



Wright Tech

Career & Technical High School

Student Handbook

2023-2024

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WELCOME TO WRIGHT TECH

The Wright Tech prides itself on offering students an opportunity to experience advanced career and technical education programs. You will learn current industry skills, through hands-on learning, in state-of-the-art facilities, taught by expert instructors. Our ultimate goal at the WT is to give you a head start down the path to realizing a future technical career.

We strive to make your experience with us the very best and want you to reach your highest academic potential and achieve all your future career goals. The W-R-I-G-H-T Way will help guide your journey throughout the year.

Students will be expected to:

- Demonstrate a high level of professional **Work Ethic** at all times.
- Show **Respect** towards oneself, classmates, instructors and the school.
- Maintain a level of high academic **Integrity**.
- Be **Goal-oriented** in one's educational future.
- Value **Honesty** with one's classroom and professional conduct.
- Demonstrate effective **Teamwork** skills and attributes throughout the course.

In addition, this student handbook will also assist you and help make your time here a success. The WT handbook contains general policies, procedures and required notices that govern our daily activities. Full WT policies are available on our website @ www.wtc.k12.mn.us. Please read your handbook carefully and refer to it with any questions you may have. If you can't find the answer, please ask your instructor or an administrator.

Sincerely,

Wright Tech Instructors, Staff & Administration

IMPORTANT DATES

September 5	First Day of School
October 16	Fall Parent/ Teacher Conferences
October 19 & 20	Fall Break (No School)
November 22, 23 & 24	Thanksgiving Break (No School)
December 25 – January 1	Winter Break (No School)
January 2	Classes Resume
January 15	MLK Jr. Day (No School) - Staff Inservice Day
February 16 & 19	President's Day (No School)
March 29 & April 1	Spring Break (No School)
April 15	Spring Parent/Teacher Conferences
May 27	Memorial Day
May 30	Last Day of School

SCHEDULE

Block 1 – Delano & STMA7:55 am—9:30 am
 *CEO Program.....7:30 am—8:50 am
 *PAES9:00
 am—10:15 am

Block 2 – Big Lake & Buffalo.....10:00 am—11:30
 am
 *Auto Career Skills & PAES..... 10:25 am—11:30
 am

Block 3 – Annandale, HLWW, Maple Lake & Monticello12:35 pm—2:20 pm
 *Automotive II (2nd year Students)1:30 pm - 3:00 pm

*On-the-Job Training (OJT)	*Section 1	Section 2
Monday	STMA 1:20pm - 2:50pm	
Tuesday	STMA 1:20pm - 2:50pm	HLWW & Maple Lake 12:35pm - 2:20pm
Wednesday	STMA 1:20pm - 2:50pm	Monticello 12:35pm - 2:20pm
Thursday	STMA	Monticello

	1:20pm - 2:50pm	12:35pm - 2:20pm
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**Signifies classes that meet outside of the normal block times.*

GENERAL SCHOOL INFORMATION

ACADEMIC DISHONESTY

If you cheat on an assignment, test, essay, project or plagiarize, or in any way claim work, answers, or credit that is/are not the result of your own work, you will be guilty of academic dishonesty. If you use answers or test copies that are illegally gained, you are also guilty of academic dishonesty. The immediate consequence is failure or no credit on the assignment, test, paper or project. Repeated violations of this policy can result in failure in the course for the quarter, the semester or the year.

ANIMALS ON SCHOOL PROPERTY

Prior written permission from the building administrator must be obtained before any animal is brought onto the school premises. Animal owners/handlers wishing to bring an animal on to school premises may obtain permission forms in the office. Animal owners/handlers must present proof of all inoculations for the animal, including rabies and other necessary inoculations, and indicate the animal will be properly restrained before the administrator grants permission. Building administrators have complete discretion as to whether to allow animals on the premises.

ARTICULATION

Students who successfully complete their programs with a “B” grade or better, may be eligible to earn technical college credits in addition to earning high school credits. These credits may save students hundreds of dollars in tuition by giving them advanced standing in similar post-secondary programs at area technical colleges. Additional information can be found at—www.ctecreditmn.com.

ATTENDANCE POLICY

Minnesota State law provides that every child shall attend a public or private school. The Wright Technical Center Board believes that regular attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communication among students and teachers, and establishes regular habits of dependability important to the future of the student. Wright Tech staff work very closely with parents/guardians to ensure the student’s continuous attendance and support the attendance policy of the student’s home school.

This policy may be modified to address the individual needs of students with disabilities, upon consultation with administration and the Student’s IEP or 504 team.

Student’s Responsibilities:

- Be prepared and on time to class.
- Attend classes every day that class is in session.
- Be familiar with all attendance procedures.

Parent/Guardian Responsibilities:

- Encourage your student to attend school and all assigned classes.
- Notify homeschool of a student absence.
- Be familiar with all attendance procedures at home school and Wright Tech.

- Work cooperatively with Wright Tech and the student to solve any attendance problems that may arise.
- Plan appointments, vacations, and other absences according to the district calendar.

Teacher Responsibilities:

- Take daily attendance and maintain accurate attendance records in each assigned class.
- Be familiar with all procedures governing attendance and apply these procedures uniformly.
- Work cooperatively with the student and parent/guardians to solve any attendance problems that may arise.

Administrator Responsibilities:

- Encourage students to attend all assigned classes.
- Be familiar with & apply uniformly all procedures governing attendance.
- Maintain accurate records on student attendance.
- Inform home school and parent/guardian of student's attendance and work cooperatively to solve attendance problems.

ATTENDANCE POLICY—ABSENCES

When a student is absent, the home high school will be notified.

It is the student's responsibility to:

- Give his/her parent absence note to their home high school attendance clerk in the office. The absence will be recorded as indicated and WT will receive notice from the home high school.
- If the student does not bring in his/her parent excused absence note to the home school, the absence will remain unexcused at WT.
- Students should be sure that all unexcused absences at WT are cleared at least two weeks before the end of the quarter/trimester. Absences not cleared may result in a review of your eligibility to continue attending the WT.
- Excessive unexcused student absences (6 or more in a quarter/8 or more in a trimester) will result in a review of your eligibility to continue attending a course at the WT.

ATTENDANCE POLICY—OJT STUDENTS

Students enrolled in the On-the-Job (OJT) course are held to a higher attendance standard and must be in class each week. Excessive absences from OJT (2 or more in a quarter/ 3 or more in a trimester) will result in a review of your eligibility to continue attending the OJT course at the WT.

ATTENDANCE POLICY—TARDIES

Students are expected to be in class on time. The home school is notified daily of any student tardiness.

Whenever a student is tardy, it is the student's responsibility to:

- Come to the WT office and obtain a late pass. The student must present this tardy pass to their classroom teacher. Students will not be admitted to class without a pass from the WT office.
- When a student arrives (1) to (10) minutes late to class, this is recorded as an "unexcused tardy". If a student is more than (10) minutes late to class, this is recorded as "late".
- Excessive unexcused tardiness (6 or more in a quarter/ 8 or more in a trimester) will result in a review of your eligibility to continue attending a course at the WT.

ATTENDANCE POLICY—TRUANCY

It is the intent of WT to work with families to decrease the amount of time that a student is gone from school. Minnesota Statute (§260.007 Subd. 19) describes a habitual truant as a student under the age of 17 years who is absent from school without lawful excuses for one or more class periods on seven school days. The WT will report all cases of truancy to the home school and/or county truancy services.

BEHAVIOR & CONDUCT—The W-R-I-G-H-T WAY

Students are expected to follow the **WRIGHT** Way in how they conduct themselves and behave at the Wright Tech.

Work Ethic—Demonstrate a high level of professional **work ethic** at all times.

- Attend class daily
- Be in class on time and prepared to learn

Respect—Show **respect** towards oneself, classmates, instructors and the school.

- Behave appropriately and refrain from using vulgar or offensive language
- Know and obey all school rules, regulations, and policies
- Follow the directions of the instructor

Integrity—Maintain a level of high academic **integrity**.

- Always complete your own class work
- Meet all class deadlines
- Never cheat or plagiarize someone else's work

Goal Oriented— Be **goal oriented** in one's educational future.

- Make an effort to be successful in the classroom and labs
- Set high expectations for yourself

Honesty—Value **honesty** with one's classroom and professional conduct.

- Conduct yourself in a truthful manner
- Take responsibility for one's actions

Teamwork—Demonstrate effective **teamwork** skills and attributes throughout the course.

- Be attentive & participate in classroom activities
- Exercise care when using school property

BEHAVIOR & CONDUCT—EIGHTEEN YEAR OLD STUDENTS

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and outlined in the student handbook.

BULLYING POLICY

Wright Tech maintains a firm policy prohibiting all forms of discrimination. Bullying, like other disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment and is expressly prohibited on school district property or at school related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

This policy also applies to any student whose conduct at any time or in any way constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

For detailed information, see the WTC school district's "Bullying Prohibition" Policy 514.

CELL PHONES & ELECTRONIC DEVICES

Students are permitted to bring their cell phone to school. At Wright Tech we embrace the potential that cell phones can be used as a technological learning tool in the classroom. We encourage teachers to implement the use of cell phones when appropriate in their daily lessons.

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement.

Students will be informed at the beginning of the year as to what proper cell phone etiquette is within the confines of their class and the WT school building. Students may use their cell phones for personal use before and after school, or during lunch. Students are expected to turn their cell phones off when entering a classroom.

If a student is referred to the office because of a cell phone infraction in the classroom; the phone will be turned into the office and returned to the student at the end of the class period. Further infractions will result in the cell phone being turned into the office and only returned after a conference with the student's parent or guardian. At this time, a behavioral contract may be developed to ensure there are no further distractions to the learning process.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint.

CYBER BULLYING

Cyber Bullying is unwelcome harassment through the following methods: email, websites, chat rooms, blogs, instant messaging, online forums, voice text messages, online gaming, camera phones, and a variety of technology yet to be invented. Cyber Bullying will not be tolerated at Wright Tech and will be considered a violation of the Harassment & Bullying Policy.

Wright Tech will act to investigate all complaints, either formal or informal, verbal or written, of cyberbullying and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

DISCIPLINE POLICY

All students must abide by Wright Technical Center Discipline Guidelines and Chemical Abuse Policy. Disciplinary action may be taken for any behavior which is disruptive of good order or violates the rights of others in school, at school activities or while on or in the vicinity of school property including school buses, school vehicles or school bus stops. In addition, students involved in off-campus or out-of-school conduct that has a direct effect on the welfare of the school may be subject to school discipline.

With matters of discipline, teachers take the first steps with correcting inappropriate behaviors. If these steps are ineffective and the inappropriate behavior continues, consequences will progress. Administration will work with all parties involved to ensure appropriate consequences, which may include non-exclusionary practices, discipline, and restitution, when applicable.

Questions concerning the implementation of student discipline and enforcement of the student code-of-conduct should be brought to the building administrator (see the district's discipline complaint procedure, "Student Discipline" Policy 506).

Possible consequences of inappropriate student behavior include:

- Removal From Class - Removal from class is the short-term exclusion of a student from class.
- Suspension - Removal from school for up to ten (10) days.
- Contracts - Certain patterns of behavior may result in the development of an individualized contract for behavior.
- Parent Conference - Parent/Guardian involvement is of utmost importance for ensuring success of students in our schools. Parents/Guardians may be asked to attend conferences in school regarding their student.
- Drop From Program - Poor attendance and/or certain patterns of behavior may result in the student being dropped from a program.
- Expulsion - Extreme student misbehavior may result in the student being removed from school for the remainder of the year. The home school will be notified of the reasons for the recommended expulsion and the required paperwork will be prepared.
- Fines/Restitution - Certain situations may necessitate reimbursement of fines or costs by the student.

A student may be removed from class, suspended or expelled from Wright Tech for :

- Truancy
- Damage to school or personal property
- Verbal assault
- Threats and disruption
- Dangerous, harmful and nuisance substances and articles
- Failure to identify oneself when approached
- Violation of federal state or local laws
- Unacceptable behavior

DISCIPLINE POLICY—ALCOHOL AND MOOD-ALTERING SUBSTANCES

Minnesota Schools are drug-free zones. Laws are tough on anyone caught selling or possessing illegal drugs within one city block or 300 feet of any Minnesota school or school bus carrying students.

Students who have been caught dealing drugs on or within sight of the school property may be subject to immediate expulsion from the Wright Tech.

Chemical use is also a threat to the well being of students—both to their safety and health. Every student attending Wright Tech has a right to learn. The misuse of chemicals may interfere with the learning environment as well as the welfare of the entire program.

The consuming or possessing of any beverage containing alcohol or any other mood altering substance while on school property, buses, or at any school activity, is not permitted. Possession or use of any drug related paraphernalia on school property, buses, or at any school activity is also not permitted. Possession/use of paraphernalia will result in the same consequences as chemical use violations. Students who present themselves at school under the influence of the above mentioned substances will be referred to the police and charges may be pressed. The home school will be notified immediately and disciplinary action will occur according to Wright Tech and the home school policies and procedures. The parent/guardian will also be notified of the incident. Due process procedures apply as well as MN State High School League rules.

DISCIPLINE POLICY—ASSAULT

Assault is:

- An act done with the intent to cause fear in another of immediate bodily harm or death;
- The intentional infliction of or attempt to inflict bodily harm upon another; or
- the threat to do bodily harm to another with the ability to carry out the threat.

Violation of District policy may result in the following consequences:

- Notification of student's home school
- Parent/guardian notification
- Conference with administrator and parent/guardian
- Suspension
- Expulsion
- Notification of law enforcement
- Removal from school grounds

DISCIPLINE POLICY—REMOVAL FROM PROGRAM

Extreme student misbehavior or persistent violation of school policy may result in the student being removed from school/program for the remainder of the year. The parent/guardian and home school will be notified of the reasons for the recommended removal and the required paperwork will be prepared.

DISCIPLINE POLICY—SUSPENSION

Certain types of student behavior may result in removal from Wright Tech from one to fifteen days. The following list of acts committed for the purpose of causing substantial and/or material disruption or conduct which reflects negatively upon the school can result in a student being suspended or withdrawn from a program:

- Disrupting the educational process through disrespect, defiance, misbehavior, class disruption or willful absence from classes.
- Disrupting the educational process by verbal or physical threats or assault on or abuse of any student or school personnel.
- Stealing, destroying or defacing school property or the private property of others while under the jurisdiction of school authorities.
- Endangering other students through careless or reckless driving on or around school property.
- Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, beverage or intoxicant of any kind on school property or on property adjacent to school property or within eyesight of school property or at school functions held on school property or at other locations.
- Possessing, using or transmitting drug paraphernalia.

When a student is suspended from school, upon their return they will meet with administration to develop a readmission plan. This plan will include measures to improve the student's behavior, these measures may include:

- Character education program
- Social and emotional learning
- Counseling, social work and mental health services
- Referrals for special education or 504 evaluation
- Evidence-based academic interventions

The suspension or expulsion process will follow all the provisions of the Pupil Fair Dismissal Act (MN Citation 121A.40 to 121A.56). As Wright Tech is an extension of each student's home school, the home school will be notified of the recommended disciplinary action.

DISCIPLINE POLICY—VANDALISM

Expensive equipment and materials have been provided to give students all the advantages possible. Every person in our building is expected to take care of the property and keep the facilities in excellent condition at all times.

Should negligent student actions result in the damage of school property, the school district will hold the student and his/her parents/guardians responsible for repair or replacement of the damaged item.

DISCIPLINE POLICY—NOTICE OF VIOLENT BEHAVIOR

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given.

DISCIPLINE POLICY—VIOLENT BEHAVIOR

A physical assault in school may result in an expulsion. Severe verbal aggression/threats or physical aggression/threats may result in suspension or expulsion.

DISCIPLINE POLICY—WEAPON DEFINITION

A "weapon" means an object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or self-injury including but not limited to any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, stun guns, all knives, blades, clubs, metal knuckles, nun-chucks, throwing stars, explosives, fireworks, mace and other propellants, ammunition, poisons, chains, arrows or objects that have been modified to serve as a weapon, facsimile of real weapons, look-alike guns, toy guns, or weapons listed above which are broken or non-functional.

DISCIPLINE POLICY—WEAPONS USE AND POSSESSION

Minnesota schools are weapon-free zones. Laws are tough on anyone caught possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school or school bus carrying students. Wright Tech takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students.

Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. An object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for the purpose of this policy.

Violation of this policy shall be in accordance with Wright Tech and the member school district policy and/or the Gun-Free Schools Act of 1994. The home school will be notified immediately and Wright Tech will cooperate with the home school to expel the student for a period of one year. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

Students who have been found guilty on a weapons charge that occurred outside the school may also be subject to expulsion proceedings.

DRESS CODE

Clothing should be appropriate for the activity and weather conditions. The responsibility for the appearance of the student rests with the student and the parent/guardian. Student dress must comply with the health code of the State of Minnesota and not interfere with the educational process or school policy. Certain apparel is not appropriate for school based on the guidelines of health, safety and their potential for disruption. This apparel rule includes:

- Clothing which violates any district policy, including the Policy Against Religious, Racial and Sexual Harassment and Violence.
- Clothing of a revealing or distracting nature, such as short shorts (must fall below fingertips when arms are hanging down at your side), bareback, strapless, or midriff tops/dresses, low-neck tops, low-riding pants, and under wear (bra straps and boxers must not be visible).
- Pants must ride at the waist or high enough to cover any undergarment (i.e. waistband of pants must be within one inch of your waistline).
- Clothing with obscene writings, drawings, and/or obscene patches.
- Clothing showing drawings of or references to any gangs, weapons, tobacco, illegal drugs, alcoholic beverage or other illegal substances.
- Headwear, hats, hoodies or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Hoodies must allow the face to be visible from the front and sides. Students may wear headgear for a medical or religious reason. Teachers may require hoodies & hats to be removed within their classrooms.
- Shoes must be worn at all times.
- Blankets are not permitted at school.

Your program instructor has the right to restrict the manner of dress or style of hair when it pertains to the health and/or safety of students in that teacher's specific areas. When an infraction of the dress regulations exists and cannot be remedied at school, the home school will be notified and appropriate disciplinary action will occur.

If a school official 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.

EMPLOYMENT BACKGROUND CHECKS

The school will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FEES

Materials that are part of the basic educational program are provided at no charge to a student.

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
- 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
- Items of personal use or products that a student has an option to purchase
- Field trips considered supplementary to the district's educational program

Students will be charged for textbooks, workbooks, and Chromebooks if they are lost or destroyed. The school district may waive the required fees or deposit if the student and parent/guardian are unable to pay. For more information, contact school administration.

GRADING POLICY

Students have the responsibility to complete all assigned work within a class. An A, B, C, D or F system is used where “A” represents outstanding and “F” represents failing. Your individual home school will determine the number of credits you will receive for attending classes at WT. Grades will be sent to your home school at mid-quarter/mid-trimester and the end of the quarter/trimester. Refer to your individual course syllabus for program grading guidelines.

Only under special circumstances, students may petition to be allowed additional time to complete coursework and replace an unsatisfactory grade. All extensions and grade changes must be approved by both the instructor and administration. All grades will remain as originally posted if the coursework is not completed by the agreed upon time extension.

Students will receive two days to complete and submit work without penalty if they have been absent due to an excused absence. See the District’s Attendance Policy 503 for a list of excusable absences.

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. Students must be in good academic, attendance and behavioral standing to participate in supplemental field trips.

HALL & SHOP MONITORING CAMERAS

Wright Tech has continuous camera monitoring in each hallway, shop and parking lots. The pictures/film from these cameras will remain confidential unless circumstances are such that the school officials have reason to view them.

HARASSMENT POLICY

It is the policy of Wright Tech to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. Wright Tech prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of Wright Tech to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon a student, teacher, administrator or other school personnel.

Wright Tech will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

HARASSMENT POLICY—SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education, or

- employment or educational environment.
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive.

Sexual harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse; favors, accompanied by implied or overt threats concerning an individual's employment or educational status
- Unwelcome pressure for sexual activity, unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property
- Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status, or
- Unwelcome behavior or words directed at an individual because of gender.

HARASSMENT POLICY—RACIAL HARASSMENT

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- Otherwise adversely affects an individual's employment or academic opportunities.

HARASSMENT POLICY—RELIGIOUS HARASSMENT

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or
- Otherwise adversely affects an individual's employment or academic opportunities

HARASSMENT POLICY—SEXUAL VIOLENCE

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

HARASSMENT POLICY—RACIAL VIOLENCE

Racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to race.

HARASSMENT POLICY—RELIGIOUS VIOLENCE

Religious violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to religion.

HAZING

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. “Hazing” means committing an act against or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school district who is found to have violated this policy.

IMMUNIZATION POLICY

Minnesota law requires all children in a Minnesota elementary, middle or secondary school to be completely immunized against seven diseases or meet one of the allowable alternatives.

INTERNET & TECHNOLOGY POLICY

The use of and access to use the internet and technology at Wright Tech is a privilege and not a right. If the privilege is abused, one or more of the following consequences may occur:

- Suspension or cancellation of Internet use or access privileges
- Payments for damages and repairs
- Appropriate discipline which may include suspension, expulsion, civil or criminal liability under other applicable law.

INTERNET & TECHNOLOGY POLICY - UNACCEPTABLE USES

The following uses of the internet and technology at Wright Tech are considered unacceptable:

- Accessing, reviewing, transmitting, uploading, downloading, storing, printing, posting, or distributing materials that use language including racist, sexist or abusive language and/or images that are inappropriate or disruptive to the educational process or could cause damage or danger of disruption.
- Attempting to gain unauthorized access to the Wright Tech system or any other system, to log in through another person’s account, to use computer accounts, access codes or network identification other than those assigned to the user.
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- Transmitting any information in violation of state or federal regulations.
- Using the Internet to gamble.
- Using the Internet in any way that may result in charges to Wright Technical Center.
- Tampering, modifying, violating, disrupting, or changing the district system software, hardware, wiring or security system or spreading computer viruses.

A complete guide to the Internet policies of the Governing Board of School District 966 is available for review in the main office. All Wright Tech computer systems and Internet policies are consistent with the Internet policies of the member school districts.

INTERNET & TECHNOLOGY POLICY - STUDENT TECHNOLOGY USE AGREEMENT

The educational value to be gained from proper technology/Internet use is the joint responsibility of students, parents/guardians, teachers and administrators. The Student Technology Use Agreement form must be read and signed by the user. Students may not access the Internet until this agreement is signed and returned to the supervising teacher.

INTERNET & TECHNOLOGY POLICY - STUDENT COMPUTER USE

Students should expect only limited privacy when working on computers in the computer labs. An individual investigation or search will be conducted if there is a reasonable suspicion that the search will uncover a violation of law or school district policies.

INTERNET & TECHNOLOGY POLICY - LIMITATION ON SCHOOL DISTRICT LIABILITY

The district computer system is provided on an “as is, as available” basis. Students are responsible for their own data which should be copied to a storage device if the information needs to be saved.

LEAVING SCHOOL EARLY

No student should leave the campus without permission. Any student wishing to leave early has to have permission from their home high school or parent/legal guardian presented to the Wright Tech office in the form of a note/pass, email or phone call. If you have turned in a note to be excused early, you must sign out in the office before leaving.

LOCKERS

All student valuables should be kept at home. The WT is not responsible for any lost or stolen items from shop lockers.

MEDICATION POLICY

Any medication (doctor prescribed or over the counter) which is to be taken by a student during the school day must be brought to the WT office as soon as the student comes to school. All medication will be dispensed from the office. All medication should be brought in the original container. Prescription drugs must be brought in the container with the doctor’s instructions on the label.

A “Permission to Administer Medications” form must be completed each year or with any change in prescription in order for the school to administer medications.

NONDISCRIMINATION POLICY

Wright Tech does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, receipt of public assistance, marital status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

504/Title IX Coordinator:

Brian Koslofsky—WTC Director
1405 3rd Ave N
Buffalo, MN 55313
763-684-2200
brian.koslofsky@wrighttech.org

Alt 504/Title IX Coordinator:

Shaun Karson—WTC Principal
1405 3rd Ave N
Buffalo, MN 55313
763-684-2278
shaun.karson@wrighttech.org

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:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- 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 is not highly qualified.

PLEDGE OF ALLEGIANCE

WT students shall recite the pledge of allegiance to the flag of the United States of America once each week. Any student may decline to participate in the recitation of the pledge of allegiance to the flag. 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.

REGISTRATION INFORMATION

Students should register for WT classes at their home schools. If a student decides once he/she begins a program that he/she would like to change programs, the student must meet with the principal to request a program change. Program changes will be made only if space is available in the program and there is a valid reason for making the change. Students are encouraged to request program changes at the beginning or end of a quarter.

SCHOLARSHIPS

Any student planning to enter a four-year or a technical college should check with their instructors regarding Wright Tech scholarships. Each year Wright Tech Center awards scholarships to seniors completing one of our programs.

SECOND YEAR STUDENT—REQUIREMENTS

The second year program at the Wright Tech is designed to further a student's skill and knowledge within a chosen career field. Admission into a second year program is limited to only the top students from the previous year. Students are held to a higher standard and are expected to follow the WT values as set forth in the WRIGHT Way.

Second Year Students will be expected to:

Demonstrate a high level of professional **Work Ethic** at all times.

- Be a positive role model
- Always put in your "best effort"
- Come to class on time and prepared to learn
- Maintain a level of 95% attendance and a "B" or better grade

Show **Respect** towards oneself, classmates, instructors and the school.

- Follow all classroom rules, expectations and safety procedures
- Abide by all program laws, rules and guidelines
- Adhere to the WT Student handbook
- Dress appropriate and professional at all times

Maintain a level of high academic **Integrity**.

- Always complete your own class work
- Meet all class deadlines
- Never cheat or plagiarize someone else's work
- Report infractions to your instructor

Be **Goal Oriented** in one's educational future.

- Show initiative in class
- Successfully complete all assigned work and classroom requirements
- Work independently and stay on-task
- Set high expectations aligned with one's future career goals

Value **Honesty** with one's classroom and professional conduct.

- Maintain open communications with your instructor
- Conduct yourself in a truthful manner
- Take responsibility for one's actions

Demonstrate effective **Teamwork** skills & attributes throughout the course.

- Demonstrate leadership qualities and volunteer when needed
- Assist the instructor with classroom activities or demonstrations
- Help mentor & tutor classmates who may need additional assistance
- Fully participate in group projects and assignments

STUDENT CONFIDENTIALITY

It is the policy of the Wright Tech to protect the privacy rights of students and keep confidential any matters that encroach on these rights. At times it is necessary to involve police, social services, probation or other public agencies regarding the welfare of students. Wright Tech staff will take appropriate measures to ensure that the confidentiality is maintained during these contacts.

STUDENT OF THE QUARTER

Each quarter, the teacher for each of the program areas may select a student of the quarter. This student may be chosen for his/her academic performance, outstanding attendance, program improvement, etc. His/her picture will be displayed in the hallway display case.

STUDENT ORGANIZATIONS

Students enrolled in WT programs are eligible to participate in student organizations. Students will learn more about these student organizations through their respective programs. Students who participate in school activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

STUDENT PICTURES

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in district publications. Parents/Guardians may request that their child's photograph and identifying name not be published.

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 515 may be obtained on the district’s website.

STUDENT RELEASE OF INFORMATION

In accordance with the Minnesota Data Practices Act, District 966 may release the following information without permission unless the district has been notified that it should not be released:

- Student’s name and city of residence
- Student’s home high school
- Date of birth
- Major field of study
- Participation in officially recognized activities as well as pictures of students participating in activities.
- Dates of attendance and grade levels completed.
- Awards received
- Most recent educational agencies or institutions attended.
- Photographs for school district publications (this does not apply to pictures of school events taken by the news media).

Parents/guardians who do not want this information released must notify the district in writing by filling out the Media Form the student receives when they start school at Wright Technical Center.

STUDENT & SCHOOL SAFETY

STUDENT & SCHOOL SAFETY—ACCIDENTS

All student injuries that happen at school should be reported to the office. Parents of an injured student will be contacted as soon as possible. The office is equipped to handle first aid to minor injuries. If the student experiences a more serious medical emergency, the school will contact 911 /emergency medical treatment and then contact the parent.

STUDENT & SCHOOL SAFETY—ASBESTOS MANAGEMENT UPDATE

The Asbestos Hazard Emergency Response Act (AHERA) requires that schools notify parents and employees regarding asbestos-related activities. When properly maintained, asbestos does not present a hazard.

STUDENT & SCHOOL SAFETY—CRISIS MANAGEMENT

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

STUDENT & SCHOOL SAFETY—NUCLEAR EVACUATION

In case of a nuclear emergency, students may have to evacuate and be bused to a nearby community. Students must follow emergency guidelines given by the instructor and developed for this school district.

STUDENT & SCHOOL SAFETY—PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticides on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, can be requested by contacting the school.

STUDENT & SCHOOL SAFETY—PROCEDURE FOR FIRE DRILL

Teachers will direct students from the classroom to the designated fire exit. Students should move at least seventy-five feet from the building. When the alarm ceases to ring, students may reenter the building.

STUDENT & SCHOOL SAFETY—PROCEDURE FOR LOCKDOWN DRILL

Teachers will direct students to remain in their classroom. If students are not in a classroom, they should immediately go to the nearest restroom and take cover quietly.

STUDENT & SCHOOL SAFETY—PROCEDURE FOR TORNADO DRILL

Teachers will direct students from the classroom to the designated shelter areas. The all clear will be given for students and staff to return to their classrooms.

STUDENT & SCHOOL SAFETY—SNOWBALLS

There is no throwing of snowballs on school grounds. Being struck with snowballs is usually unpleasant and can be dangerous. Parent referral and suspension may be used as corrective measures depending upon the nature and frequency of the violation.

STUDENT 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 506, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

STUDENT SEARCHES—LOCKERS & 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.

STUDENT SEARCHES—PERSONAL POSSESSIONS & 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.

STUDENT SEARCHES— PATROLS & 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.

STUDENT SEARCHES— SEARCH OF STUDENT MOTOR VEHICLE

The interiors of motor vehicles of students in school district locations, including all compartments, 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 withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" Policy 520. A copy may be obtained on the district's website.

SUICIDE PREVENTION / CRISIS SUPPORT

The protection and safety of students is the number one priority for Wright Tech. We want to ensure that all students have access to Crisis Support and the ability to seek help. Any student in crisis is encouraged to speak with an adult at Wright Tech. Students can also find crisis support resources and contact information on posters throughout the school building.

Crisis Support Lines and information can be found at:

Call 988

<https://988lifeline.org/>

Text HOME to 741741 To reach a volunteer Crisis Counselor.

Online—<https://988lifeline.org/> or <https://www.co.wright.mn.us/697/Crisis-Services>

TENNESSEN WARNING

When an individual is asked to supply private or confidential data about himself/herself, the MN Government Data Practice Act requires the individual be informed of:

- Purpose for collecting the data
- Intended use of the data
- Whether the individual possessing the data may refuse or is legally required to supply the requested information.
- Any known consequences arising from supplying the data.
- Any known consequences arising from refusing to supply the data.
- The identity of other persons or entities authorized by a state or federal law to receive the data.

The Tennesen Warning (MN STATUTE 13.04, Subd 2) can be given orally or in writing.

TEXTBOOKS

Textbooks are loaned to students free of charge. Students will be held responsible for any damage to books assigned to them. Damage to a textbook beyond normal wear and tear will result in a student being levied a charge for the textbook.

TITLE IX/SECTION 504 POLICY

It is the policy of the Wright Technical Center not to discriminate on the basis of age, race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability in its educational programs, activities or employment policies.

It is the intent of the WT to ensure that students with a disability within the definitions of Section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. The Act states that any individual who has a physical or mental impairment which substantially limits one or more of such a person's major life activities, has a record of such impairment, or is regarded as having such an impairment is eligible for a 504 accommodation plan.

The following person and alternate have been designated to handle inquiries regarding the non-discrimination policies:

504/Title IX Coordinator:

Brian Koslofsky—WTC Director
1405 3rd Ave N,
Buffalo , MN 55313
763-684-2200
brian.koslofsky@wrighttech.org

Alt 504/Title IX Coordinator:

Shaun Karson—WTC Principal
1405 3rd Ave N
Buffalo, MN 55313
763-684-2278
shaun.karson@wrighttech.org

TOBACCO USE AND POSSESSION

Smoking, chewing, or the possession of tobacco products or tobacco related devices (including electronic delivery device/heated tobacco product)) on the school grounds, within sight of the school grounds, in the school buildings or while on school activities is prohibited. Students violating this policy are subject to disciplinary action. Law enforcement and the home school will be notified immediately.

Limited exceptions for loose tobacco possession contained in a medicine pouch may be made for American Indian students based upon the intended observance of tradition, spiritual or cultural practices. See District's Policy 419 for more information.

TRANSPORTATION

TRANSPORTATION—BUS CONDUCT

Students must abide by the policies and procedures of the School District and/or the transportation service that is being used. The assurance of safe and efficient school transportation systems calls for proper bus conduct on the part of students.

Students must:

- Behave appropriately.
- Remain seated except when boarding or departing the bus at designated times.
- Obey and respect the driver.
- Not swear, use obscene language or gesture toward the bus driver, other students or other motorists.
- Not litter on the bus.
- Refrain from putting their heads, hands or limbs outside the windows of the bus.
- Refrain from throwing items on the bus.
- Not open or tamper with emergency exits at any time other than during emergencies.
- Not use or possess tobacco products or chemicals on the bus.
- Not write on the seats or disfigure or mutilate the bus in any way.
- Not fight, push or engage in rough housing.

Students choosing to behave inappropriately or unsafely will be disciplined according to the home school district or Wright Technical Center's bus policy. Bus violations could result in bus suspension for the remainder of the year. **When school buses are entering or exiting the parking lot, buses have priority and the right of way.**

TRANSPORTATION - STUDENT DRIVING INFORMATION

We encourage all students to use school bus transportation. Driving a motor vehicle to school is a privilege, not a right. Students who drive to school must drive carefully and be in full control of their vehicle at all times in and around school grounds.

Students who wish to drive to and from the Wright Tech are required to obtain a "Driving and Parking Permission" form. This form is available in the main office and must be completed and signed by all required parties before a permit can be issued.

Student Driving Expectations:

- Students may not drive or bring riders without prior permission.
- Students may only park in the North student parking lot at Wright Tech – ask about overflow parking if necessary. Parking on the grass is not allowed.
- Only the driver listed on this form may occupy the car during the trip to and from the Center unless stated otherwise on the driving form by the parent/guardian.
- Drivers must clearly display the issued parking tag on the rearview mirror with the number visible. The initial parking tag is free. A replacement will cost \$5.00.
- No other student is allowed to use your parking tag, if shared, your tag will be pulled and you will ride the bus.
- Students may not park in parking lots of adjoining businesses. If a student parks in the parking lots of these businesses, the businesses are allowed and will tow the vehicle.
- If a student does not have his/her parking tag in the car he/she is driving on a particular day, it is the student's responsibility to stop in the main office and identify his/her car.
- Students should deposit trash in receptacles. Litter is not to be left in the parking lots.
- Vehicles may not display signs, symbols or language of an offensive or harassing nature (inappropriate racial, religious, sexual, gang or illegal drug references). Students displaying any such items will be asked to remove the item from their vehicles. Failure or refusal to do so will result in suspension and/or loss of driving privileges.
- Student cars should be locked when parked in the school parking lot. Wright Tech is not responsible for any loss due to theft.
- Vehicles are not to be left running in the parking lot, nor are students permitted to start a vehicle early before the dismissal of school.
- Students are not to access their vehicles during the school day without administrative approval.

In cases where student conduct violates driving and parking rules, the home school and the parents/guardians will be notified and the student may lose his/her driving privilege. The WT also works closely with the police liaison officer, and any violations of these rules may result in the suspension of driving privileges, ticketing and/or towing.

When school buses are entering or exiting the parking lot, buses have priority and the right of way.

TRANSPORTATION - RIDING INFORMATION

Any student who wishes to ride with another student on a temporary or permanent basis must also complete a "Riding Permission" form before being able to ride with that student.

TRANSPORTATION—EXHIBITION DRIVING

If a school official witnesses exhibition driving, the police will be contacted and a ticket may be issued. Exhibition driving is defined according to Minnesota and city statutes as listed below.

Driving is considered exhibition when a motor vehicle stops, starts, accelerates, decelerates, or turns at an unnecessary rate of speed so as to cause tires to squeal, gears to grind, soil to be thrown, engine backfire, fishtailing or skidding. Speeding, erratic or reckless driving on or near school grounds, will cause the student to lose his/her driving privileges and may result in the police being called.

TRANSPORTATION - SNOWMOBILES & MOTORCYCLES

Students are not permitted to drive snowmobiles to Wright Technical Center. Students must check with the principal before driving a motorcycle to Wright Technical Center.

VISITORS

Students are **not** permitted to bring visitors to Wright Tech classes.

VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

Wright Technical Center offers a variety of vocational opportunities through its Career & Technical Education courses. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.

504/Title IX Coordinator:

Brian Koslofsky —WTC Director
1405 3rd Ave N , Buffalo, MN 55313
763-684-2200
brian.koslofsky@wrighttech.org

Alternate 504/Title IX Coordinator:

Shaun Karson—WTC Principal
1405 3rd Ave N, Buffalo, MN 55313
763-684-2278
shaun.karson@wrighttech.org

WEATHER/SCHOOL CLOSING INFORMATION

In the event of inclement weather, listen to WCCO (830)AM or KRWC (1360)AM or watch Channel 4 (WCCO) for school closings.

CONTACT INFORMATION

Wright Tech
1405 3rd Ave NE
Buffalo, MN 55313
Phone: 763-682-4112
Website: www.wtc.k12.mn.us