

WINONA SENIOR HIGH SCHOOL

Student Handbook



2022 ~ 2023

901 Gilmore Avenue

Winona, MN 55987

www.winona.k12.mn.us

(507) 494 -1500

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Letter from the High School Principal

Dear Winona Senior High School Families:

Welcome to Winona Senior High School. We are dedicated to our families to provide a safe and welcoming environment where all are welcome. We will provide an equitable education where we support all students in their academic, behavior, and social-emotional learning and development. This student handbook is aligned with the WAPS district policies and is designed to promote positive behavior, create a positive school environment, and to keep students at school each day.

A safe and positive school environment is essential. It is expected that the adults and students at Winona Senior High School treat each other with respect and dignity. Please take some time to read this important document and discuss it with your child.

Together, we can take advantage of everything that Winona Senior High School has to offer your child. As our mission states, *Expect excellence, grounded in compassion, to meet the needs of all learners*. We strive to meet our mission each and every day and promise to provide the best possible education we can.

Sincerely,

Heather Fitzloff

Winona Senior High School
Principal

Opening Statement

All school district rules, policies, procedures and discipline will be applied in a non-discriminatory manner to all students, without regard to any protected characteristics identified in the Minnesota Human Rights Act, including a student's: Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Public Assistance Status, Age, and Sexual Orientation.

Winona Area Public Schools

Our Vision:

One community of lifelong learners, engaged in creating our culture, where all are safe, valued and accountable to one another for success.

Our Mission:

Expect excellence, grounded in compassion, to meet the needs of all learners.

Core Values:

1. Excellence: Be my best and expect the best of others
2. Kindness: Concern, compassion, and advocacy for others
3. Respect: Acceptance of self and others as we work together
4. Honesty: Say and do the right thing, even if no one is watching
5. Responsibility: Do my part and be accountable for what I say and do

Important Contact Information

High School Office	507.494.1500
Counseling Office	507.494.1521
Health Office	507.494.1526
Attendance Line	507.494.1500

Name	Title	Email	Phone Number
Heather Fitzloff	Principal	heather.fitzloff@winona.k12.mn.us	507.494.1501
Nathan Warneke	Assist. Principal	nathan.warneke@winona.k12.mn.us	507.494.1502
Lori Ulrich	Special Education Coordinator	lori.ulrich@winona.k12.mn.us	507.494.1518
Courtney Dahlby	Counselor A-G	courtney.dahlby@winona.k12.mn.us	507.494.1517
Samantha Wagner	Counselor H-O	samantha.wagner@winona.k12.mn.us	507.494.1520
Karen Whitney-Thrune	Counselor P-Z	karen.whitney-thrune@winona.k12.mn.us	507.494.1516
Kate Konop-Wolf	School Psychologist	kate.konop-wolf@winona.k12.mn.us	507.494.1513
Chelsea Scott	Social Worker	chelsea.scott@winona.k12.mn.us	507.494.1583

Student Insurance

All students participating in programs within School District 0861 must have insurance to cover injuries that might occur. The student must be protected by family policies.

Frequently Referenced Policies

School Board policies are available in the Superintendent's office, school offices and online at www.winonaschools.org/district/school-board

POLICY NAME	POLICY NUMBER
Harassment and Violence	413
Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction	419
Student Attendance	503
Student Dress and Appearance	504
Student Discipline	506
Bullying Prohibition	514
Student Medication	516
Internet and Electronic Communication Acceptable Use and Safety Policy	524
Hazing Prohibition	526
Attendance Boundaries	798
Crisis Management Procedures	806



Winona Senior High School

Daily Schedule

Monday - Friday

Period 1	9:00 - 9:47	47 Minutes
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Period 2	9:52 - 10:39	47 Minutes
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Period 3	10:44 - 11:31	47 Minutes
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Period 4	11:36 - 12:54	47 Minutes
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A Lunch	11:31 - 12:02
Class	12:07 - 12:54

Class	11:36 - 12:23
B Lunch	12:23 - 12:54

Period 5	12:59 - 1:46	47 Minutes
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Period 6	1:51 - 2:38	47 Minutes
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Period 7	2:43 - 3:30	47 Minutes
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Attendance Expectations

The school board believes that 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 important to the future of the student.

Parents/Guardians must call the Attendance Line to excuse a student from school: 507-494-1500.

A telephone call from a parent or guardian must be made to the office each day a student is absent. Parents may call the attendance office and leave a message at 507-494-1500 twenty-four (24) hours a day, seven (7) days a week. **Written excuses will be accepted.** Students will have two days (2) to resolve absences after returning to school. Absences not resolved will remain unexcused if they are not resolved in that two day window.

Parents or guardians can excuse a student's absence up to twelve (12) times per school year while school is in session. Subsequent clearance for illnesses requires verification by a valid health care professional or administrative approval. Student attendance will be monitored to detect patterns of excessive excused absences so that appropriate intervention action takes place.

If a student has an unexcused absence, he/she will be given missed work (upon request); however, the teacher is under no obligation to accept or evaluate the work.

<u>Number of Unexcused absence</u>	<u>School's Response</u>
1	Infinite Campus Alert
3	School Official to contact parent(s) by phone or email
5	The attendance personnel will refer students to the Winona County Restorative Justice Program as an attempt to intervene early on the truancy cycle with the goal of determining the cause(s) behind the attendance issues.
7	The Attendance Personnel may file truancy charges with the Winona County Court System

It is the student's responsibility to resolve an absence before school, between class periods, during lunch, or after school. Class time should not be used by students to resolve absences.

Examples of Excused Absences: illness, death or funeral of immediate family, impassable roads or weather making travel unsafe, recognized religious holidays or observances, court related appearance, medical or dental treatment, five (5) days of vacation with prior written approval.

Examples of Unexcused Absences: oversleeping, work, cold weather, missing the bus, visiting relatives or friends, too tired, helping at home, shopping.

Leaving During School Day: Students who leave school during school hours must have parental permission and receive a pass from the main office or the health office (in case of illness).

Medical and dental appointments should be made after school when possible. All make-up work must be completed; after meeting with the teacher and in a reasonable length of time. **This is the responsibility of the student.**

Students who are involved in co-curricular activities need to notify each of their teachers when they need to be gone from class for school-related activities. Assignments should be obtained and students shall keep caught up with their classes.

Before and After School: Students may come to school and be seated in the ***Concourse as early as 6:00 AM. Parents/Guardians must understand that there is no supervision before 8:45 AM.*** Students are to be seated in the Concourse only. If anything should occur during this time, it is on the parents' liability.

Students may stay in the building after school as long as they participate in a supervised activity. ***No students are allowed in the building after 4 PM without an assigned supervisor.***

DID YOU KNOW?

- Students should miss no more than 7 days of schools each year to stay engaged, successful, and on track for graduation.
- By 6th grade, absenteeism is one of 3 signs that a student may drop out.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than test scores.
- Students can be chronically absent even if they only miss a day or two of school every few weeks.
- Attendance is an important life skill that will help your child graduate and keep a job.

For further information and details regarding attendance, please refer to **School Board Policy 503.**

Academic Grading Policy

100-99% = A	89-87% = B+	79-77% = C+	69-67% = D+	59%-0% = F
99-93%+= A	86-83% = B	76-73% = C	66-63% = D	
92-90% = A-	82-80% = B-	72-70% = C-	62-60% = D-	

Key:

A – Indicates outstanding work.

B – Indicates work above average.

C – Indicates average work for the grade level.

D – Indicates work which meets the minimum requirements.

F – Indicates failure. The pupil has either failed to meet the minimum requirements of the course or failed to make a definite effort to do the assigned work in a satisfactory manner.

I – Indicates the pupil has a certain amount of time to make up incomplete work. Failure to do so will result in an “F”.

Weighted Grades:

Honors and Advanced Placement (AP) courses will both be weighted by 1.15

Honor Roll:

AA Honor Roll 4.00 on a 4 point scale

A Honor Roll 3.66-3.99 on a 4 point scale

B Honor Roll 2.66-3.65 on a 4 point scale

A student who receives an “I” (incomplete) or an “F” (failure) on his/her report card is automatically disqualified from being listed on the honor roll.

Reporting:

Student’s grades can be viewed on the Infinite Campus Parent Portal, and are updated by teachers regularly. Grades will be reported eight (8) times a year (at mid-term and the end of each semester). Report cards will be available on the Infinite Campus Parent Portal or mailed home upon request.

Academic Integrity:

All students have the responsibility to uphold the highest standards of academic and behavioral integrity in their own work. Work produced by students should represent their personal efforts and requires that they properly acknowledge the intellectual contributions of others. Academic Integrity includes, but is not limited to: cheating; fabrication and falsification; multiple submissions; and plagiarism. For incidents where there is evidence that the student intentionally and knowingly violated the academic integrity policy, the teacher will refer the charges to administration with a recommendation that may include, but is not limited to; a grade of F or reduction of grade on the specific piece of work; reduction of the grade in the course; suspension or dismissal from the class.

Graduation Requirements:

In order to graduate from WSHS, students need to complete the following:

Grade 11: Take at least one post-secondary test such as the ACT Plus the Writing Test, Accuplacer, or ASVAB

The Department of Education continues to change testing requirements for graduation. Please see your counselor for the latest information.

Credits:

The way credits are calculated was changed prior to the 2020-2021 school year. Students who started school prior to that year will have a mix of the old and current systems. Please see the school website for details. In the current system, each course is 0.5 credits. The following credits are required for graduation:

Total = 27 credits (10th, 11th, and 12th grade students)

English = 4.5	Social Studies = 4	Science = 3	Math = 3
Physical Education = 1	Health = 0.5	Fine Arts = 1	CTE = 0.5
Electives = 9.5			

Total= 21.5 credits (9th grade students)

English = 4	Social Studies = 3.5	Science = 3	Math = 3
Physical Education = .5	Health = 0.5	Fine Arts = 1	CTE = 0.5
Electives = 5.5			

National Honor Society:

Selection for this honor occurs during junior year and is based upon criteria for GPA, scholarship, leadership, service, and character. A description of the complete selection process is available upon request from the National Honor Society Advisor.

Athletics and Activities

Winona Senior High School offers an extensive interscholastic athletics and activity programs. Policies and rules found in this handbook pertain to all athletic and extracurricular activities. WSHS is a member of the Minnesota State High School League and the Big Nine Conference. We support and enforce all MSHSL and Big Nine Conference rules and regulations. We consider participation in athletics and activities to be a privilege available to students who meet the eligibility standards set forth by the MSHSL, local activities department, and the WAPS School District.

Recognizing that participation in interscholastic activities is a privilege, WAPS requires that the conduct of student participants be exemplary at all times. Participants are representatives of the District and their school, and must conduct themselves appropriately both while in school and out of school.

School Board Policy 510:

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

- 1.) The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- 2.) The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- 3.) Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunity

Boys Sports:

Fall: Football, Cross Country, Soccer

Winter: Basketball, Swimming & Diving, Wrestling, Hockey, Nordic Ski

Spring: Baseball, Tennis, Track & Field, Golf

Girls Sports:

Fall: Volleyball, Cross Country, Soccer, Tennis, Swimming & Diving

Winter: Basketball, Gymnastics, Dance Team, Hockey, Nordic Ski

Spring: Softball, Track & Field, Golf

Co-Ed Adapted Athletics: Floor Hockey and Bowling

Activities: Marching Band, Pep Band, Jazz Band, Music Listening, Jazz Hawks Choir, One-Act Play, Musical, Spring Play, Drama Club, Anime Club, Art Competition, Robotics, FFA, National Honor Society, Student Council, W-Club, German Club, Link Crew, Trap Club, Knowledge Bowl, GSA, Baking, and UNICEF.

School Attendance and Participation in Athletics or Activities:

1. A student participating in athletics or an activity, with an **unexcused** absence during any part of the school day, may not practice or play in a contest on that given day, unless approved by the activities director or building principal.
 - a. There will be circumstances that allow a student to miss school and still participate. Those circumstances are handled on an individual basis by the activities director and building principal.
2. A student suspended from school will be ineligible to participate in any school sponsored co-curricular and/or extra-curricular activities until the student is readmitted to school as a student in good-standing.
3. Unexcused absences will result in the suspension from one or more athletic contests, to be determined by the activities director and building principal.

Student Eligibility for Athletics/Activities:

Academic: (Credit Requirement) To be eligible, a student must be making satisfactory progress toward the school's requirements for graduation.

Academic Policy:

1. Any failure of a midterm grade leads to immediate ineligibility until grade becomes satisfactory (Both the Teacher and Activities Director documentation is required for reinstatement)

2. Any failure of 1 class in a term will lead to automatic academic probation.
3. Any failure of 2 or more classes in a term will lead to ineligibility until midterm grade reports satisfactory progress of all classes.

Academic Probation:

Progress reports will be checked and signed every week. If at any point during the term a student is failing a class and is on academic probation, he/she will become ineligible until the failing grade becomes satisfactory.

The administration has discretion to modify a student's eligibility status based upon individual education plans.

Posters and Notices (Board Policy 505)

Only approved posters/notices may be displayed on a bulletin board, cork strips, walls or other spaces designated for posters and notices. This policy and procedures will not be applied in a discriminatory manner in violation of the Minnesota Human Rights Act. Guidelines, as outlined in Board Policy 505:

1. Requests for posting or distributing notices are reviewed by administration on a case-by-case basis.
2. Requests must be submitted to the building principal for approval. Approval is based on the allowable guidelines as defined by BP 505.
3. Decisions regarding the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of BP 505.

Procedures, as outlined in Board Policy 505:

1. Any student or employee wishing to distribute nonschool-sponsored or school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - a. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 - b. Date(s) and time(s) of day intended for distribution.
 - c. Location where material will be distributed.
 - d. If intended for students, the grade(s) of students to whom the distribution is intended.
2. Within one school day, the principal will review the request and render a decision. If approved, the principal will sign and date the material to be posted. In the event that permission to distribute the material is denied or limited, the person

submitting the request should be informed in writing of the reasons for the denial or limitation.

3. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
4. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
5. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

School Sponsored Student Publications and Activities (Board Policy 512)

The purpose of this policy is to protect students' rights to free speech in the production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

Health and Safety Information

Visitors: Visits of a casual nature are not allowed during the school day. Any person visiting the senior high on official business must first register.

Camera Surveillance: WSHS has video surveillance strategically placed throughout the school and school grounds. These cameras have been installed to help keep our building safe. Cameras may be reviewed periodically to ensure the safety of students and staff. Cameras will also be used to investigate incidents reported to WSHS officials.

Crisis Response: WAPS and WSHS have established a Crisis Response Team. In the event of a crisis affecting WSHS, the Crisis Response Team and staff will follow a specific plan to work through the crisis.

Restrictive Procedures:

Winona Area Public School District promotes the use of positive approaches for behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, the School District will adhere to the standards and requirements of Minnesota Statutes 125A.094 Restrictive Procedures.

Winona Area Public Schools use restrictive procedures in emergency situations. Refer to the WAPS district website for building specific plans. Paper copies are available upon request.

Emergency Drills for Fire, Civic Defense, and Tornado:

State law requires five fire drills and five lockdown procedure drills. Procedures will be posted in each classroom as to the exact location to vacate to when a drill begins. Students must follow staff directives and listen carefully to all instructions during emergency drills.

Health Office:

During the regular class period, a student must bring a pass from their teacher to gain admittance to the Health Office. Passes will be returned with the student. Names of students reporting to the Health Office will be forwarded to the attendance secretary at scheduled times. Students too ill or incapacitated to bring a pass need to be accompanied to the Health Office. No passes home will be issued from the Health Office before 9:00 a.m.

Parent/Guardian permission must be obtained in order for any student to be sent home from the Health Office. The person in contact with the parent will explain any related concerns (need for medical care, frequency of health office visits, routine missing of certain classes, etc.). The parent will make the decision whether the student is legitimately ill and permitted to go home. Medical follow-up will be encouraged for frequent complaints. General criteria to consider for calling a parent:

- An injury or illness requiring medical attention

- An oral temperature over 99.8 degrees

- Signs/symptoms of a possible communicable disease (unknown rash, pink eye, chicken pox, etc.)

Students needing prescription or over-the-counter medication during school hours must make arrangements through the health office. Parents need to bring in all medications. All medications must be properly labeled and sealed in a pharmacy bottle or the original sealed medication container. A physician's order and written parental permission is needed in order for the school to perform this service. All medications are kept in a secure, locked area. Please notify the Health Office if you are aware of any student taking medication.

General Information:

A nurse is present in your building once weekly. A health secretary is present daily. Health records are kept on each student and are available for certified staff as a

resource. Vision and hearing screening is routinely completed for all tenth graders. Students in other grades will be screened upon request of a student, teacher, or parent. Teachers are notified of any student with a health problem that may alter or interfere with their education. Students requiring medical care during the school day will receive it through the health office with as little disruption to the education process as possible. Teachers are asked to please refer any student to the health office who has symptoms of ill health.

Communicable and Infectious Disease:

It is the policy of the school board that students with communicable diseases should not be excluded from attending school in their usual daily attendance so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with school health services, community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

Student Parking Policy

Permits can be used only on family-owned vehicles. Students need to register all family vehicles that may be driven to school. Only one vehicle from the family is allowed in the parking lot at one time.

Students who are here for part of the day must obtain a parking permit and follow the same rules as full time students.

Application for a parking permit must be completed before a permit is issued.

Parking permits must be displayed as intended.

Lock your vehicle and do not display valuables. The school district is not responsible for damage to your vehicle or loss of its contents.

Any car in the parking lot with a counterfeit, stolen, or borrowed permit will be subject to discipline which may include towing the car and forfeiture of parking permit.

Student parking is allowed only in the large lot in front of the high school building in designated rows. All other lots, and the first 5 rows of the front lot, are reserved for staff and visitor parking during the school day.

Cars should never be parked in the fire lane bordered in yellow by order of the Fire Marshall. Cars parked in improper areas or parked in a manner that impedes traffic lanes will be ticketed and/or towed immediately. Cars are to be parked in one marked spot only!

Vehicles should never be parked or driven on the grass.

Vehicles parked improperly will be towed at the owner's expense.

Students are not allowed to go to their car or to be in the parking lot between 9 a.m. and 3:30 p.m. unless they obtain a pass from the principal's office.

The permit fee is \$80.00. Permits will be sold on a first come first serve basis. All initial parking permits will be issued by the safety specialists at WSHS. Permits purchased after the start of semester two will be charged \$35.

Violation of the parking policy will result in:

First Offense: Sticker on the windshield and Instant Alert to the parent

Second Offense: Sticker on the windshield and a meeting with an administrator

Third Offense: Vehicle will be towed at the owner's expense WSHS administration reserves the right to revoke permits for violation of the parking policy.

Notice to Search Vehicles: All vehicles entering the WSHS parking lot are subject to search upon any reasonable suspicion that the vehicle, including, but not limited to, trailers and all locked compartments, may contain dangerous or illegal items or substances. Searches will be conducted by school employees or by law enforcement officers acting at the request of the district.

Code of Character, Conduct, and Support

Maintaining a safe, welcoming, and positive school environment where all students are a priority is a priority to us at Winona Senior High School. WSHS is committed to administering student discipline in a manner that ensures fair, consistent, and equitable treatment of all students. When a discipline referral is made to the office it will be treated with care, positivity, equity, and with the emphasis on learning through behavior.

WAPS school board policy 506, has information regarding student discipline. This policy outlines the student rights and responsibilities, code of student conduct, disciplinary action options, and other details regarding the policy. This student handbook outlines how Winona Senior High School directly enforces the school board policy 506.

Students must follow the policy 506, Student Discipline, before, during, and after the school day. They must also follow the policy at bus stops, on transportation, on school grounds, during field trips, and any other school-related activities. WAPS can respond with disciplinary action to any violation of policy 506 when there is a direct and/or continuation of misconduct affecting students or the school day.

Students and families should also note that the Minnesota State High School League (MSHSL) has behavioral expectations that apply to students who participate in MSHSL sanctioned activities.

Student Discipline/Behavior Response Plan

Our goal is to be proactive and positive with our students to teach and prevent offenses from occurring. Our approach aims to help students learn appropriate behavior for appropriate situations. We understand that we need to teach appropriate behavior just as much as we teach academics. There may be times when consequences, interventions and other responses may be needed and assigned. In many cases, the use of primary responses and/or the use of school-based interventions may be most suitable. In other cases, a student's misconduct and violation of expectations may be appropriately addressed by a district disciplinary response along with interventions and student support

School Board Policy 506:

Winona Senior High School disciplinary offenses fall into either level 1 or level 2 category. Definitions for level 1 and level 2 responses are included. ***Administrators may find it necessary to use intervention or discipline options and procedures at any level not covered specifically in these regulations.***

Student Responsibilities (Directly from School Board Policy 506):

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;

- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

Level 1 Violations:

Level 1 violation are considered classroom managed violations. These violations are managed by the classroom teacher. With a level 1 violation it is expected that the teacher/staff respond by re-teaching classroom expectations and having an individual conference with the student. If support is needed an administrator will be available.

Level 1 Violation/Offenses	Responses to Violations
<ul style="list-style-type: none"> 1. Tardiness 2. Leaving class without permission 3. Inappropriate Use of Technology 4. Misuse of property 5. Inappropriate Language 6. Dishonesty 7. Failure to follow Instructions 8. Academic dishonesty, plagiarism, & cheating. 9. Inappropriate physical contact with others 10. Dress Code Violation 	<ul style="list-style-type: none"> • Reteach the classroom expectations • Student/Teacher conference • Student conference with administrator and/or Special Education Team • Parent/Guardian conference • Restorative Justice Circle • Loss of privileges • Restitution • Apology • Behavior Contract • Take a break • Fix-it plans • Conflict Mediation

Level 2 Violations:

Level 2 violations are considered administration managed and will receive an administrative response and a phone call home. A level 2 violation could be a repeated level 1 behavior that has not found resolution of a level 2 violation listed below.

Level 2 Violations/Offenses	Responses to Violations
<ol style="list-style-type: none">1. Bullying2. Hazing3. Possession, distribution, or use of alcohol, tobacco, drugs or paraphernalia.4. Fighting5. Trespassing6. Assault7. Harassment8. Theft9. Threats of Violence10. Gang Activity11. Possession of Weapon, explosives, incendiary devices, or any type of combustible substance.12. Substantial interruption to the learning environment13. Vandalism14. Arson15. Disorderly conduct16. Abusive Language17. Illegal Conduct18. Sexual Activity	<ul style="list-style-type: none">• Reteach the classroom expectations• Student/Teacher conference• Student conference with administrator and/or Special Education Team• Parent/Guardian conference• Restorative Justice Circle• Loss of privileges• Restitution• Detention• In School Suspension• Out of School Suspension• Bus suspension-Denial of Bus Privileges may be made by the building administrator or Director of Transportation. Decision is not appealable.• Referral to law enforcement• Administrator will determine the consequence based on the circumstances.

A Parent/Guardian email or phone call is required for all level 2 violations.

Level 1 Violation/Offenses Definitions:

1. **Dress Code Violation: School Board Policy 504:** The purpose of this policy is to enhance the education of students by establishing expectations of dress and appearance that maintain a safe and healthy learning environment, support students in developing their own positive self-image, and treat all students equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, religion, body type/size, and personal style.
 - a. **ALLOWABLE DRESS AND APPEARANCE**
 - i. Clothing appropriate for the weather. Students must wear opaque (non-see-through) clothing including both a shirt or equivalent top, a skirt, pants, shorts, or equivalent bottom, and/or a dress. A student's clothing must cover the front, back and sides including the student's private parts and abdomen. Student's must also wear appropriate footwear, as defined by paragraph III. E.
 - ii. Clothing that does not create a health or safety hazard. Clothing must cover undergarments. Waistbands of undergarments and bra straps are excluded.
 - iii. Clothing appropriate for the activity (i.e., physical education or the classroom). Hats and other headwear, except as a religious observance, must allow the face to be visible and must not interfere with the line of sight to any student or staff, including while the student wearing the hat is seated.
 - iv. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated.
 - v. Clothing, including footwear, must be weather-appropriate and suitable for all scheduled classroom activities including physical education, science labs, wood shop, sports uniforms, and other activities where unique hazards exist, such as safety gear.
 - b. Procedures if dress code needs to be addressed.
 - i. When, in the judgment of the administration, 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 first be directed to make modifications, then may or will be sent home for the day or may receive other disciplinary consequences, as appropriate.
 - ii. **Backpack Policy:** Backpacks are allowed to be carried throughout the school day if a student chooses. Lockers are provided and

encouraged to be used for storage, but a student may use their backpack to carry school supplies throughout the building.

2. **Tardiness:** Failure to be in the place of instruction at the assigned time without a valid excuse.
3. **Leaving Class without Permission:** Students are expected to be in class until they are excused by the teacher, but no earlier than the bell. If a student leaves class before the end of a class period without permission, the student is engaging in behavior that is a level 1 offense.
4. **Inappropriate use of Technology:** Students are expected to use technology, personal devices/technology or technology/devices provided by the school in a manner that is educational and/or meets the expectations of WAPS. Students must follow individual teacher classroom expectations regarding cell phones and ear bud use. If not posted, the general rule is cell phones and earbuds are out of sight and not used during class periods. More detail to this is defined in School Board Policy 524, 524A, 524B.
5. **Misuse of Property:** Students are expected to be respectful to all school property. Misuse of the property may include: using it without permission, abusing it that may include breaking it, using it in a manner other than the way it was designed, and/or possibly intentionally damaging the property.
6. **Inappropriate Language:** The use of language that is not expected to be used in an educational setting, but is not directed at another person. It is considered a level 1 offense if it involves profanity, swearing, sexual connotations, teasing, name-calling, or any other statements inappropriate to a school setting.
7. **Dishonesty:** Students are expected to tell the truth. A student is dishonest when the student does not tell the truth or provides information that is misleading.
8. **Failure to follow directions:** Not following the oral and/or written classroom or school wide expectations established by the staff.
9. **Academic Dishonesty, plagiarism, and cheating:** Any type of cheating that occurs in relation to a formal academic exercise. Students are expected to do their own work and to provide citations and attributions when their work references materials created by others.
10. **Inappropriate Physical Contact with Others:** Students are expected to keep their hands to themselves throughout the school day. Intentionally touching, pushing, or any unwanted touch that is not described in a level 2 offense will be considered level 1.

Level 2 Violations:

Level 2 violations are violations that are managed by either the Assistant Principal or the Principal. These violations are such in nature that the administrator will respond with an investigation and consequences assigned by the administrator. Repeated or persistent violation of level 1 behaviors can result in a referral to the office and a consequence assigned by either the Assistant Principal or Principal.

For level 2 infractions, a range of interventions may be applied before considering out of school suspension (Administrator's discretion based on circumstances). Disciplinary responses may range from a warning to a short term suspension. The disciplinary response applied in any case will depend on the result of an investigation. Students with chronic level 2 infractions may be subject to level 3 interventions.

Level 2 Violation/Offenses Definitions:

1. **Bullying Prohibition Policy 514:** Bullying means intimidating, threatening, abusive, or harming conduct that is objectionably offensive. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at all 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 place 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.

Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school district who commits an act of retaliation or reprisal against a person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct.

2. **Hazing:** Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student shall plan, direct, encourage, aid, or engage in hazing. This policy applies to behavior that occurs

on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization will be subject to discipline for the act.

School Board Policy 526

3. **Possession, distribution, or use of alcohol, tobacco, drugs or paraphernalia:** Students may not possess, distribute, and/or use alcohol, drugs, and/or tobacco or paraphernalia on school grounds at any time. This applies to any school function, event, bus, van, or bus stops.

Tobacco Free Environment Policy 419: 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 or tobacco-related 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 or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students who violate this policy is subject to school district discipline.

4. **Fighting:** Mutual combat in which participants intentionally inflict bodily injury to another person. This is prohibited. All participants in a fight will be disciplined according to their degree of involvement regardless of who is the instigator. Refer to **School Board Policy 525** for other details.
5. **Trespassing:** Students must stay in designated areas of the school or school grounds to which they have been assigned and directed. Students must have permission from the building principal or be escorted to be in the building.
6. **Assault:** An act initiated by one or more persons that purposely or recklessly creates apprehension of imminent physical injury to another person such as threatening or menacing gestures.
7. **Harassment:** Harassment is behavior that consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
8. **Theft:** Theft is the taking of another person's property with the intent to deprive the owner of the property.
9. **Threats of Violence:** Threats of violence are either direct or indirect threats to commit an act of violence for the purpose of causing serious inconvenience or disruption in the school environment or to cause the evacuation of a school building, event, or vehicle.
10. **Gang Activity:** Gangs are groups of persons that act together for the purpose of engaging in antisocial or criminal behavior. This may include, but is not limited

to: clothing, jewelry, colors, signs, symbols, words, recruiting, and acting under the direction of someone else.

11. **Possession of Weapon, explosives, incendiary devices, or any type of combustible substance:** Students are ~~also~~ prohibited from possessing, using, or distributing any kind of incendiary device, regardless of whether the device meets the definition of a weapon. Incendiary devices include any object, device, instrument, or substance designed to start a fire or to emit smoke, sparks, or fire, including, but not limited to, gasoline and other accelerants, matches, butane lighters, fireworks, firecrackers, smoke bombs, and bombs. Students must not possess, use, or distribute items that are intended to look like an incendiary device.

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. Refer to **School Board Policy 501**

12. **Substantial disruption to the learning environment:** A substantial interruption to the learning environment occurs when a student engages in behavior that interferes with the learning environment in a school building to the degree that WAPS personnel are unable to deliver instruction to other students. Students do not have the right to interfere with other students' right to receive an education.
13. **Vandalism:** Property damage will be a Level 2 violation when it involves the intentional damage, destruction, vandalism, or breaking of another individual's property or WAPS property.
14. **Arson:** Arson is the unauthorized, intentional burning of one's property or someone else's property.
15. **Disorderly Conduct:** Behaving in a violent or seriously inappropriate manner that disrupts the educational process.
16. **Abusive Language:** Abusive language is different from inappropriate language as described for a level 1 violation in that the abusive language is directed at a specific person. This language is improper or excessive and is used to humiliate and/or undermine dignity or authority. The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner which may be interpreted as a threat to the safety of the person it is directed toward. This includes but is not limited to hand gestures, written communication, electronic communication, verbal statements and threats.
17. **Illegal Conduct:** Any violation of local, state, or federal law will be considered a Level 2 violation.

18. Sexual-Related Offenses: Any act or attempt to act that is intentional sexual contact, sexual battery, rape or attempted rape, lewd molestation of a child, indecent exposure, outraging public decency.

This Behavior Response Plan cannot cover every set of circumstances that may be encountered in the diverse and complex academic setting of our high school. Administrators may find it necessary to use any level of discipline options and procedures at any level not specifically covered in these regulations.

Discipline and the Special Education Student:

The Pupil Fair Dismissal Act of 1974, subsequently amended, shall apply to all handicapped pupils except when the reason for dismissal is due to the handicap. If it becomes necessary to suspend a student, a team meeting must occur within five (5) days of suspension. A team meeting shall be held prior to the exclusion or expulsion of a handicapped student. The team shall consist of a minimum of an administrator (or designee), a Special Education Coordinator, a special education teacher who is providing a direct service, and/or the case manager. Other team members may be added as appropriate. The team shall: determine whether the misconduct is related to the handicapping condition review any assessments and determine the need for further assessment review the Individual Educational Plan (IEP) and amend the goals and objectives to develop an alternative IEP program

A student may be placed, through a team meeting and the IEP, in a more restrictive alternative, but shall not be excluded or expelled when the misconduct is related to the student's handicapping condition.

When it is determined in a team meeting or a Pupil Fair Dismissal Act hearing that a student's misconduct is related to the handicapping condition, the assessment, IEP, and least restrictive alternative shall be reviewed according to the existing state and federal regulations.

Discipline Policy (Board Policy 506) and Consequences:

The Winona Area Public School District has adopted a district-wide policy covering all aspects of student behavior. The responsibilities of school employees and parents are given as well as the rights and responsibilities of the students.

According to recent legislation, law enforcement agencies must provide notice of felony and specific misdemeanor and alcohol/drug related incidents involving a student to the respective schools. With regard to the latter incidents, recommendations are made by the assessment team to the athletic director of students violating MSHSL rules. A copy of the athletic and nonathletic policies is presented in this handbook also. Students and parents should become familiar with these policies.

Detention:

Students may be placed in detention by the school administrator for failure to comply with school rules, and it is the student's responsibility to find out where detention will be held. Failure to serve detention may result in further consequences which may include out of school suspension. Detention is held on Mondays and Wednesdays from 3:40 – 4:30 p.m. and Tuesdays and Thursdays from 8 – 8:50 a.m. Students will serve 50-minute detentions in one sitting and in the assigned detention area. *Note: Students may serve a detention with a classroom teacher ONLY if that teacher is willing to accommodate the student. Students showing up for detention after designated start time will not receive credit. Students have one week in which to make up their assigned detention(s). Detention locations will be displayed on the large screen in the concourse. It is also printed in the daily bulletin. Students are to be respectful and behave appropriately. Students are encouraged to use their time to do class work or read, and should bring appropriate materials. Students will not eat, visit, or use cell phones or headphones during detention. Since detentions are an extension of the regular school day, student dress will remain the same as it is from 9:00 a.m. – 3:30 p.m. Students who choose not to follow the above rules will not be given credit for the time spent in detention and may have time added.

In-School Suspension (ISS):

Expectations for In-School Suspension:

1. Do school work/assignments
2. No cell phone allowed
3. No chromebook unless directed by a teacher for academic purposes

Dismissal and Out-School Suspension (OSS):

Students dismissed or suspended from school cannot be on school grounds (including activities/events at all Winona Area Public School sites) during the period of dismissal or suspension.

Homework is made available to any student who is dismissed or suspended.

Students are expected to cooperate with all investigations regarding disciplinary incidences.

Failure to cooperate will result in consequences

- Short term suspension is defined as 10 days or less.
- Long term suspension is defined as 11 days or more.

Bus Behavior Policy

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. Student riders are expected to follow rules when waiting at a school bus stop and when riding on a school bus.

Passes

Teachers will not issue passes to students during the **first 10 minutes or the last 10 minutes** of the period. Students who are caught wandering around the building with or without a pass will receive **NO PASS Privilege** for a certain number of days; administrators will make a decision based on the conversation with that student.

Lunch Expectations

Winona Senior High School has a closed campus for lunch. Students are not allowed to leave the **Cafeteria/Concourse** area without permission.

Identification Cards (ID) and Yearbook Photos

All students must have an ID photo on file in the WSHS office. Students are expected to carry their students IDs with them during the school day and if asked, present them to the person requesting to see them. If a student enters the building after the school day begins, they may be required to show their ID to the WSHS personnel. IDs will be needed to purchase tickets and be used to gain entrance to all school dances. Student IDs will be used to check out materials from the Learning Commons.

The yearbook will publish individual and group pictures unless a student files a form with the Principal. A student must have received a credit in a class either term 1 or 2 to be included in the yearbook publication.

Dance Regulations

School dances must end by 11:00 p.m. with the exception of Prom. Any guests attending Prom must be under the age of 20. **ONLY STUDENTS WITH Good ACADEMIC and BEHAVIORAL STANDING CAN ATTEND SCHOOL DANCE!**

All dances may be attended by students from Winona Senior High only (School ID is required for entrance).

Those in attendance who leave will not be readmitted. Admittance to a dance will remain open for one hour after the dance begins.

All school rules are in effect during school dances. Students dismissed/suspended from school cannot attend school dances.

No beverages brought in from outside will be allowed. There will be mandatory coat, bag and hat check when available. All items brought into the dance are subject to search.

Dance Expectations:

Hand placement must be appropriate

Undergarments cannot be exposed

Students must stay vertical (no more than 45 degree angle)

Chaperones will have discretion regarding dancing

Consequences:

First warning will be given by a teacher, parent or administrator.

Second warning will be given by an administrator and could include removal from the dance.

School Nutrition Services

We are fortunate to have an excellent breakfast, lunch, and ala carte program available to our students and staff. Well-balanced, nutritious, and reasonably priced meals are served each day. The district provides meals that meet the nutrition standards set forth in the Dietary Guidelines for Americans (DGA). We offer a variety of low fat foods including grains, fruits, and vegetables. Menus are planned to meet the calorie needs of active students.

PIN numbers (personal identification numbers) will be handed out on the first day of school.

Families will be able to view student accounts and make online payments using the parent portal. Please bring payments directly to the school office or mail them to the school office to the attention of the School Nutrition Secretary. A drop box for money is also located outside the main office at the high school.

Put your check or envelope with cash in the DROP SLOT before 10:15 a.m. if you wish to have it in your account that day. We do not guarantee the money/check deposit will be entered into your account in time for lunch if it is turned in after 10:15 a.m. Payments should be marked with the PIN and STUDENT NAME printed on the lower left-hand corner. If mailing a check for a student, please ensure that the School Nutrition Secretary receives it. Make checks payable to WAPS School Nutrition. The first payment must include the student's name since the PIN will not be distributed until the first day of the school year.

Payment for Breakfast and Lunch (Meal Prices Subject to Change):

Lunch = \$2.80

Breakfast = \$1.50

If paying for more than one student, please put each student's first and last name, PIN and amount to be allotted to each student on either the check or the envelope.

Do not combine different payments with school nutrition money (shop fees, athletic fees, fines, weekly allowances, etc.). Do not send large bills to be broken down. We do not keep large amounts of cash on hand.

Students are responsible for keeping track of the balance in their meal accounts and must check on their balances frequently.

Do not share your pin numbers with your friends.

Refunds of money due to leaving the district or graduating must be requested in writing. All requests need to be addressed and mailed to Jennifer Walters, School Nutrition Director. Any problems/questions, please contact the high school nutrition secretary at 494-1500.

Food and Drinks in the Classroom/School

Food and drink is only allowed in the classroom at the discretion of the teacher. WSHS encourages all food and drink to follow the District Wellness Policy Guidelines. Vending machines, located in the concourse, are available for student use after school.

Closed Campus

Winona Senior High School is a closed campus. Students are not allowed out of the building without prior authorization from the attendance office or prior authorization from the classroom teacher if the student is taking a course that requires them to leave the building. PSEO students need to see the high school office to obtain a permanent pass for their comings and goings. Students found outside the building or off the school premises without authorization will be subject to a search of the person and personal belongings. A student's car is also subject to a search when a student is found to be off campus without prior authorization.

Lockers and Personal Possessions

Lockers are the property of the school and are to be used by the students for storing books, clothing, and supplies. Students are responsible for their locker; keep it locked at all times. It is suggested that valuables and/or expensive clothing not be left in lockers. Do not reveal your combination to anyone. Do not change or share lockers with another student or students.

Chapter 226 of the Omnibus Crime Act creates a statewide school locker policy. It provides a policy for the State of Minnesota that:

“School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The administration reserves the right to bring drug-sniffing canines into school at any time to check lockers in an effort to help ensure a drug-free environment. Any illegal items will be confiscated and turned over to the appropriate law enforcement agency. As soon as practical after the search of student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

The personal possessions of students 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.

“Personal possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing. See Policy 502 on the district web page for further details or view the policy manual in the high school office.

Lost and Found

Lost and found is located near the main office. Students who lose personal belongings at school should report it immediately to the safety specialists. Any student who recovers a lost article is asked to return it to the office.