staff	*Enter/exit with voice off *Wait your turn *Return to class promptly *Use manners: say please and thank you	*Use inside voice *Arrive and leave promptly *Hands and feet to self *Follow adult directions *Respect others' space and property	*Sit appropriately *Voices off or inside voice when appropriate *Listen respectfully *Keep hands and feet to yourself *Be polite and kind	*Voice Level 1-2 (Voices Off/inside Voice) *Stand in line *Wait patiently *3 second drink
Be Responsible	*Clean up area and put equipment away *Use equipment properly *Play safely *Stay in the enclosed playground area	*Clean up table and seat *Push in your chair (if applicable) *Throw away trash and recycle	*Walk at a safe, quick, and quiet pace *Stop at the wolf wall signs (circles optional) *Walk on the right side	*Plan ahead and use bathroom during lunch or break periods *Wash your hands *Throw away trash in appropriate receptacle	*Follow directions *Keep bus clean *Remain seated *Walk to and from bus *Report unsafe/bullying situations to an adult immediately	*Ask for help when needed *Keep area clean *Always do your best *Keep track of and care for materials	*Focus on your own needs *Go straight to nurse *Tell the nurse politely what you need *Visit the nurse one-at-a-time	*Walk and use sidewalk *Wear weather appropriate clothing *Remember all belongings *Label snowpants/backpacks/clothing	*Remain seated until dismissed *Show positive attitude and good sportsmanship	*Plan ahead to use drinking fountain during lunch or break periods *Fill water bottle using bottle filler *Clean up spill if needed

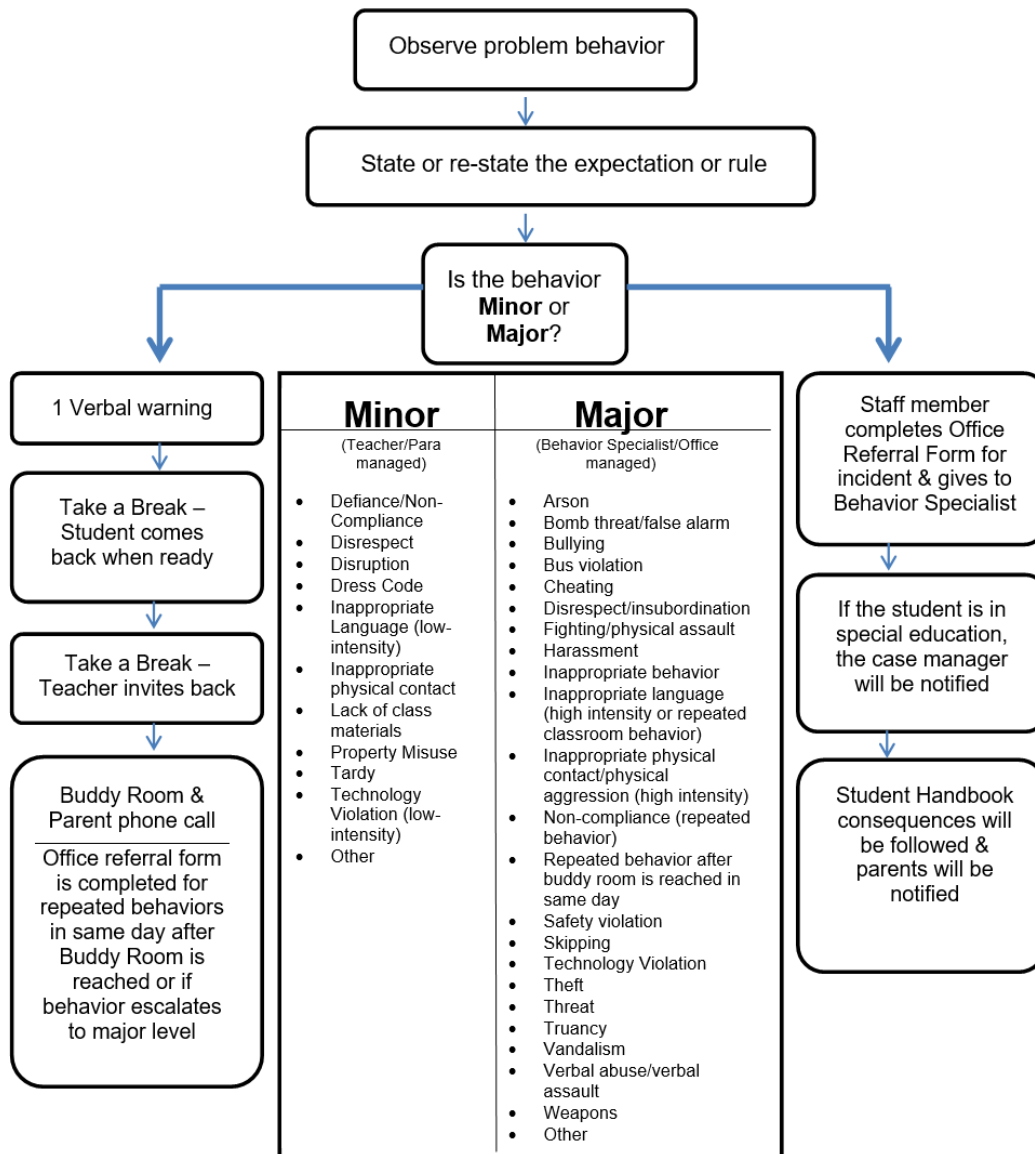
Voice Levels		
5	Outside Voice Only used outside or on the playground	
4	Strong Speaker Presenting voice, everyone can hear you	
3	Inside Voice Only a small group can hear you	
2	Whisper Only one person can hear you	
1	Voices Off Absolute silence, no one is talking	

DISCIPLINE PROCESS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. It is impossible to anticipate and address every circumstance, which may occur in the school year. To ensure the safety and order, students and others are subject to all school district rules, regulations, and policies and the reasonable and prudent interpretation thereof by responsible school officials regardless of whether or not specifically addressed in the handbook. WHA Elementary uses the flowchart shown below to outline the discipline process.



W.H.A. Elementary Behavior Decision Flowchart



Student Conduct Expectations

To maintain a safe, respectful, and productive learning environment, all students are expected to act in ways that support their own learning and the rights of others. When a student's behavior disrupts learning or violates the rights or safety of others, appropriate disciplinary action may be taken.

The following behaviors are considered unacceptable within the school district and may result in consequences aligned with our district's discipline policy.

OFFICE REFERRAL DEFINITIONS AND POSSIBLE CORRECTIVE MEASURES

MINOR PROBLEM BEHAVIOR	DEFINITION	CORRECTIVE MEASURES
Defiance/Non-Compliance	Student engaged in brief or low-intensity failure to follow directions or talks back.	Corrective measures include but are not limited to: • Verbal Warning • Take a Break • Buddy Room • Parent Phone Call • Restorative Practices • Social/Emotional Learning • After 'Buddy Room' is Reached for Same Behavior in Same Day Equals a Major Referral
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	
Disruption	Student engages in low-intensity, but inappropriate disruption	
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by W.H.A. school district.	
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	
Inappropriate Physical Contact	Student engages in non-serious, but inappropriate physical contact.	
Lack of Class Materials	Not coming prepared to class with necessary materials	
Property Misuse	Student engages in low-intensity misuse of property.	
Tardy	Student arrives at class after the bell (or signal that class has started).	
Technology Violation	Student engages in non-serious, but inappropriate (as defined by W.H.A. school district) use of cell phone, pager, music/video player, camera, iPad, and/or computer.	

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

Other	Student engages in any other minor problem behaviors that do not fall within the above categories.	
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MAJOR PROBLEM BEHAVIOR	DEFINITION	CORRECTIVE MEASURE (Any or all applies by Behavior Specialist or School Administrator)
Arson	Student plans and/or participates in malicious burning of property.	Five to ten day suspension. Police notification. Expulsion may be recommended.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus near campus, and/or pending explosion.	Five to ten day suspension. Police notification. Expulsion may be recommended.
Bullying	Intimidating, threatening, abusive or harming conduct that is objectively offensive and: - an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or - materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities or receive school benefits, services or privileges. Cyberbullying is included in this definition.	Consequences include but are not limited to warning, restorative practice, social/emotional learning, suspension, remediation, expulsion.
Bus Violation	See bus section of handbook	Follow bus referral consequences
Cheating	Student delivers message that is untrue and/or deliberately violates rules	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension.

Disrespect/Insubordination/Non-compliance	Refusal to comply with any reasonable directive; talking back to adult	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension.
Fighting/Inappropriate Physical Contact/Physical Assault/Physical Aggression	Student engages in actions involving serious physical contact where injury may occur	Consequences include but are not limited to restorative practice, social/emotional learning, detention, remediation, suspension, expulsion. May report to police.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang	One to ten day suspension. Police notification. May recommend expulsion.
Harassment (including sexual harassment, indecent exposure, racial harassment, religious harassment, stalking, hazing)	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.	Mandatory notification of district human rights officer. Parent/guardian notification, possible notification of police, restorative practice, social/emotional learning, ISS, OSS, and/or expulsion
Inappropriate Behavior	Conduct that is unwarranted and is considered to be inappropriate, concerning, or threatening. Persistent, repeated inappropriate behavior can become a form of harassment.	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension.
Inappropriate Language/Profanity	Student delivers verbal messages that include swearing, name-calling, or use of words in an inappropriate way.	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension.
Safety violation	Violation of a safety standard, regulation, policy, or rule	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension.
Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension. Police may be notified. Pay for loss.

Threat (to another student or staff member)	Student threatens another student or staff member.	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension. Police may be notified
Technology Violation	Student engages in inappropriate (as defined by W.H.A. school district) use of cell phone, pager, music/video players, camera, iPad, Chromebook, and/or other device.	Consequences include but are not limited to warning, confiscation, restorative practice, social/emotional learning, detention, suspension, police notification.
Use/Possession of Alcohol, Drugs, Tobacco, Weapons, and/or Combustibles (including unauthorized use or possession of medication)	Student is in possession of or is using alcohol, tobacco, illegal drugs/substances or imitations, knives and guns, or other objects readily capable of causing bodily harm. Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage.	Five to ten day suspension. Report to police. May recommend chemical dependence evaluation.
Vandalism	Student participates in an activity that results in destruction or disfigurement of property	Consequences include but are not limited to warning, restorative practice, social/emotional learning, detention, parent notification, remediation, suspension, expulsion. Police may be notified. Pay for damages.
Other Behavior	Student engages in problem behavior not listed.	Possible detention, restorative practice, social/emotional learning, suspension, or recommendation of expulsion, depending on nature of the illegal conduct. May report to police.

Students with Disabilities

When a student with an identified disability violates the Code of Conduct, it shall be determined as to whether the violation was a result of the student's disability. If it is so determined, a district IEP team shall recommend the appropriate steps to be taken as a result of the violation. If it is determined that the violation is not a result of the student's disability, regular disciplinary actions shall be taken. The district may exercise emergency expulsion procedures if warranted under applicable law. All state and federal rules and regulations shall be followed during this process.

In-school or Out-of-School Suspension Objectives and Procedures

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

Students can be suspended from the regular school program only through the procedures outlined in the Minnesota Pupil Fair Dismissal Act of 1974 as amended. According to the Fair Dismissal Act, a student may be dismissed on any of the following grounds:

- willful violation of any reasonable school board regulation.
- willful conduct that significantly disrupts the rights of others to an education.
- willful conduct that endangers the student or other students, or surrounding persons, or the property of the school.

During in-school suspension the student would work on class work assigned by the classroom teachers. The student's physical movement would be restricted to the "Behavior Room" and all social contacts provided by the normal school environment would thereby be taken away. The student would be under constant supervision. Restroom privileges will be monitored closely. The students would be permitted hot lunch privileges, but their lunch would be eaten in in-school suspension. If a student is absent, un-served ISS will be served immediately upon return.

Prior to the student beginning to serve the time assigned in the Behavior Room, the student's classroom teachers will be notified of the suspension and are requested to provide the supervisor with the student's assigned course work for the duration of the suspension.

Students who will not follow in-school suspension rules will be sent home for the remainder of the suspension period.

Out-of-School Suspension

Suspension is an action taken by the school administrator, under the rule approved by the school board prohibiting a student from attending school for a period of no more than 10 school days. If a suspension is longer than 5 days, the suspending administrator must provide the superintendent with a reason for longer suspension.

Upon successful completion of an OSS, a re-admittance meeting will be conducted. Parents are required to be present at the re-admittance meeting.

If a student is absent, un-served OSS will be served immediately upon return.

Expulsion

Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance for up to twelve months.

Off Campus Statement

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Discipline Complaint Procedure

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act,

including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Complaints must be submitted in writing to the Superintendent.

DRESS AND APPEARANCE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Clothing that reveals the midriff, bra, or underwear is not appropriate for school and may result in a request to change into more suitable attire. Students with sagging pants will be asked to pull them up and belt them tighter. If the student has no belt, he/she will be sent to the office to tie the pants tighter so they cannot sag. Students refusing to pull up the pants will be sent home.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
- No jewelry, accessory, excessive make-up or perfume that is distracting or otherwise negatively impacts the educational environment shall be permitted.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Procedure:

- A. When, in the judgment of the administration, a student's appearance, grooming, excessive make-up, perfume or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Note: Special dress days will be announced from time to time by the office.

DRUG-FREE SCHOOL AND WORKPLACE

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products 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 use onto 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 "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

HARASSMENT AND VIOLENCE PROHIBITION

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. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (Appendix 1).

HAZING PROHIBITION

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 "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (Appendix 1).

INTERNET ACCEPTABLE USE POLICY

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district. A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at www.wha.k12.mn.us.

The district will assume children have permission to use the Internet unless a signed Denial of Access form is returned to the child's school. The form must be filed in the school office. Forms can be picked up in the school office.

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows Walker Hackensack Akeley Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Walker Hackensack Akeley Schools to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media's request of information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Walker Hackensack Akeley Schools has designated the following information as directory information:

- Student's name
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in official school activities
- Weight and height of athletic team members
- Degrees, honors and awards received
- Any photograph, video or recording of a student's likeness

If you would like to opt-out of the release and use of directory information, Walker Hackensack Akeley Schools must receive an opt-out form by the end of the first month of a new school year. An opt-out form is available on the District's website or in the main office of each school.

TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 1*. Contact the appropriate building administration if you have questions or wish to report violations.

A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

VANDALISM

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

WEAPONS PROHIBITION

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; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. 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 unlawfully. 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. For a copy of the "School Weapons" policy, contact the district office.

IV. HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to building administration. 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

The school district has developed an asbestos management plan. A copy of this plan can be obtained by contacting the Building and Grounds Director.

COMMUNICABLE DISEASES

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/her child has a communicable or contagious disease, the parent or guardian should contact the building nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed 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. Building plans include classroom and building evacuation procedures. School health services strengthen and facilitate the educational process by improving and protecting the health status of students and school personnel. The school nurse works in partnership with educational staff to provide students with high quality and consistent health care and health management.

EMERGENCY CONTACT INFORMATION

The school district uses an instant alert system through our student information system to communicate important messages with families. This includes notifications about school closures due to weather, reminders about upcoming events, and emergency alerts. To ensure you receive these messages, it is critical that the school has a current and working phone number and email address on file.

In addition, the health office must be able to reach a parent or guardian during the school day in case of illness, injury, or another health-related concern. If a parent or guardian cannot be reached, the school will contact the emergency contact listed in your child's records.

Please be sure to provide at least one reliable emergency contact who is available during the day and can pick up your child if necessary. Keeping this information accurate and up to date is essential for your child's safety and well-being.

Contact the school office any time your phone number, email, or emergency contact information changes.

FIRST AID

The Health Office in each building is equipped to handle minor injuries requiring first aid. If the health office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

COMMUNICABLE DISEASES

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/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

HEALTH SERVICE

The student health office is staffed by a licensed school nurse. This position is overseen by the District Licensed School Nurse and the building administrator.

Students who become sick at school should go to the health office. In the event of an emergency, first aid and life-saving measures will be administered if needed. The building nurse,

building administrator, or assigned staff will arrange for students who get sick at school to go home early if necessary. A parent/guardian should follow the school's attendance procedure if his/her child is unable to attend school because of illness. Any questions can be directed to the health office staff.

At the beginning of each school year, *Emergency Information Form & Health Update* forms are sent home with WHA students. This is your opportunity to update us on any significant changes in your child's health, to alert us to any potential health problems with your child, and to furnish us with information that could be critical in an emergency situation.

1. Please check the accuracy of telephone numbers, addresses, etc, so our database is correct.
2. Please make sure that any emergency numbers you give us belong to people who can be reached during the school day and are willing to take responsibility for your child.
3. Please keep the office updated if there are changes during the school year.

Health Conditions: The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify the school nurse about their student's specific health needs. The school nurse, parents and student will work together to determine how to best manage health conditions and plan for any potential life-threatening emergencies.

Illness/Injury: Please use the following guidelines to determine when your child should be kept home from school:

- Fever of 100 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal without fever reducing medications
- Vomiting and diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your healthcare provider before sending the child to school

If your child is ill at home, please call the elementary attendance line to report the reason for absence. This is especially important if your child has a communicable illness such as strep throat or influenza. When a student becomes ill or is injured at school, first aid and illness management will be provided in accordance with school nursing best practice standards. If your child needs to go home, health service or office staff will attempt to call the parent first and then the emergency contacts that you have provided to us. A student will not be sent home without consulting an adult. In emergency situations, ambulance EMS (911) will be called.

Medications: The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of any medication or drugs at school requires a completed signed request from the student's parent or guardian, and signed by a licensed prescribing provider. An "Authorization for Administration of Medication" form must be completed once a year and/or when a

change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a 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 individual 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.

Vision and Hearing Screening: Students will be screened according to Minnesota Department of Health recommendations. Parents or teachers can also request vision or hearing screening at any time if they have a concern about their child. Parents will be notified if their child does not pass vision or hearing screening and a follow-up is recommended with a health professional.

Pediculosis (Head Lice): The school nurse can assist students and families with management and containment of pediculosis in accordance with guidelines outlined by the Minnesota Department of Health, National Association of School Nurses, and American Academy of Pediatrics.
<http://www.health.state.mn.us/divs/idepc/diseases/headlice/>

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. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school office.

LEAD IN WATER NOTICE

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. The Walker Hackensack Akeley Public School District has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

For more information on Walker Hackensack Akeley School District's lead reduction program and testing results, please contact the Buildings & Grounds Director.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the district office), and the long-term health effects of the class of pesticide on children can be requested by contacting the Building and Grounds Director.

SAFETY

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

SUICIDE PREVENTION INFORMATION

Crisis Lifeline (988)

Crisis Line and Referral Services (218-828-HELP or 1-800-462-5525)

VISITORS IN DISTRICT BUILDINGS

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 main office, scanned through the Raptor system, 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.

Appendix 1: [School District Policies For Reference](#)

Topic	Policy Number(s)
Attendance [**]	503
Bullying Prohibited [*]	514
Cell Phone	506
Crisis Management	806
Discipline [*]	506
Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees [**]	505
Drug-Free School and Workplace	417 , 418
Employee Directory	406
Employment Background Checks	404
Extended School Year	508
Field Trips	610
Fundraising	511
Harassment and Violence Prohibited [*]	413
Hazing Prohibited [*]	526
Health Information	420 , 516 , 518 , 530 , 806
Homework	506 , 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102 , 401 , 521 , 522 , 528
Notification of Violent Students	529
Pledge of Allegiance	531
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502 , 527
Student Dress and Appearance	504
School Meals Policy [*]	534
School Promotion and Retention	513
Student Publications and Materials	505 , 512
Student Records [*]	515
Student Surveys [*]	520
Tobacco-Free Schools [**]	419
Transportation of Public School Students	707 , 709
Vandalism	506
Video and Audio Recording	711 , 712
Weapons Prohibited	501

Appendix 2: Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Updated April 21, 2022 - Page 1 of 2

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

Updated June 2025

[*] Notice required by statute
[**] Notice required by policy

Appendix 3: Elementary Staff Directory

Asell, Natalie	Kindergarten	natalieasell@whaschools.org
Bockovich, Kristen	3rd Grade	kristenbockovich@whaschools.org
Brock, Courtney	Health Assistant	courtneybrock@whaschools.org
Bruns, Jackie	District Assessment Coordinator	jackiebruns@whaschools.org
Capesius, Brenda	Special Education	brendacapesius@whaschools.org
Capesius, Joe	Special Education	joeapesius@whaschools.org
Dahmen, Gina	Indian Education Director	ginadahmen@whaschools.org
D'Alessandro, Dawn	Special Education Coordinator	dawndalessandro@whaschools.org
DeClusin, Janae	Mental Health	janaedeclusin@whaschools.org
DiGiovanni, Jeremy	Activities Director/Community Education Director	jeremydigiovanni@whaschools.org
Eckart, Laura	1st Grade	lauraeckart@whaschools.org
Engelkens, Destiny	Behavior	destinyengelkens@whaschools.org
Fink, Paige	Preschool/ECFE	paigefink@whaschools.org
Fisher, Debbie	5th Grade	debfisher@whaschools.org
Foster, Lynda	Pk-5 Art	lyndafoster@whaschools.org
Graham, Heather	Speech	heathergraham@whaschools.org
Gray, Charlene	Reading Intervention	charlenegray@whaschools.org
Hendricks, Patty	3rd Grade	pattyhendricks@whaschools.org
Holt, Breanna	Speech Language Asst.	breannaholt@whaschools.org
Jackson, Jenny	Dist. School Nurse	jennyjackson@whaschools.org
Johnson, Janelle	Kindergarten	janellejohnson@whaschools.org
Kellogg, Kristi	Music	kristikellogg@whaschools.org
Lemberg, Cheri	2nd Grade	cherileMBERG@whaschools.org
Lissick, Alyssa	Preschool	alyssalissick@whaschools.org
McGowan, Jill	Pk-5 Elem. Principal	jillmcgowan@whaschools.org
McWaters, Brittni	School Social Worker	brittnimcwaters@whaschools.org
Mutchler, Nicholas	Physical Education	nicholasmutchler@whaschools.org
Nikki Morrison	K-8 Assistant Principal	nicolemorrison@whaschools.org

Updated June 2025

[*] Notice required by statute
 [**] Notice required by policy

Pohl, Eva	Special Ed. Director	epohl@parkrapids.k12.mn.us
Powers, Kellie	STEM	kelliepowers@whaschools.org
Richter, Tyna	4th Grade	tynarichter@whaschools.org
Riley, Mack	4th Grade	mackriley@whaschools.org
Sorum, Hanna	5th Grade	hannasorum@whaschools.org
Stevenson, Cody	Physical Education	codystevenson@whaschools.org
Tews, Madelyn	5th Grade	madelyntews@whasschools.org
Tienter, Tamara	Special Education	tamaratienter@whaschools.org
Turney, Emily	1st Grade	emilyturney@whaschools.org
Underhill, Dorothy	Special Education	dorothyunderhill@whaschools.org
Voeller, Monica	Special Education	monicavoeller@whaschools.org
Ware, Nola	Math Intervention	nolaware@whaschools.org
Wellen, Kevin	Superintendent	kevinwellen@whaschools.org
Widman, Kara	3rd Grade	karawidman@whaschools.org
Young, Amber	Pk-5 Secretary	amberyoung@whaschools.org
Zaffke, Chelsey	1st Grade	chelseyzaffke@whaschools.org

Appendix 4: School Calendar

2025-2026

Board Approved 1/13/25

July '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T=4 S=21

August '25						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T=21 S=21

September '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

T=21 S=21

October '25						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T=21 S=20

November '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

T=(conf)19 S=17

December '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T=15 S=15

January '26						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T=20 S=19

February '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

T=20 S=19

March '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T=(conf)18 S=16

April '26						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T=21 S=21

May '26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T=20 S=20

June '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

T=3 S=2

IMPORTANT DATES

Aug. 5-6	New Teacher Workshop
Aug. 25-28	Teacher in Service-No Students
Sept. 01	Labor Day-No School
Sept. 02	First Day of School (6-12th)
Sept. 04	First Day of School (1-5th)
Sept. 08	First Day of School (PreK-K)
Oct. 01	Early Out
Oct. 15	Teacher in Service-No Students
Oct. 16-17	MEA Break-No School
Nov. 03	1st Day of Qtr
Nov. 05	Early Out
Nov. 07	Teacher in Service-No Students
Nov. 6 & 11	Parent Teacher Conf. (3:30-7:30 pm)
Nov.27-28	Thanksgiving Break-No School
Dec. 03	Early Out
Dec. 22-Jan. 4	Christmas Break-No School
Jan. 19	Teacher in Service-No Students
Jan. 20	1st Day of Qtr
Jan. 30	Early Out
Feb. 16	Teacher in Service-No Students
Mar. 04	Early Out
Mar. 09	Teacher in Service-No Students
Mar. 10 & 12	Parent Teacher Conf. (3:30-7:30 pm)
Mar. 16-20	Spring Break-No School
Mar. 30	1st Day of Qtr
Apr. 01	Early Out
Apr. 03	Good Friday (Easter Break)-No School
May 06	Early Out
May 22	Graduation
May 25	Memorial Day-No School
Jun 02	Last Day of School for students
Jun 03	Teacher in Service-No Students

170=Student Days 182=Teacher Days

**Program end dates: 3 yr old express= May 26th, 4 yr old= May 28th

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