

2019-2020 Student Handbook

Winona Area Learning Center
1299 West Third Street
Winona, MN 55987
507-494-1460
www.winona.k12.mn.us



Principal – Mrs. Emily Cassellius
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507-494-1464

Coordinator/Counseling – Ms. Samantha Wagner
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Attendance – 507-494-1460
Guidance/Counseling – 507-494-1462
Lunch Accounts – 507-494-1478
Main Office – 507-494-1460

2019 - 2020 WALC Class Schedule

1st Lunch Schedule		2nd Lunch Schedule	
Homeroom	9:00 - 9:20	Homeroom	9:00-9:20
Breakfast	9:20 - 9:30	Breakfast	9:20-9:30
1st Hour	9:30 - 10:17	1st Hour	9:30-10:17
2nd Hour	10:17 - 11:04	2nd Hour	10:17-11:04
3rd Hour	11:04 - 11:51	3rd Hour	11:04-11:51
Lunch	11:51 - 12:16	4th Hour	11:51-12:38
4th Hour	12:16 - 1:03	Lunch	12:38-1:03
5th Hour	1:03 - 1:50	5th Hour	1:03-1:50
6th Hour	1:50 - 2:37	6th Hour	1:50-2:37
7th Hour	2:37 - 3:25	7th Hour	2:37-3:25

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Dear Students, Parents and Guardians,

Welcome to the Winona Area Learning Center. This handbook provides academic and general information for you about the Winona Area Learning Center. It is the responsibility of each student and their parents/guardians to become familiar with the content of this handbook. Please read it carefully and direct any questions to a teacher, counselor, or administrator.

A safe and positive school environment is essential. It is expected that the adults and students at the Winona Area Learning Center treat each other with respect and dignity. Everyone who enters our school should have a positive experience and a welcoming environment that is conducive to learning. We want to ensure students are allowed to learn and develop to their full potential. It is important that the teachers and parents/guardians be supportive partners in an effort to maximize educational opportunities for our students. We will do everything we can to help make the most of the 2019-2020 school year at the Winona Area Learning Center.

Winona Area Public Schools

WINONA AREA PUBLIC SCHOOLS STRATEGIC PLAN *(Adopted 8/2018)*

Mission: “Expect excellence, grounded in compassion, to meet the needs of all learners.”

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

Core Values: Ensuring Student Needs Drive Our Decisions and Actions:

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

ATTENDANCE PROCEDURES: PHONE 494-1460

A telephone call from a parent or guardian should be made to the office each day a student is absent. Parents may call the WALC office at **494-1460** 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.**

Medical and dental appointments should be made after school if at all 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.**

Remember each day of school missed at WALC may delay your graduation date.

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.

Any student who arrives late to class by 10 minutes or more without a pass will be an unexcused absence for that class period.

Students are expected to be in class on time. Students who do not arrive on time may jeopardize their credit for the course.

Homebound may be started when a student’s anticipated absence is more than 10 consecutive school days. The school needs a written communication from a doctor stating reasons.

Any student who needs to 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).

Number of Unexcused Absences: School’s Response

3 - School Official to contact parent by phone or letter

5 – Administration will meet with student and the student referred to Winona County Department of Corrections - Restorative Justice for a Truancy Circle

7 - The Attendance Personnel may file truancy charges against the parent/guardian and juvenile

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 appearances, medical or dental treatment, five 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.

For more information on the District Attendance Policy, please refer to the district website: www.winona.k12.mn.us

PERSONAL ELECTRONIC DEVICES:

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video camera phones, personal digital assistants (PDA's), iPods, MP3 Players, pagers, and other personal electronic devices capable of transmitting data or images. Winona Area Public Schools hold high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images.

Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

1. Cellular phones may be used during passing time, at lunch, and with teacher invitation. Personal electronic devices shall be turned off and kept in their locker or with the classroom teacher during the school day.
2. Other devices may be used appropriately and respectfully before and after school and during school sponsored events.
3. Students using cell phones in class without teacher permission or are using them inappropriately will have them taken away and will be subject to the Academic Integrity policy.
4. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent.
5. Use of cellular phones or other personal electronic devices is *strictly prohibited* in locker rooms and restrooms.
6. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
7. Administration reserves the right to refer any infraction to law enforcement.

Any violation of this policy will result in disciplinary action. The device will be confiscated, turned in to the office, and returned at the end of the school day for the first offense, on additional offenses a parent will need to come pick up the device. Further consequences will be administered if an individual student continues to violate the expectations of proper personal electronic device use.

Winona Area Learning Center is not responsible for lost, stolen, or damaged electronic devices brought onto school grounds.

Students are advised to write down serial numbers of personal electronic devices in the event that item is stolen or becomes lost. Any lost or stolen items need to be reported to the building safety specialists immediately.

General Information:

DRESS AND APPEARANCE:

STUDENT DRESS CODE: WAPS School Board Policy 504 - Student Dress and Appearance is under review for the 2019-2020 school year.

It is the policy of this school district to require students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). All students must be modestly attired – there will be no wearing of transparent or see through tops, bare-midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage. Undergarments may not be visible. Clothing that over-exposes the chest, abdomen, buttocks, and/or undergarments is prohibited. (i.e. short shorts/skirts, strapless tops/dresses, “spaghetti strap” tank tops, and over-sized pants)

No spiked or studded clothing.

Apparel that advertises cigarettes, beer, liquor, drugs, or contains inappropriate language or pictures are not to be worn.

Pants/shorts are to be worn at waist level. No undergarments are to be visible.

Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing/ jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Winona Area Public Schools' **Policy 413 – Harassment and Violence**.

Any apparel or footwear that would damage school property or be considered a safety hazard are not to be worn (i.e. chains, wheeled footwear).

Hats are not allowed in the building except with the approval of the building principal.

Backpacks and/or purses, miscellaneous headgear, coats, jackets and sunglasses must be stored in lockers during the school day.

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 be directed to make modifications or will be sent home for the day

ID CARDS:

All students must have an ID photo on file in the WALC office. The yearbook will publish individual and group pictures unless a student files a form with the office.

DANCE REGULATIONS (WSHS)

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.

All dances may be attended by students from Winona Senior High/WALC 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.

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

No beverages brought in from outside; mandatory coat, bag and hat check when available. All items brought in to 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 teacher, parent or administrator

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

HEALTH AND SAFETY:

CAMERA SURVEILLANCE:

The WALC 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 WALC officials.

CRISIS RESPONSE:

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

EMERGENCY DRILLS FOR FIRE, CIVIC DEFENSE, AND TORNADOES

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.

SAFETY HAZARDS:

Serious disciplinary action will result when potential safety hazards exist for students, such as:

1. Fire Alarms – Students who tamper with or set off the school fire alarm system will also be turned over to the appropriate local authorities for prosecution.
2. AED Machines – Students who tamper with or set off the AED alarm will be subject to serious disciplinary action.
3. Fireworks – Possession or use of any firecrackers, smoke bombs, or any other pyrotechnic device in the building or on school grounds is forbidden because of the health and safety of the student body. Violators will also be turned over to the appropriate local authorities for prosecution.
4. Firearms and knives – Guns and knives are not permitted on school property and will be confiscated.
5. Students involved in threat of physical or verbal assault or actual assault directed toward any person will be assigned appropriate consequences.
6. Throwing of any objects including snowballs, rock, and food, is prohibited on school property, school buses, bus loading and unloading areas.
7. Possession of nuisance articles on school grounds is prohibited.
8. Laser pens are not permitted on school property and will be confiscated.

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.)
- Other illness signs/symptoms upon discretion.

Students needing prescription or over-the-counter medication during school hours must make arrangements through the health office. Parents need to bring in all medication. All medications must be in a properly labeled and sealed 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 secured, 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 DISEASES:

It is the policy of the school board that students with communicable diseases 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.

School Nutrition:

We are fortunate to have an excellent breakfast and lunch free to our students at the WALC. Well-balanced, nutritious 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.

FOOD AND DRINK:

Food and drink is only allowed in the classroom at the discretion of the teacher. WALC encourages all food and drink to follow the District Wellness Policy Guidelines. The vending machines located in the cafeteria are available for student use during school.

CLOSED CAMPUS:

The WALC has a closed campus policy. Students are required to stay at school within the designated areas from 9:00 a.m. to 3:25 p.m. unless a pass has been issued from the office.

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.

LAVATORIES:

Students are expected to use the lavatories during lunch and in the passing period. Only in an emergency will a student be allowed to leave class to use the lavatory.

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 that it is policy of 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, bookbags, packages, and clothing. See Policy 502 on the district web page for further details or view the policy manual in the high school office.

BACKPACK POLICY:

Though backpacks, duffle bags, messenger bags, purses and the like are handy for transporting books, folders, and writing utensils to and from school, their use during the school day can cause considerable concern in the areas of health and safety. Containers used to carry books and large supply items must be stored in student's main locker during school hours (9:00 a.m. – 3:25 p.m.). Administration will be the final arbitrator in all situations. Students who are on crutches or have handicapping conditions that necessitate the use of a backpack may obtain a pass from the Administration.

LOST AND FOUND:

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

POSTERS AND NOTICES:

Only approved posters/notices may be displayed on a bulletin board and cork strips. Contact the office for permission to post a notice. Failure to obtain permission will result in removal of the poster/notice and may result in additional consequences.

VISITORS:

Visits of a casual nature are not allowed during the school day. Any person visiting the WALC on official business must first register with a picture ID in the office.

PARKING:

1. Drive safely and wear your seat belt.
2. Lock your vehicle and do not display valuables. The school district is not responsible for damage to your vehicle or loss of its contents.
3. Student parking is allowed only in the lot.
4. Students are not allowed to go to their car or to be in the parking lot between 9 a.m. and 3:25 p.m. unless they obtain permission from the WALC office.

Notice to Search Vehicles - All vehicles entering the WALC 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.

TEXTBOOKS:

All textbooks and/or e-readers are furnished by the school district. Students are to exercise care in using them and may be charged for lost or damaged books.

ACADEMIC INFORMATION

GRADING:

- A – Indicates outstanding work.
- B – Indicates work above average.

C – Indicates average work for the grade level.

100-93% = A
92-90%= A-
89-87%= B+
86-83%= B
80-82%= B-
79-77%= C+
76-73%- C
70-72%=C-

Students must earn a grade of C- or better to receive a credit for the class

GRADES: Student’s grades will be reported eight times a year (at mid-term and the end of each quarter). Report cards will be available on the Parent Portal through Infinite Campus or mailed home if there is no Parent Portal account.

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 Winona Area Public Schools, students need to complete the following:

Grade 11: Take the ACT plus Writing test (or its equivalent)

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

Students must earn 54 credits. Of the 54 credits required for graduation: 9 credits need to be in English; 8 credits in the Social Studies area; 3 credits in Physical Education and Health; 6 credits in Science (2 in Biology); 2 credits in Fine Arts (Music, Dance, Theater, Visual Arts); 7 credits in Mathematics (2 credits in Data Analysis/Algebra II, and 1 credit in Probability and Statistics); 1 credit in Career and Technical Education. The remaining credits should reflect the educational objective of each student. See the school Counselor/Principal for a more detailed list of classes and/or graduation requirements.

LEARNING COMMONS INFORMATION:

COMPUTER USAGE GUIDELINES

General Information and Usage:

E-Mail - Recreational/personal email is permitted, but is subject to district policies on acceptable use.

Game Playing – is permitted from 8:00–9:00 a.m. and after 3:30 p.m. unless it pertains to a class assignment.

Saving - No “applications”, including games, may be saved in student network storage spaces! (the “FS” server)

Printing – Personal/recreational printing is prohibited. Printing of school assignments is not specifically limited, but must be relevant and reasonable. Do not waste toner or paper.

Interactive messaging - Connecting to or using any type of Chat or posting to an interactive message board will not be allowed at any time.

Social Networks (Facebook and Twitter) - are not permitted to be used on school machines unless required by a teacher for a class assignment. It is important to note that the use of APEX is permitted as it is a Learning Management System with the specific purpose of enhancing the learning environment.

Citing Sources - All internet sources used in research must be cited and proper credit given to the author.

General Guidelines:

- Proper network **etiquette** will always be practiced.
- School rules regarding harassment and inappropriate language apply to electronic communications too.

Individual users have responsibilities to:

Find, evaluate, and effectively use information resources.
Recognize and honor the intellectual property and privacy of others.
Verify the integrity and authenticity, and assure the security of information compiled or used.
Share and conserve resources.

Examples of inappropriate materials could include, but are not limited to, the following:

Those of a sexually explicit nature; that advocate violence against any man, woman or child, minorities, ethnic groups, religions, etc.; offensive humor, and sound or text that include swearing.

Examples of inappropriate/unacceptable use:

- Using someone else's password without their permission.
- Deleting, modifying or in any other way altering someone else's material in their network storage space.
- Accessing, saving, and/or printing text, images, or sounds that offend or degrade others.
- Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources or folders.
- Any attempt to move, reconfigure, modify, or attach external devices without specific permission.
- Any action or use that violates school policies and/or behavior standards.

Failure to follow these guidelines will result in disciplinary action up to, and including, detention, suspension, expulsion and possible legal action.

* Individual labs or classrooms may have stricter rules, such as those regarding e-mail use or computer games.

* View district policies and complete usage guidelines on our district website.

* **ADDITIONAL GUIDELINES AND RESTRICTIONS MAY BE ADDED AT ANY TIME**

DISCIPLINE & THE SPECIAL EDUCATION STUDENT:

The Pupil Fair Dismissal Act of 2005, 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 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 lead teacher, 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, and
- 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/CONSEQUENCES:

The Winona 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.

The Code of Conduct is included among the supplements located inside this handbook. Please take some time to familiarize yourself with these pages.

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 non-athletic policies is presented in this handbook also. Students and parents should become familiar with these policies.

Consequences for inappropriate behavior may include, but are not limited to:

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

POINT SYSTEM – Students who violate school rules may be assigned points for infractions. Points will be accumulated for the term and may result in suspension.

*Students are expected to cooperate with all investigations regarding disciplinary incidences. Failure to cooperate will result in consequences.

DISMISSAL AND SUSPENSION:

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.

BEHAVIORAL GUIDELINES AND POLICIES:

Anti-Harassment Policy 413:

It is the policy of Winona Area Public Schools to maintain learning and working environment that is safe and secure, and where students and staff are treated with respect and dignity.

The District will strive to ensure that no student or employee will be subject to offensive and degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age or status with regard to public assistance.

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.

Cyber bullying 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.

Hazing Policy 526:

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.

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. Any student who violates this policy is subject to school district discipline.

School Weapons Policy 501:

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. This includes employees or students who are properly licensed to keep a pistols or firearms in a motor vehicle in accordance with Minnesota Statute. 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.

Weapons Definitions:

Weapon is defined as any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This is including, but not limited to:

- All firearms, whether loaded or unloaded;
- Guns of all types including pellet, B-B, stun, and non-functioning guns, toy gun "lookalike" or any object that is a facsimile of a real weapon shall be treated as a "weapon";
- Knives, blades, or automatically opening blades, daggers, swords, razors;
- Metal knuckles or other objects designed to be worn over the fist or knuckles;
- Clubs, nunchucks, throwing stars;
- Explosives, fireworks, incendiary devices;
- Bow and arrows, sling shots;
- Any other device or instrument such as laser pointers, pencils, scissors, or other objects that are used to intimidate, threaten, or inflict harm or injury;
- Mace.

Drug Free School/Workplace Policy 418:

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

The Board considers the health and well-being of students to be of vital importance and, while believing parents to be primarily responsible for the chemical health of families, acknowledges that schools must assume a major role concerning use and abuse of harmful chemicals.

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

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.

STUDENT CODE OF CONDUCT:

THE RIGHTS OF THE STUDENT ARE PRESERVED ONLY BY THE PROTECTION AND PRESERVATION OF THE RIGHTS OF OTHERS. WITH RIGHTS COME RESPONSIBILITIES. ALL STUDENTS ARE RESPONSIBLE FOR THE MANNER IN WHICH THEIR INDIVIDUAL RIGHTS ARE EXERCISED.

1. The right to learn – Students have the right to attend school and receive an education as provided by laws. They have the right to:
 - *learn (this also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions),
 - *to make up any work missed during an excused absence, provided the work is done within the guidelines of the individual school, and
 - *apply for enrollment in special programs offered in the District.
2. The right to free speech and expression – Students have the right to express opinions, to take stands, and to support causes, either publicly or privately, provided such expressions are not libelous or obscene and do not interfere with the rights of others or the educational process. Students have the right to:
 - *enjoy freedom of expression,
 - *sponsor publications provided that permission has been secured from the school administration, and
 - *choose their personal style of dress and grooming unless it presents a clear danger to student health and safety, causes an interference with work, or creates classroom or school disorder.
3. The right to participate in activities sponsored by the school according to established guidelines for those activities,
4. The right to be informed of rules and regulations they are expected to follow.
5. The right to privacy of school records in accordance with data privacy laws.
6. The right to personal property – Students have the right to possess personal property as long as it does not interfere with the educational process or endanger the health and safety of others. Lockers are the property of the school and may be searched by school officials. Illegal items may be seized by school authorities, and items which are used to disrupt or interfere with the educational process will be removed from student possession.
7. The right to fair and equal treatment in accordance with Title IX and WAPS Affirmative Actions Policy.
8. The responsibility for academic work – Students have the responsibility for:
 - *completing class assignments,
 - *bringing required materials to class, and
 - *making appropriate use of class time.
9. The responsibility for attendance and promptness – Students have the responsibility for:
 - *arriving at school and class on time,
 - *maintaining regular attendance,
 - *maintaining their presence within the school campus during school hours,
 - *providing notification to the school office from a parent or guardian if they are to be excused before the end of the school day (eighteen-year-old students must observe policy),
 - *identifying themselves to school personnel upon request (show student or other picture ID upon request).
10. The responsibility for behavior – Students have the responsibility for:
 - *complying with the Code of Conduct, the rules and regulations, and the instructions of all school-district personnel,
 - *accepting all reasonable authority of the faculty and school district officials on school property and at school sponsored, off-campus events.

RULES OF CONDUCT:

Disciplinary actions may be taken for any behavior which is disruptive or which violates the rights of others.

All of the following unacceptable behaviors will be subjected to disciplinary action. Each building unit will establish rules and regulations specific to that unit approved by the School Board.

- Students shall not be absent or tardy without authorization.
- As required by current statutes, regulations of the State Department of Education, and the policies of the School Board, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the Building Administrator. Students who are eighteen years of age or older are under the jurisdiction of all school rules and regulations.
- Truancy, for the purposes of this policy, is the absenting of one's self from school or class without the approval of the school and parents. In the case of students under the age of 18, the courts may be involved.

- **Tardies:** All students are **expected** to be on time for all of their classes. Each individual classroom teacher will establish a written tardy policy on their course syllabus for the class. Students are required to follow the rules and consequences for tardies as established by the classroom teacher. Students will be referred to administration if they fail to follow those classroom expectations.
- Students shall not damage school or personal property.
- **Vandalism:** Damage to or destruction of school property or property of others by students is vandalism.
- **Theft:** Theft is the act of intentionally, and without claim of right, taking, transferring, concealing, or retaining possession of moveable property of others without their consent, or the finding of lost property and not making reasonable effort to find the owner.

Students shall not be involved in physical assaults.

- Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. All acts of assault may be subject to legal prosecution.
- Student upon staff member: Discipline shall consist of a minimum of school suspension, with due process in accordance with the Pupil Fair Dismissal Act of 2005, subsequently amended, with further action as deemed appropriate by the administrative units.
- Student upon student: Disciplinary action is determined by the administrative unit depending on the severity of the act, in accordance with the Fair Pupil Dismissal Act of 2005, subsequently amended.
- Sexual assault: Sexual assault is uninvited touching of any individual's sexual parts. Disciplinary action shall be taken and referral will be made to social services and/or police as mandated by law.
- Students shall not be involved in verbal assaults. Verbal assaults are abusive, threatening, profane, or obscene language, either oral or written by a student, toward a staff member or another student including conduct which degrades people because of their sex, race, religion, ethnic background, or physical or mental handicaps.

Students shall not be involved in sexual harassment.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's access to educational opportunities or evaluation of a student's academic performance or record, (2) submission to or rejection of such conduct by a student is used as the basis for academic, financial aid, or other decision affecting the student, or (3) such conduct has the purpose or effect of unreasonably interfering with the student's academic opportunities or of creating an intimidating, hostile, or offensive environment.
- Students who feel they have been sexually harassed should report harassment to the District Affirmative Action Officer.
- The I.S.D. 861 Policy on Sexual Harassment defines policy and procedure to be followed.

Students shall not be involved in threats and disruption.

- **Dangerous threats:** Threats to normal school operations or school activities including, but not limited to, the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
- **School disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- **Extortion:** Any student who acquires money or goods by force will be subject to school discipline and possible legal action.

Students shall not possess weapons or dangerous, harmful, and nuisance substances and articles:

- **Chemicals:** Students are prohibited from using, possessing, distributing, or being under the influence of alcohol, any controlled substance or mood-altering substances at school-sponsored events, or on the school grounds.
- **Tobacco:** Tobacco possession or use by students, regardless of their age, is prohibited at school, at school-sponsored events, and on school grounds. Students under the age of 18 who violate this rule will be referred to legal authorities.
- **Harmful or nuisance articles:** The possession or use of articles that are nuisances or illegal (including laser pens, pagers, cell phones, weapons, drug paraphernalia, fireworks, or other explosives) or that may cause harm to persons or property is prohibited at school, at school-sponsored events, and on school grounds.
- Students shall not violate Federal, State or local law. The violation of any federal, state, or local law is unacceptable behavior, and is subject to consequences and/or disciplinary action.

- Students shall not use the following items on school property: skateboard, scooter, rollerblades, or in-line skates.

DISCIPLINARY ACTION:

Each administrative team will determine appropriate action based on specific violations.

Reasonable force may be used by a Principal or a teacher in restraining students for their protection or the protection of others in situations where potential danger to either a staff member or other students exists. Corporal punishment shall not be an acceptable form of discipline in the District's schools.

Disciplinary action taken may include but is not limited to:

- student warning
- conference with teacher, counselor, Principal, and/or parent
- removal from class
- lunch detention
- loss of school privileges
- modified school programs in accordance with due process
- referral to school specialists, community agencies, or law enforcement authorities
- dismissal, suspension, exclusion, or expulsion.

“Removal from class” and “removal” means any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three (3) class or activity periods. “Class period” or “activity period” means, in secondary grades, instruction for a given course of study.

Grounds:

Willful conduct which materially and substantially disrupts the rights of others to an education. Such conduct may include:

- verbal abuse of a staff member such as threatening remarks or behavior, disrespectful behavior, or profanity directed at a staff member;
- refusal to accept authority, and;
- habitual misbehavior which interferes with the right of others to learn.

Willful conduct which endangers school district employees or the pupil or other pupils, or that is destructive to the property of the school.

Willful violation of any rule in the Code of Conduct which substantially interferes with the instructional process or the rights of others.

Willful action described in the policy of each administrative unit as grounds for removal from the classroom.

Procedures:

Removal from class

- When a teacher determines that the student's behavior meets District grounds for removal from class, the teacher will immediately communicate with the Building Principal's office concerning the problem.

Upon receiving the information:

- At the secondary level, depending on the severity of the problem, the teacher will either:
 - direct the student to report to the office
 - request a supervisor come to the class to remove the student
 - after securing supervision for his or her class, escort the student to the office
- If removal from class exceeds one period, parents or guardians will be notified.
- Records of disciplinary action will be kept in the student's temporary file.

Return to the classroom:

In all removals from class, the student will have a conference with the teacher prior to returning to the classroom and may have a conference with the Building Principal or other persons if requested by the teacher.

Disciplinary actions may be applied to the situation.

TRANSPORTATION INFORMATION:

The administration and bus operators of Winona Area Public Schools believe that all those involved in bus transportation should understand and abide by the rules that have been adopted for safety purposes. We solicit the cooperation of everyone concerned in providing safe transportation of students to and from school.

The board policies that govern student transportation are:

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| #707 Transportation of Public School Students | #710 Extracurricular Transportation |
| #708 Transportation of Nonpublic School Students | #711 Video Recording on School Buses |
| #709 Student Transportation Safety Policy | #799 Bus Travel on Public Roads |

If you have transportation concerns or questions, contact the Transportation Office, 903 Gilmore Ave., Winona. The phone number is (507) 494-0810.