



Welcoming All Learners SM

**WINONA AREA PUBLIC SCHOOLS
K-12 STUDENT HANDBOOK 2024-25**

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Welcome to Winona Area Public Schools

Dear Winona Area Public Schools families,

On behalf of our staff, I want to extend a warm welcome to the 2024-25 school year. At Winona Area Public Schools, our mission is to inspire curiosity, empower resiliency and engage community. Our vision is of a safe and inclusive community of compassionate, curious and resilient lifelong learners.

Our team of outstanding educators is dedicated to building a school environment that provides a high quality education for all students. We believe that each of our students can achieve at a high level and we are prepared to provide a wide range of opportunities to challenge students and promote continual growth. It is our goal that every Winhawk graduate is college, career, and citizen ready and is ready to succeed in whatever path they choose in life.

We are proud of the work that has been done in recent years to develop structures that support the whole child. This means that students not only grow academically but also receive tiered support to promote physical and mental wellness and encourage responsible citizenship in our schools and in our larger community. We aim to partner with families to continue developing the strong home to school connection that builds strong communities.

The purpose of this handbook is to provide a clear understanding of our policies, procedures and expectations. If you have any questions or concerns, please don't hesitate to reach out to your child's classroom teacher or building principal.

We are looking forward to a successful school year, and we are proud to have you as part of our Winhawk community.

Regards,



Brad Berzinski
Superintendent
Winona Area Public Schools

Our Mission

Inspire curiosity, empower resiliency, engage community.

Our Vision

A safe and inclusive community of compassionate, curious and resilient lifelong learners.

Our Values

- **Safety:** Everyone's physical and emotional well-being is a priority.
- **Integrity:** Everyone does the right thing and makes positive choices, even if it is difficult.
- **Inclusivity:** Everyone belongs, is valued and is heard.
- **Equity:** Everyone has the opportunities, access, information and support provided in the individual way they need it.
- **Respect:** Everyone's differences are recognized, acknowledged and celebrated.

Our Beliefs

- We believe that public schools should serve and engage students, families, staff and the community.
- We believe learning and teaching is maximized in a safe, respectful and inclusive environment
- We believe every individual's diversity and experience is valued.
- We believe healthy relationships are crucial for the success of our schools.
- We believe that every student can achieve to the best of their ability.
- We believe all decisions should be focused on students and their success.

WAPS has made a commitment to ingrain the qualities necessary for the perpetuation of a democratic society such as cooperation, inclusivity, multiculturalism, and reflective inquiry in all aspects of our work.

Important Contacts

Attendance Lines

Winona Senior High School: (507) 494-1500
 Winona Area Learning Center: (507) 494-1460
 Winona Middle School: (507) 494-1030
 Goodview Elementary: (507) 494-2400
 Jefferson Elementary: (507) 494-2000
 Washington-Kosciusko Elementary: (507) 494-2100

Student Support Secretaries

Winona Senior High School: (507) 494-1521
 Winona Middle School: (507) 494-1031

Building Secretaries

Winona Senior High School: (507) 494-1504
 Winona Area Learning Center: (507) 494-1460
 Winona Middle School: (507) 494-1000
 Goodview Elementary: (507) 494-2400
 Jefferson Elementary: (507) 494-2000
 Washington-Kosciusko Elementary: (507) 494-2100

District Administration

Superintendent: (507) 494-0861
 Director of Learning and Teaching: (507) 494-0866
 Director of Special Education: (507) 494-0841
 Director of Community Education: (507) 494-0901
 Director of School Nutrition: (507) 494-0831

School Board Members

Nancy Denzer, Board Chair: nancy.denzer@winona.k12.mn.us, 507-458-7348
 Tina Lehnertz, Vice Chair: tina.lehnertz@winona.k12.mn.us, 507-689-4215
 Michael Hanratty, Clerk: michael.hanratty@winona.k12.mn.us, 507-458-6999
 Karl Sonneman, Treasurer: karl.sonneman@winona.k12.mn.us, 507-458-6147
 Jim Schul, Member: jim.schul@winona.k12.mn.us, 937-216-0994
 Stephanie Smith, Member: stephanie.smith@winona.k12.mn.us, 507-459-0949
 Pete Watkins, Member: pete.watkins@winona.k12.mn.us, 507-459-6102

Addressing Concerns

Students, parents, employees and the public may report concerns or complaints to the school district. Complaints are encouraged to be made in a written report, but a complaint can be made orally. The district also has made available a Confidential Reporting Form on its website at this link:

<https://www.winonaschools.org/district/confidential-reporting-form>.

Classroom

- Contact the teacher
- If not resolved, contact the building principal or assistant principal
- If not resolved, contact the Director of Learning & Teaching OR the Director of Special Education
- If not resolved, contact the Superintendent

School

- Contact the principal or assistant principal
- If not resolved, contact the Director of Learning & Teaching
- If not resolved, contact the Superintendent

District

- Contact the district office
- If not resolved, contact the Director of Learning & Teaching
- If not resolved, contact the Superintendent
- If not resolved, contact a School Board member

Supporting All Students

Multi-tiered System of Supports (MTSS)

Winona Area Public Schools has adopted a multi-tiered system of supports (MTSS), Positive Behavioral Interventions and Supports (PBIS) in Grades K-8 and Advancement Via Individual Determination (AVID) to ensure that all learners have equal access to high quality instruction in the area of academics, behavior and social-emotional learning. Implementation of MTSS is an evolving process that allows our system to mold and adapt to the needs of our students, families, community and staff.

There are five major components to the MTSS framework.

- Infrastructure that supports continuous improvement
- Family and community engagement
- Multi-layered practices and supports
- Assessment
- Data-based decision-making

WAPS uses this framework to provide rigorous and relevant learning experiences within whole classrooms, small group instruction, and with individual students. The MTSS system consists of three tiers. Tier 1 is universal instruction and is provided to all students, in all grade levels. Tier 2 provides supplemental instruction in conjunction with Tier 1 for students that need supplemental support. Tier 3 provides intensive instruction to students on a 1:1 basis in addition to Tier 1 and Tier 2. All instruction provided across MTSS is evidence and research based as well as monitored closely to measure progress.

Academics

Elementary (Grades K-4)

All of our students receive instruction in the curriculum areas of literacy, math, science, social studies, health, social and emotional learning, music, art, and physical education.

This curriculum is built around both state and national standards. Within this curriculum, students develop skills to think critically, solve problems, and work collaboratively.

The elementary school year is divided into quarters. Throughout the year, academic progress will be communicated through parent/guardian-teacher conferences and report cards. In addition, parents will be notified of their child's reading level three times per year as directed by the Read Well by Grade Three Initiative.

Parents Right to Know

School districts must notify parent of children attending Title I schools that they can request information regarding their children's teachers, including at minimum, information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications. Washington-Kosciusko, Jefferson, and Goodview are Title I schools.

Parents can request information about teachers Under the Every Student Success Act (ESSA), parents have the right to request information regarding the professional qualifications of their student's classroom teachers. Parents who would like to receive this information should write to the Human Resource Department, Attn: ESSA Teacher Qualifications, Winona Area Public Schools, 903 Gilmore Ave, Winona, MN 55987.

Parents can designate which of the following information they want:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Secondary (Grades 5-12)

Grading Scale

Grades will be calculated and published based on the following scale:

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

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 student 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 student has a certain amount of time to make up incomplete work. Failure to do so will result in an “F.”

Honor Roll

AA Honor Roll = 4.0 GPA

A Honor Roll = 3.66-3.99 GPA

B Honor Roll = 2.66-3.65 GPA

Students with an “F” or “I” on their report card are not listed on the honor roll. Only students who carry a full class load are eligible. Classes that meet every other day (at the middle school) are figured into the GPA a bit differently than other classes. Please see a counselor or administrator for more information.

Weighted Grades

In Grades 9-12, Honors and Advanced Placement (AP) courses will both be weighted by 1.15.

Reporting

Student grades are continuously updated in the Infinite Campus Parent Portal. Final grades will be posted twice a year — at the end of each semester.

Graduation Requirements

In order to graduate from Winona Area Public Schools, 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
- Students at the Winona Area Learning Center and WSHS students graduating in 2026 or later must earn 21.5 credits
 - English - 4 credits
 - Social studies - 3.5 credits
 - Science - 3 credits
 - Math - 3 credits
 - Physical education - 0.5 credit
 - Health - 0.5 credits
 - Fine Arts - 1 credit
 - Electives - 6 credits
- WSHS students graduating in 2024 or 2025 must earn 27 credits
 - English - 4.5 credits
 - Social studies - 4 credits
 - Science - 3 credits
 - Math - 3 credits
 - Physical education - 1 credit
 - Health - 0.5 credits
 - Fine Arts - 1 credit
 - Career and Technical Education (CTE) - 0.5 credits
 - Electives - 9.5 credits

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.

Academic Eligibility for Athletics/Activities

To be eligible for extracurricular participation at Winona Senior high school, a student must be making satisfactory progress.

- If a student is failing a class during any progress reporting time during the school year (every three weeks of the school year) he/she will have the following week to improve their grade to passing, otherwise he/she will be ineligible the following two weeks, at which time grades will be checked by the activities office and eligibility determined.
- "Ineligible" is defined as being able to attend practices, but not participate in any contests. An ineligible student will not travel with a team no matter the day of the week. An ineligible student may be on the bench for a home game, but will not be permitted to be in uniform. An ineligible student will be required to attend study halls that are available.
- At any time in the two-week ineligibility period, a student improves his/her grade to passing, he/she will be deemed eligible once the activities office is made aware of the passing grade otherwise, the activities office will check grades after the second week of ineligibility.
- Failure of any second semester course would be served the first two weeks of the following school year, starting with day one of the fall season.
- A student may utilize summer school, if available, to regain eligibility for the following school year should he/she fail a 2nd semester class.

State Testing Refusal

The Minnesota Department of Education allows parents/guardians the right to make informed decisions that benefit their children, schools and communities. One of these decisions is whether or not your student participates in Minnesota's statewide testing. [The testing refusal form is linked here](#) and available at the end of this document.

The testing refusal form must be submitted to the building principal prior to assigned testing dates.

Attendance

Student Attendance

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. The purpose of School Board Policy 503 is to encourage regular school attendance and is intended to be positive and not punitive.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, email or phone call, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. Excuses must be received within two (2) business days or they will be recorded as unexcused absences.

A parent or guardian may clear a total of 12 excused absences per school year while school is in session. Subsequent clearances for illnesses require 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 takes place. A school reserves the right to accept or deny any request for an excused absence.

The following are examples which will be excused:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Religious Observance (per School Board Policy 503)
8. Physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school-sponsored outing.
10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
11. Family emergencies.
12. Staying home to care for a family member.
13. Active duty in any military branch of the United States.

14. A student's condition that requires ongoing treatment for a mental health diagnosis.
15. Impassable roads or weather making travel unsafe.
16. Five (5) days maximum per school year for vacation purposes or special events such as "Take Your Child to Work Day." (Requests must be in writing and submitted to a school administrator prior to vacation)

Consequences of Excused Absences

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Upon returning to school, work missed because of absence must be made up within two (2) days for each day absent. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences

The following are examples of absences which will not be excused:

1. Overslept
2. Child is not immunized
3. Work
4. Too tired
5. Missed the bus
6. Cold weather
7. Inadequate and/or inappropriate clothing
8. Truancy — an absence by a student which was not approved by the parent/guardian and/or the school district

Consequences of Unexcused Absences

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

- A. Elementary (K-4) students with unexcused absences shall be subject to discipline in the following manner:
 - a. For all unexcused absences, work missed because of absence must be made up within two (2) days for each day absent.

- b. After the 3rd cumulated unexcused absence, a student's parent or guardian will be notified that their student is nearing a total of 7 unexcused absences.
 - c. After the 5th cumulated unexcused absence, the administration will request a meeting with the student's parent or guardian.
 - d. After 7 cumulated unexcused absences, the administration may file educational neglect or truancy charges against the parent or guardian and the student.
- B. Secondary (grades 5-12) students with unexcused absences shall be subject to academic sanctions and discipline in the following manner:
- a. For all unexcused absences, work missed because of absence must be made up within two (2) days for each day absent.
 - b. After the 3rd cumulated unexcused absence, a student's parent or guardian will be notified that their student is nearing a total of 7 unexcused absences.
 - c. After such notification, the student and/or their parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline.
 - d. After the 5th cumulated unexcused absence, the student's parent or guardian will be referred to an attendance liaison.
 - e. After 7 cumulated unexcused absences, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among administration, student, and parent or guardian. Attendance personnel may also file educational neglect or truancy charges against the parent or guardian and the student.
 - f. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

Procedures for Reporting Tardiness

1. Students tardy at the start of school must report to the school office for an admission slip.
2. Tardiness between periods will be handled by the teacher.

Excused Tardiness

The following are examples of tardies which will be excused:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, orthodontic, or mental health treatment.
5. Court appearances occasioned by family or personal action.
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

An unexcused tardiness is failing to be in an assigned room at the designated time class period commences without a valid excuse.

- A. Elementary (K-4) students with unexcused tardies shall be subject to consequences in the following manner:
 - a. After the 3rd unexcused tardy, a student's parent or guardian will be notified of the excessive unexcused tardies.
 - b. After the 6th unexcused tardy, the administration will request a meeting with the student's parent or guardian.
 - c. After the 9th unexcused tardies, the administration may refer the student and parent/guardian to Winona County.
- B. Secondary (5-12) students with unexcused tardies shall be subject to the same consequences outlined above for Elementary (K-6) students.
 - a. After the 3rd unexcused tardy, a student's parent or guardian will be notified of the excessive unexcused tardies and will be asked to attend a meeting with administration.
 - b. After the 6th unexcused tardy, the administration will request a meeting with the student's parent or guardian and the student will serve one before/after school detention. The detention shall be served within one week, if this is not completed a student will be escorted to and from classrooms for two school days. Additionally, if a student participates in an extracurricular activity and does not comply with completing the detention they will sit out one competition.
 - c. After 9th unexcused tardies, the administration will request a meeting with the student's parent or guardian and the student will be assigned an escort to and from class for one week. If a student does not comply, additional steps will be determined by administration in collaboration with the parent/guardian.

Participation in Extracurricular Activities and School-Sponsored On-The-Job Training Programs

The following attendance requirements apply to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- A. School-initiated absences will be accepted and participation permitted.
- B. A student may not participate in any activity or program if they have an unexcused absence from any class during the day.
- C. If a student is suspended from any class, they may not participate in any activity or program that day.
- D. A student must be present in school for the entire day in order to participate in any extracurricular activity and/or school-sponsored on-the-job training program, unless excused per a medical or court reason, they must present a written statement clearing the student for participation that day.

Required Reporting

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirement of Minnesota Statutes section 120A.22 and is absent from instruction in school, as defined by Minnesota Statutes section 120A.05, without valid excuse within a single school year for: three (3) days for elementary students or three (3) or more class periods for middle school or high school students. School Board Policy 503 outlines the reporting responsibility of school officials. Questions and/or concerns about a child's attendance should be directed to the building administration.

Did You Know?

- Students should miss no more than 7 days of school 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.

Student Behavior Expectations

K-8 Positive Behavioral Interventions and Supports/Winhawk Way

Positive Behavioral Interventions and Supports (PBIS) is a framework used to develop a positive school-wide culture. We are proud to be amongst 867 schools in Minnesota to implement this framework. WAPS utilizes a simple three-step approach to enforce behavior expectations, The Winhawk Way; a set of rules and expectations for how we treat each other, ourselves and our school. The Winhawk Way applies to situations on school property before, during and after the school day; while traveling in or waiting for vehicles funded by Winona Area Public Schools; at all school-sponsored events regardless of the location and at non-school events when such behavior can be demonstrated to affect the educational process or to endanger the health, safety, morals or welfare of the school community. In Grades K-4, the Winhawk Way is simplified as Herky's Code, where students are taught to be respectful, responsible and safe.

Dress Code

Students are expected to be dressed and groomed appropriately for school. School Board Policy 504 applies to all students in grades EC-12 in Winona Area Public Schools. The purpose of the 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.

Allowable Dress and Appearance

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

Clothing must cover undergarments. Waistbands of undergarments and bra straps are excluded.

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.

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.

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.

Non-Allowable Dress and Appearance

Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, controlled substances, or other products that are illegal for use by minors.

Clothing may not bear a message that is lewd, vulgar, or obscene, including profanity.

Clothing may not depict pornography, nudity, or sexual acts.

Clothing may not use or depict hate-speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.

Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation in a violent extremist group or gang (See IV.1 below) 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.

A "violent extremist group" or "gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

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 be sent home for the day or may receive other disciplinary consequences, as appropriate.

The intention of this policy is not to abridge the rights of the students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

Closed Campus

Our buildings are considered closed campuses, including Winona Senior High School. 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 to enter and leave the building. Students found outside the building or off school premises without authorization will be subject to a search of the person and personal belongings, including their car.

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. 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 a 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.

Technology

Winona Area Public Schools is a 1:1 district, meaning that there is one technology learning device for each student in Grades K-12. This supports the curricular goals of the school district through the strategic use of technology when it makes the most sense. One device per student provides access to tools on a daily basis, allows for more face-to-face time, differentiated instruction and more opportunities to access new or varied resources.

1:1 does not mean 100% computer time for students. It is not a replacement for teachers and does not require teachers or students to create complex or major technology projects or tools. Teachers are not required to develop completely new lessons. Existing lessons are augmented and enhanced through the provision of technology being integrated into the classroom.

In Grades K-2, students use classroom sets of Apple iPads. In Grades 3-6, students use classroom sets of Chromebooks. In Grades 7-12, students are assigned a Chromebook as their personal learning device to be used at school and at home.

The use of WAPS technology resources is a privilege, not a right. Appropriate and ethical use of these resources leads to student success in the classroom and a strong educational partnership between WAPS and the home.

The required expectations and responsibilities surrounding the care and use of WAPS student technology devices can be found in the [Chromebook Handbook linked here](#).

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 Winona Area Public Schools. Students must follow school building and/or individual teacher classroom expectations regarding cell phones and earbud use. If not posted, the general rule is cell phones and earbuds are out of sight and not used during class periods.

Internet and Electronic Communications

For students and parents/guardians, we offer the following information and policies to assist with understanding the expectations and responsibilities surrounding the appropriate use of school district technology resources. These policies establish guidelines for acceptable and safe use of the Internet, electronic communications and social media.

The use of WAPS technology resources is a privilege, not a right. Users of WAPS technology must abide by all Board of Education policies and amendments, including but not limited to:

- Internet & Electronic Communications Acceptable Use Policy (Policy 524)
- Protection and Privacy of Pupil Records (Policy 515)
- Bullying Prohibition Policy (Policy 514)

These policies are provided to make all technology users aware of the acceptable and ethical use of technology resources. Violations of these policies may result in the termination of privileges, denial of access to school district technology resources as well as appropriate disciplinary action up to and including suspension/expulsion.

Federal regulations required all K-12 schools to filter Internet access for minors and block inappropriate content. WAPS enables Internet content filtering for all school issued devices when in use both at school and when connected to the Internet outside of school. No filtering software will block 100% of questionable content. It is ultimately the parent/guardian responsibility to monitor student Internet use at home.

Overdue, Lost and Damaged Materials

When an item becomes lost or damaged, the student or their parent/guardian is expected to pay for the replacement cost for that material. Signed receipts are always given to the student for payments for lost or damaged materials. In cases where the material is later found or returned, in good condition, the replacement fee is fully refunded up until June 30 of that current school year.

District Response to Behavior Referrals

Determining the Disciplinary Response

School officials must consult this document when determining disciplinary measures. In determining how to best address inappropriate behavior, it is necessary to evaluate the totality of the circumstances surrounding the behavior. The following must be considered prior to determining the appropriate level of disciplinary action:

- The student's age, maturity, culture, and developmental level
- The student's disciplinary record including the nature of any prior misbehavior, the number of prior instances of misbehavior, and the disciplinary and guidance intervention measures applied for each
- The nature, severity, and scope of the behavior
- The circumstances/context in which the conduct occurred
- The frequency and duration of the behavior
- The number of persons involved in the behavior
- The social-emotional status/needs of all persons involved in the behavior
- The student's Individualized Education Program (IEP), Behavior Intervention Plan (BIP) and/or 504 Accommodation Plan, if applicable
- The student's response to the intervention

Levels of Response

WAPS approach to student discipline aims to help students learn good behavior and to limit situations in which students are removed from their classroom or from school. To that end, WAPS staff address student behavior issues using a four-level approach. Differentiated responses to disciplinary problems are embedded within each of the four levels.

All opportunities and interventions must be available to every student, including students with disabilities. Consequences and interventions must be consistently applied across all groups of students with fidelity and integrity. Disciplinary data is reviewed throughout the school year to monitor and address any overuse and/or disproportionality of suspension among various student groups.

<p>Level 1</p>	<p><i>Classroom support and student support team</i> May be appropriate when the behavior is a minor infraction, the student has had no prior incidents, and/or interventions have not been put in place. May require parent or guardian communication.</p>
<p>Level 2</p>	<p><i>Intensive support staff (e.g. school counselors, school social worker, school psychologists) and appropriate administration</i> May be appropriate when supports have been put in place in the classroom to address behavior, but the behavior has become persistent and has continued to negatively influence the learning of the student and others. May require parent or guardian communication.</p>
<p>Level 3</p>	<p><i>Short-term suspension</i> May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented interventions and supports have been put in place but the behavior is escalating. Requires parent or guardian communication.</p>
<p>Level 4</p>	<p><i>Request for long-term or permanent suspension</i> May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process. Requires parent or guardian communication.</p>

Behavior Concerns and Corresponding Response Matrix

Each behavior is defined according to the Minnesota Department of Education's Discipline Incident Reporting System guidelines. Building administrators are responsible for identifying the response level and corresponding resolution.

Event	Definition	Level 1	Level 2	Level 3	Level 4
Academic Dishonesty	Intentional behavior including, but not limited to, plagiarism, copying another's work, cheating, or altering records.	X	X		
Alcohol	Under the influence, using or possessing, distributing or selling.	see below sub categories			
Under the influence			X	X	
Using or possessing			X	X	
Distributing or selling			X	X	X
Arson	Intentional destruction of, or damage to, property by means of fire or explosives. -Accelerant – any combustible or flammable liquid -Without Accelerant – no combustible or flammable liquid	see below sub categories			
Starting a fire			X	X	
Starting a fire causing destruction of property				X	X
Assault	-Physical assault – touching or striking of another individual intended to inflict bodily harm to an individual. Does not include minor physical contact. -Sexual assault – intentional touching of a sexual nature, such as rape, fondling, and molestation. Students of all genders can be victims of sexual assault. Assaults involving a weapon(s) should be reported as "Weapon" because the severity ranking for "Weapon" is higher.		X	X	X
Attendance	Report this activity when a student may be subject to disciplinary action for an unexcused absence according to the district's discipline policy. This may include a student's failure to attend detention due to attendance issues. In addition, consider statutory exemptions under Minnesota Statutes, section 120A.22, subdivision 12.	see below sub categories			
Persistent tardiness		X	X		
Occasional refusal to attend class		X	X		
Persistent or excessive absences from school		X	X		
Habitual truancy		X	X		

Event	Definition	Level 1	Level 2	Level 3	Level 4
Bomb	Explosives (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device)			x	x
Bomb Threat	Making threats or providing false information about the presence of explosive materials or devices on school property.			x	x
Bullying/Harassment (includes Cyber Bullying)		see below sub categories			
Intentional conduct (including verbal, physical or written conduct) or electronic communication that is threatening		x	x		
Minor verbal, visual or physical harassment occurs when it is one time.		x	x		
Persistent and repeated incidents of bullying targeted at same person or group (e.g., based on race, ethnicity, nationality, language, gender identity /expression, sexuality, socio-economic status etc.)			x	x	
Serious verbal, visual or physical harassment occurs when it is ongoing, continuous, and/or repeated.			x	x	
Very serious incidents that are seriously harmful or personally damaging to the person or group who is targeted (e.g., based on race, ethnicity, nationality, language, gender identity /expression, sexuality, socio-economic status etc.)					x

Event	Definition	Level 1	Level 2	Level 3	Level 4
Controlled Substances (prescription)	<p>Use this activity when a student possesses medication that is prescribed to the student, but the possession is against school policy. School district/charter school policy must also be consistent with state law:</p> <ul style="list-style-type: none"> ·Minnesota Statutes, section 121A.221 addresses when it is appropriate for a student to possess and use asthma inhalers at school. ·Minnesota Statutes, section 121A.2205 addresses when it is appropriate for a student to possess and use non-syringe injectors of epinephrine at school. <p>Controlled substances are identified under Schedules I, II, III, IV or V of the Controlled Substance Act. The United States Code and Minnesota statutes define controlled substances. Under Minnesota law, the term does not include distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. Relevant state and federal laws are listed below:</p> <ul style="list-style-type: none"> ·Minnesota Statutes § 152.01, subd. 4 – defines controlled substance ·Minnesota Statutes § 152.02 – defines the five schedules of controlled substances ·21 U.S.C. § 812 (c) – establishes the five controlled substance schedules and the classes of substances in each schedule 	see below sub categories			
Under the influence			x	x	
Using or possessing			x	x	
Distributing or selling			x	x	x
Disruptive/ Disorderly/ Insubordination	<p>Disruptive behaviors are behaviors that interrupt the educational process. Disorderly behavior is intentional behavior that disturbs others. Insubordination is the willful refusal to follow an appropriate direction given by a staff member or identify self when requested by a staff member.</p>	see below sub categories			
Classroom distraction that may include not working silently or independently without bothering others; throwing objects without physical injury to others; talking out in class; talking out of turn; making excessive, distracting, or disruptive movements or noises		x	x		
Use of cell phone, handheld mobile devices, electronic game devices, and other similar items for non classroom work		x	x		
Running, making excessive noise, loitering, or persistent hall-walking		x	x		

Event	Definition	Level 1	Level 2	Level 3	Level 4
Non-compliance that could include: failure to comply with school rules, regulations, policies, or procedures; failure to follow directions; failure to respond to school staff directives, questions, or requests		x	x		
Dress Code	<p>School Board Policy 504 STUDENT DRESS AND APPEARANCE ALLOWABLE DRESS AND APPEARANCE</p> <ul style="list-style-type: none"> -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. -Clothing must cover undergarments. Waistbands of undergarments and bra straps are excluded. -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. -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. -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. <p>. NON-ALLOWABLE DRESS AND APPEARANCE</p> <ul style="list-style-type: none"> -Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, controlled substances, or other products that are illegal for use by minors. -Clothing may not bear a message that is lewd, vulgar, or obscene, including profanity. -Clothing may not depict pornography, nudity, or sexual acts. -Clothing may not use or depict hate-speech, targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. -Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation in a violent extremist group or gang (See Glossary) 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. 	x	x		

Event	Definition	Level 1	Level 2	Level 3	Level 4
Extortion	Obtaining money, property, or services another person against their will through coercion, intimidation, or threat of physical harm.			X	X
Fighting	Two or more persons mutually participate in the use of force or physical violence that may require intervention to end the altercation, physical restraint, or results in injury. Fighting does not include conduct rising to the level of physical assault, nor does it include roughhousing or play fighting.		X	X	
Gang Activity	Only use this category when certain that gang membership contributed to the event. Conduct that is gang-motivated or related to gang membership. Examples include, but are not limited to: displaying gang symbols, gang paraphernalia, participating in the recruitment/initiation of a student into a gang. A gang is an organized group characterized by turf concerns, special dress or colors, and engagement in delinquent or illegal activity.			X	X
Hazing	Committing an act against a student, or coercing a student(s) into committing an act, that endangers the mental or physical health or safety of that student(s), in order for the student to be initiated into or affiliated with a student organization. A student organization does not include a gang, and is rather a group, club, or organization having students as its primary members or participants.		X	X	X
Homicide	Homicide is when one human being causes the death of another.				X
Illegal Drugs	Report this activity when a student possesses or is involved in the sale of a controlled substance, as identified by Minnesota Statutes, section 152.02, that he or she does not have a prescription for. This activity does not include alcohol or tobacco. <ul style="list-style-type: none"> ·Possession – possession of an illegal drug on school grounds or during off-campus school activities (including while taking school transportation) ·Use – use of an illegal drug on school grounds or during off-campus school activities (including while taking school transportation) ·Request/Solicitation – seeking an illegal drug on school grounds or during off-campus school activities (including while taking school transportation) ·Sale/Distribution – selling, distributing, or seeking to sell an illegal drug on school grounds or during off-campus school activities (including while taking school transportation) <p>“Alcohol” and “Tobacco” are separate incident types designated specifically for incidents involving only one of those substances and should not be reported in this category or “Other.”</p>	see below sub categories			
Under the influence			X	X	
Using or possessing			X	X	
Distributing or selling			X	X	X

Event	Definition	Level 1	Level 2	Level 3	Level 4
On School Property without Permission	Being on school property without permission, including while suspended or expelled; includes breaking and entering.	X	X	X	
Other	Other should be rarely used and only if a behavior is deemed significant but does not clearly fit into another category.	X	X		
Over-the-Counter Medications against School Policy	Report this activity when a student possesses or uses over-the-counter medication, and the possession or use is against school policy. School policy must also be consistent with state law. Minnesota Statutes, section 121A.222 provides information regarding when secondary students may have possession of or use nonprescription pain relievers.		X	X	
Physical Contact	Intentional or unintentional physical contact between a student and another individual or individuals that is not age-appropriate and may or may not involve harm (for example, non-age appropriate pushing/shoving, hitting, knocking other individuals over, play fighting). This is distinct from actual fighting.	X	X	X	
Pyrotechnics	Pyrotechnics refers to firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, black powder, or any other explosive compound constructed to produce detonation or deflagration.	X	X	X	X
Robbery (using force)	Taking or attempting to take anything of value personal property that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. Robberies involving a weapon(s) should be reported as "Weapon" because the severity ranking for "Weapon" is higher.		X	X	X
Technology	Unauthorized access to or interception of data or systems, and other violations of the school district's technology policy.	X	X	X	X
Terroristic Threats	Threatening, directly or indirectly, to commit a crime a violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.		X	X	X
Theft	Taking the property of another individual or the school without permission, with the intent of not returning the property to the owner. No force is involved in the taking of property.	see below sub categories			
Minor (less than \$50)		X	X		
Between \$50-\$500		X	X		
Over \$500			X	X	
Threat/Intimidation	Threat is an expression of intent to injure or punish another while intimidation is the act of making timid or fearful or of deterring by threats.		X	X	
Tobacco	Tobacco contains nicotine and can be smoked, chewed or sniffed.		X	X	
Vandalism/Property Related	Willful or malicious destruction or damage of school or personal property on school grounds without consent of the owner.	see below sub categories			

Event	Definition	Level 1	Level 2	Level 3	Level 4
Minor damage (less than \$50)		x	x		
Damage \$50 to \$500			x	x	
Damage over \$500			x	x	
Vape	A device used for inhaling vapor. Vapor could include flavoring, nicotine or THC.	x	x	x	
Verbal Abuse	Is a range of words or language used to demean, frighten or abuse someone.	x	x	x	
Weapons		see below sub categories			
Firearms (possession of a firearm as defined in 18 USC 921 of the federal code; e.g., handguns, rifles, shotguns, and bombs)					x
Other guns (possession of any gun of any kind, loaded or unloaded, operable or inoperable including BB guns and pellet guns, etc.)					x
Possession of weapons (knife, mace, etc.)			x	x	x
Possession of weapons with intent to commit harm and/or disrupt the school environment					x
Instruments or objects used as weapons with intent to cause injury			x	x	x

Family/Guardian Expectations

Current Contact Information

It is important that all families have updated contact information in the Infinite Campus Parent Portal. The district uses the Campus Messenger feature on Infinite Campus to communicate information about many school related issues, including school closings due to weather, updates from the classroom and other important building or district information. Families can determine which phone numbers or email addresses receive announcements. Generally, weather-related closings are sent as “emergency” notifications, while most other communications are “general” notifications. Those notification preferences can also be updated in the Parent Portal.

If families do not have a Parent Portal account, please email portal.help@winona.k12.mn.us and request an activation key.

Student Photos and Video

During the school year, your student may be part of activities or events that are photographed. The district may use your child’s name and/or photograph for educational or promotional purposes on the district website, newsletters, multimedia projects, or other publications. Each school publishes student names and photographs in their yearbook. Every parent or guardian of a WAPS student has the opportunity to “Opt Out” of the publishing of their student’s name, photograph, or publicized information. This “Opt Out” option needs to be updated each year on your annual student registration form through Infinite Campus.

Other information concerning student records and directory information can be seen in School Board Policy 515.

Proper Communication Channels

WAPS welcomes and encourages feedback from families and community members. In order to be efficient and effective in dealing with issues, please consider the chart below when seeking an answer for your concerns.

Classroom concerns

- Contact the teacher
- If not resolved, contact the building principal or assistant principal
- If not resolved, contact the Director of Learning & Teaching OR the Director of Special Education
- If not resolved, contact the Superintendent

School concerns

- Contact the principal or assistant principal
- If not resolved, contact the Director of Learning & Teaching
- If not resolved, contact the Superintendent

District concerns

- Contact the district office
- If not resolved, contact the Director of Learning & Teaching
- If not resolved, contact the Superintendent
- If not resolved, contact a School Board member

The district also has made available a Confidential Reporting Form on its website at this link: <https://www.winonaschools.org/district/confidential-reporting-form>.

Parent/Guardian-Teacher Conferences

Parent/guardian-teacher conferences are an integral part of maintaining a successful learning environment for your child in the classroom and at home. Please refer to the district calendar for when parent-teacher conferences are scheduled. Remember, you may contact your child's teacher at any time with any questions or concerns.

Volunteers

Visitors and volunteers are welcome at our school. If you would like to visit, please check-in at the school office, and we will provide you with either a visitor or volunteer badge. So we can keep our schools safe and secure for everyone, we do request that parents and family members, visitors, and community and parent volunteers register and wear an identification badge.

Volunteers play an important role in Winona Area Public Schools. Parents are welcome to volunteer and should watch for volunteer forms being circulated as the school year begins. Most of the time, volunteers are coordinated through the school's PTA. School secretaries and principals, as well as classroom teachers can assist interested parents to find volunteer placements. You may also hear from your child's classroom teacher about volunteer opportunities. Information on volunteering in our schools can be found on our website at www.winonaschools.org/volunteer.

Confidentiality

The foundation of all school volunteer programs is confidentiality. As the volunteer works with staff and students, information of a confidential nature may be shared with you. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and parents need to know they can trust the volunteer.

School Safety

Proper Identification

All district employees shall wear photo identification tags or badges while in district buildings or sites during regular school hours. Employees are encouraged to wear identification badges out of the district when representing District 861 schools. All district volunteers shall wear identification tags or badges. The volunteer badge shall be easily distinguishable from visitor badges.

Visitors

All visitors including parents/guardians, family members, and volunteers must check-in at the school office. All district buildings utilize a RAPTOR program, a visitor registration system that enhances school security by reading visitors drivers' licenses and comparing information to a sex offender database. Once checked-in to the school building, a badge will be produced which states the purpose of the visit and the location to be visited. Please contact the school office with any questions on these procedures.

School district employees must courteously approach any visitor without a visitor's identification badge and direct him or her to the school office. If deemed necessary by a school administrator, a visitor may be required to be accompanied by an escort while in the school building.

Permission granted for visitation may be limited as to time or purpose and may be revoked by the building administrator or superintendent at any time if in the administrator's opinion such a visit is no longer in harmony with the proper conduct of the school(s).

Camera Surveillance

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

Background Checks

It is the policy of Winona Area Public Schools that all employees and volunteers must submit to a criminal history background check.

Bullying Prevention

The issue of bullying at school is of great concern. No parent wants a child to be mistreated anywhere, and certainly not at school. Winona Area Public Schools believes actions which violate school rules which are committed on school property or at school activities or which affect the educational mission of the district must be addressed when they are known to the school and its personnel. Together, parents, students and school personnel, will make a difference in the life of the children of WAPS.

Child Abuse and Neglect

The Minnesota Mandatory Child Abuse Reporting Law requires school personnel to report if they know or have reason to believe if a child is or has been abused in the past three years. Failure to report child abuse is a misdemeanor and punishable by law. A report of child abuse made in good faith provides one with immunity from legal action. Child abuse may include physical abuse including mental injury, sexual abuse, neglect or threatened injury. The Winona County Community Social Services Intake direct number is 507-457-6560 (press 3 from menu options).

Cold Weather Safety

Students will not go outside for recess or gym classes when the cold weather conditions reach 0 degrees. The wind chill factor will be taken into account as well as the general dampness of the day.

Safety Drills

Drills are held periodically to educate children in safe and effective response protocols for wide-range of emergency situations which could include fire, inclement weather, safety threats, or other emergency situations. WAPS utilizes standard response protocols of Hold, Secure, Lockdown, Evacuate, and Shelter and conducts situational awareness drills to effectively prepare students and staff for all events of crisis that may occur in school buildings.

Weather Emergency/School Closing

School closings and emergency closings due to inclement weather will be posted on the district website, social media accounts and will be communicated to families through the use of the Campus Messenger System. All weather related announcements are also reported to local radio and television stations.

Crisis Response

Each building has established a Crisis Response Team. In the event of a crisis this team will follow a specific plan to work through the crisis. Drills are held periodically to educate children in safe and effective response protocols for wide-range of

emergency situations WAPS utilizes situational awareness drills to effectively prepare students and staff for all events of crisis that may occur in school buildings.

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.

School Nutrition

Winona Area Public Schools provides healthy meals each day. Meals, foods and beverages sold or served at schools meet state and federal requirements, which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. Fruits and vegetables, whole grains, lean proteins and low-fat dairy products. We stress the importance of families to monitor the meal accounts and maintain a positive balance as it is important to eat healthy balanced meals for student academic success.

Free School Meals

On Friday, March 17, 2023, Gov. Tim Walz signed the Free School Meals bill into law. This will take effect on July 1, 2023. This legislation provides the reimbursement for one free breakfast and one lunch to students who receive meals through their school's participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). A la carte is offered at the middle and high schools. Students must have a positive balance in their account to purchase additional items. Second meals are charged at the adult rate of \$4.95.

Application for Educational Benefits

Although meals will be free for all students, families are still encouraged to fill out the Application for Educational Benefits, also known as the Free or Reduced Lunch Form. Federal regulations require applications to be distributed to those not on the direct certification list. An application will be sent to you via email and on the school website if you are not on the direct certification list. A school's eligibility for programs such as the Summer Food Service Program (SFSP), the Seamless Summer Option (SSO), and federal after school snack programs is based on free and reduced-price eligibility. Additional federal meal reimbursement is available to schools/districts that

meet severe need criteria based on free and reduced-price eligibility. Students and families may qualify for other program fee reductions based on their eligibility for free or reduced-price meals. In Winona Area Public Schools, families can receive discounts on athletic and activity registration if they qualify for free or reduced lunch benefits.

Special Dietary Needs

According to the National School Lunch Program Act, the School Nutrition program is required to follow specific regulations in accommodating special diets for students enrolled in the Winona Area Public Schools.

Generally, children with food allergies or intolerances do not have a disability as defined in any of the acts or laws, and the school nutrition programs may, but is not required to, make food substitutions for them. However, when food allergies result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability" and the substitutions prescribed by the licensed, medical physician must be made.

Winona Area Public Schools has adopted the Minnesota Department of Education Special Diet Statement form. If you are requesting any special dietary requests for your child, please take one of the enclosed forms to your family physician to have completed. These forms do not need to be renewed on a yearly basis, but must reflect the child's current needs. Once our office receives any special requests, we will contact you, if necessary, to set up a meeting to discuss your child's needs.

School Wellness

Winona Area Public Schools has a Wellness Committee. The purpose of having this committee is to assure a school environment that promotes and protects district employees' and students' health, well being, and ability to learn by supporting healthy eating and physical activity. During each school year, students will have the opportunity to participate in Walk/Bike to School days as well as many other activities that promote student health.

Student Health

Winona Area Public Schools follows the directives and guidelines of the Minnesota State Departments of Health and Education, as well as relevant state and federal laws, when it comes to student health services. Your child will do his/her best at school if they are in good health. The school health office works with you to provide your child with healthy school living. A school nurse is assigned to each school. Please contact your school health office for more information.

More information is available on the [Student Health Services page](#).

Immunization Requirements

In accordance with the School Immunization Law (Minn. Stat., Section 121A.15 123.70), students may not enroll or remain enrolled in school without having provided documentation of immunizations. All students are required to be in compliance on the first day of their entry into school. Minnesota law requires that we have written recorded evidence of your child's protection from the following diseases. The month, day, and year of each dose needs to be provided.

Grades K-4

- Diphtheria – Tetanus – Pertussis (DTP): 4-5 doses with the last dose given after the fourth birthday.
- Polio: 3-4 doses with the last dose given after the fourth birthday.
- Measles –Mumps – Rubella (MMR): 2 doses for all students in Grades K-4 with the first dose given on or after the first birthday.
- Hepatitis B: 3 doses for all students in Grades K-4.
- Varicella (chicken pox): 2 doses for all students in Grades K-4 with the first dose given on or after the first birthday.

Grade 7 (additional vaccines)

- Tetanus – Diphtheria – Pertussis (Tdap): one dose given after the 11th birthday
- Meningitis (Meningococcal Conjugate): one dose given on or after the 11th birthday

Grade 12 (additional vaccine)

- Meningitis (Meningococcal Conjugate): second dose given on or after the 16th birthday

Non medical exemptions (conscious objections) to required school immunizations require notarized documentation on file. If your child has a medical exemption to any immunization, we need a signed healthcare provider statement on file. Contact the health office for required forms.

Student Medications

All medications should be given at home whenever possible. Medications can be given at school if a school medication form is completed and signed by your child's healthcare provider. [The form is linked here](#). However, we need to comply with Minnesota law in this regard. Parents/guardians are responsible for supplying the medication and for transporting the medication to and from school. Medications must be in a prescription container, have an accompanying school medication order, and include a signed parental/guardian permission. All local pharmacies will provide you with an extra labeled school container. Over-the-counter medication/non-prescription medicine must also have a [school medication form](#) and be provided in the original container. All medications must be retrieved by parents/guardians by the last day of school. Medications cannot remain at school after the last day. School staff cannot destroy medications. Disposal of school medications is a parent/guardian's responsibility.

When Your Student Should Stay Home

In order for our students to achieve the best of their ability, we need to keep our schools healthy. This is a shared responsibility between families, staff and students.

Please monitor your child for any symptoms of illness and make sure you follow the guidelines listed below before sending them to school. We realize the inconvenience of needing to stay home with an ill child, but we all need to play our part in helping our schools remain healthy and safe.

- Fevers (100 degrees F or higher): Students must be fever free for 24 hours without fever reducing medication before returning to school
- Vomiting: Students may return to school 24 hours after vomiting has stopped
- Diarrhea: Students may return to school 24 hours after diarrhea has stopped
- Coughing: Coughs need to be controlled and noncontinuous in order to come to school
- Rashes: Undiagnosed skin sores or lesions must be completely covered by clothing or bandages, and students cannot have any other illness symptoms (like a fever) in order to come to school. Diagnosed rashes must follow infectious disease guidelines.
- Conjunctivitis (pink eye): Students can come to school unless they have a fever or other illness symptoms.

Should your child become ill at school, you will be called if the situation appears harmful to your child or the health of others. Please remember that you need to provide a day telephone number where you can be reached. District policies

regarding school attendance and/or exclusion for all communicable diseases follow direction from the Minnesota Departments of Health and Education. If you have questions or would like more information, please call your school.

Minnesota Health Care Programs

Minnesota Health Care Programs offer free and low-cost health insurance for families who qualify. (Medical Assistance has no monthly cost while MinnesotaCare has a monthly premium based on household income).

To get a Minnesota Health Care Programs application call (855) 336-7873 toll free or [visit this link](#).

Transportation

Winona Area Public Schools provides transportation to and from school for all children who are regularly enrolled in public, non-public and charter schools within the district boundaries. Buses are used to transport students to and from schools, between schools, on field trips and extracurricular activities.

Riding the school bus is a privilege, and a student may be removed or suspended based on student misconduct or safety concerns.

Only regularly enrolled students in WAPS, charter schools or non-public schools may ride on the public school buses. Drivers are not permitted to pick up adults or others who do not attend the E-12 schools.

WAPS uses a two-tier busing structure. Elementary students are transported on the first tier, with a school start time of 7:45 a.m. and an end time of 2:15 p.m. Secondary students are transported in the second tier, with a school start time of 9 a.m. and an end time of 3:30 p.m.

First Student is the contractor responsible for operating the buses that transport students. WAPS staff handles the routing.

Transportation Procedures

The school board has established the following procedures for transportation:

- All public, non-public and charter school children are eligible for transportation if they live one mile or more, or another distance designated by the school board, from their home school of attendance.
- The school board has established a one-mile walk boundary for each school within the district. Roadways that are deemed to be hazardous for students to

cross are Highway 61, Highway 14, Highway 43, Highway 248. Students will not be expected to cross these roadways in order to walk to their school of attendance. Kindergartners will not be expected to cross the railroad track in order to walk to their school of attendance and will be offered transportation.

- All WAPS students must register annually using the Annual Student Information Update process through Infinite Campus. Non public and charter schools should also register annually using the online registration form located on the WAPS Transportation webpage. Failure to register by the required deadline, could result in delayed transportation assignments at the beginning of the school year.
- Families may choose one pick up location and one drop off location. These locations must be consistent every day. Although the pickup and drop off location do not need to be the same location, the pick up location must be the same everyday and drop-off locations must be the same each day. No alternating schedules will be accepted. Each location must be an eligible location for transportation. Parents may request an exception for alternating schedules for students that live in two households. The Joint Custody Transportation Exception Request Form must be completed at the time of registration and will be reviewed by the Superintendent for approval. The form is located on the Transportation page of the website.
- School buses travel only on state, county and township roads. Bus stop locations are determined by the district's Transportation Coordinator and bus drivers have no authority to make any changes to bus stops.
- School bus laws require the use of stop arms and flashing red lights whenever students are dropped off and picked up. Stop arms and flashing red lights mean other drivers stop and wait at least 20 feet from the bus. Other drivers are required to stop whether following or approaching from the opposite direction.
- School buses do not drive on private driveways. An exception to this rule would be a designated turn-around or driving into a mobile home court area where permission has been granted by the owner.
- Special transportation is provided for students with disabilities whose IEP team has determined the student needs transportation and cannot travel to and from school on the regular bus routes.
- Students ride only their assigned buses. Students are not allowed to switch buses or bring another rider on their bus. Temporary transportation MAY be arranged ONLY for an emergency situation. Parents/Guardians MUST call the Transportation Office to request prior arrangements. All requests will be determined at the discretion of the Transportation Coordinator.
- Large articles, large musical instruments, pets, firearms, or other hazardous materials are not allowed on the bus.

- The District has a contractual agreement with First Student. If you have a question regarding their operation the phone number is (507) 961-2176.
- Questions or concerns regarding student transportation are to be directed to the Transportation Coordinator, waps.transportation@winona.k12.mn.us or 507-494-0810.

Transportation Registration

Transportation information is carried over to the new school year. All families are encouraged to check their parent portal on Infinite Campus to be sure your child's information is correct. New or changed registrations are due by June 14. Any registrations received after June 14 could result in a delay of receiving transportation assignments in the fall.

If you are moving during the school year, please update and verify your change of address at your earliest opportunity by notifying the school of attendance or by using the Infinite Campus Parent Portal and contacting the WAPS Transportation Department at waps.transportation@winona.k12.mn.us. Charter and non-public students should complete the Charter/Non Public Transportation Change form. Please complete a new form for each child.

Other Policies and Procedures

Frequently Used Policies

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

Student Attendance	503
Student Dress and Appearance	504
Student Discipline	506
Bullying Prohibition	514
Student Medication	516
Internet & Electronic Communications Acceptable Use	524
Attendance Boundaries	798
Crisis Management Procedures	806

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.

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.

Building Reservations

The use of school district facilities for groups/activities outside of WAPS must follow the “Guidelines for Community Use of Public School Facilities.” School district facilities are generally not available during the school day. All facility use reservations must be scheduled through Community Education or by submitting a request using the following link: www.winonaschools.org/district/facility-use-rental

Field Trips

Field trips are part of the district curriculum and are intended for those school-aged children who are currently enrolled in the class or school participating in the experience. Their purpose is to extend and enrich classroom activities. Depending on the nature of the trip, the teacher may call volunteers to assist in supervising students. All adult chaperones must complete a Volunteer Application including a background check.

Elementary Schools

Goodview Elementary 5100 W. 9th St., Goodview, MN 55987		
Building Secretary	Kim Wadewitz	507-494-2400
Principal	Emily Cassellius	507-494-2401
Health Secretary	Lindsay Serwa	507-494-0919
School Counselor	Michelle Schmidtknecht	507-494-2411
School Social Worker	Angela Holloway	507-494-2438
School Psychologist	Amy Halverson	507-494-2192

Jefferson Elementary 1268 W. 5th St., Winona, MN 55987		
Building Secretary	Nicole Jorgenson	507-494-2000
Principal	Jay Woller	507-494-2001
Health Secretary	Wendy Bublitz	507-494-2003
School Counselor	—	507-494-2091
School Social Worker	Christon Best	507-494-2078
School Psychologist	Tara Klinski	507-494-2041

Washington-Kosciusko Elementary 365 Mankato Ave., Winona, MN 55987		
Building Secretary	Dallas Fitch	507-494-2100
Principal	Justin Hanson	507-494-2101
Health Secretary	Jenna Lubinski	507-494-2102
School Counselor	Brenda Nelson	507-494-2182
School Social Worker	Rachel Luehmann	507-494-2122
School Psychologist	Amy Halverson	507-494-2192

**Phone numbers are attached to a position, not the employee. If the staff member listed above no longer works for WAPS, the phone number attached to their position will still be accurate.*

School Arrival and Dismissal

We encourage all students and families to utilize our crossing guards. School patrol crossing guards monitor designated intersections near Jefferson and Washington-Kosciusko Elementary Schools. The following locations are patrolled starting at 7:15 a.m. and 2:15 p.m.:

- Jefferson: 5th & Hilbert Street
- Washington-Kosciusko: 8th & Mankato, 8th & High Forest, 6th & Mankato, 7th & High Forest (PM only)

Dismissal During the School Day

Dismissals during the school day should be handled through the school office. If you must take a child out of school, you are asked to send a written request to the school office, stating the date and time of dismissal. It is requested that you pick up your child from the school office.

End of the School Day Dismissal

All students should go directly to their after-school destination (home, Key Kids, childcare, etc). Parent pick-up locations:

- Goodview: 8th Street
- Jefferson: Hilbert Street
- W-K: Playground on designated symbol

Anytime a student will be traveling home in a different manner from the normal routine, parents/guardians should contact the classroom teacher or school office by 1:30 p.m. to ensure proper notification. Please note that students may only ride their assigned bus. Students are not allowed to switch buses or bring another rider on the bus.

Key Kids

507-494-0910 | keykids@winona.k12.mn.us | winonaschools.org/communityed
Key Kids is a school-aged child care program open to children ages kindergarten through 4th grade. The program provides care after school, on non-school days, snow days, late start mornings, and scheduled early release days. Key Kids is a fun place for exploring, making new friends, taking field trips, playing games, arts and crafts and outdoor fun.

Parent-Teacher Associations

All WAPS elementary schools have a Parent Teacher Association (PTA) that supports classroom teachers and students through a variety of ways: field trips, classroom supplies, etc. PTA meetings are held once a month. This is a great way for families to get involved in the school community. Contact your child's school for meeting times and current PTA officers.

Lost and Found

Due to the large volume of lost items in the elementary schools, it is important to clearly label all school items including: coats, boots, notebooks, and backpacks. Each school has a designated area for lost and found items. Items not claimed will be donated to a charity.

Birthday Celebrations

At WAPS elementary schools, we want every student to feel special on their birthday. When considering bringing in birthday treats, please be considerate of food choices for students. We are an allergy aware district, so please communicate with your child's teacher at least one day in advance to check for any classroom restrictions. All items need to be store bought and checked in with the office or classroom teacher. Students are learning throughout the day, so the least amount of disruption in the day is ideal for student learning.

Birthday invitations can be handed out at school if there is one for every child in the classroom. Due to data privacy, student addresses are not allowed to be disclosed.

Winona Middle School

1570 Homer Road, Winona, MN 55987		
Attendance Secretary	Lisa Wieczorek	507-494-1030
Building Secretary	Karla Hemker	507-494-1002
Student Support Services Secretary	Renae Vinton	507-494-1031
Health Secretary	Janalee Gerke	507-494-1040
Principal	Dave Anderson	507-494-1001
Assistant Principal	Brittany Ignatius	507-494-1032
School Counselor (A-J)	—	507-494-1012
School Counselor (K-Sk)	Alexis Olson	507-494-1035
School Counselor (Sl-Z)	—	507-494-1009
School Psychologist	—	507-494-1013
School Social Worker	Micah Pfohl	507-494-1014

**Phone numbers are attached to a position, not the employee. If the staff member listed above no longer works for WAPS, the phone number attached to their position will still be accurate.*

Bell Times

The middle school day begins at 9 a.m. and ends at 3:30 p.m.

School Arrival and Dismissal

The entrance off Bundy Boulevard is reserved for students arriving by bus only. Students arriving by car or on foot should enter through the Homer Road entrance.

Supervision is available in the concourse beginning at 8 a.m.. Breakfast will be available in the cafeteria beginning at 8:15 a.m. Students needing to see a teacher before 8:30 a.m. need to obtain a pass from the office.

After 3:30 p.m., students are to leave the building immediately or have transportation arranged for no later than 4 p.m. unless they are under the direct supervision of a teacher or part of an after school activity. All school policies and procedures are in place regardless of whether school is in session or not.

Closed Campus

The middle school is a closed campus. This policy is in effect from the time the student arrives at school until school is dismissed at 3:30 p.m. Students who ride the bus are not permitted to leave the campus before or after school.

Parent-Teacher Associations

The Winona Middle School has a Parent Teacher Association (PTA) that supports classroom teachers and students through a variety of ways: field trips, classroom supplies, etc. PTA meetings are held once a month. This is a great way for families to get involved in the school community. Contact your child's school for meeting times and current PTA officers.

Planners

The middle school staff helps students develop organizational skills that assist them in becoming successful students. The student planner is designed to assist students in entering their daily assignments. Planners will be provided to students quarterly, a replacement planner can be picked up in the Student Services office.

Make-up Work

Students must make arrangements with their teachers to make up for missed work during an absence. The responsibility for making up work is on the student (not the teacher). Failure to make up work results in lower grades. If a student fails to make up work within the allowed time period, and makes no other arrangements for doing so, a failing grade or lowered grade will result. Parents or guardians should call the attendance secretary for make-up work by 10 a.m. (507) 494-1030.

Music Instruments and Lessons

Middle school band and orchestra teachers advise students about the rental or purchase of instruments. The school furnishes some of the larger, more expensive instruments. A nominal fee is charged for the use of some instruments provided by the school. Music students receive music lessons each week. Regular classroom teachers reserve the right to retain band students if, in their judgment, it would be better for the student to remain in class.

Counseling Department

Inherent in the philosophy and policies of the Winona Middle School Counseling Department is the premise that each student is entitled to counseling without regard to sex, race, color, religion, national origin, or other criteria. The Counseling Office is located in Student Services. Counselors help students to work out their problems, and students are encouraged to call on them at any time. Personal problems will always be held in strict confidence. Parents are also encouraged to visit the Counseling Office.

Substitute Teachers

A good reputation for the school is desired by all. An important opportunity for students to assist in this matter is in the courtesy they extend to substitute teachers. Being polite, helpful, and considerate will help the substitute teacher feel welcome. Being uncooperative with a substitute teacher can result in a consequence depending on the severity.

Student Council

Every grade will elect four (4) representatives in September. Students are encouraged to share ideas and concerns with their elected representatives. The Student Council's main goal is to create a positive atmosphere in and around the school to make school a place where students enjoy themselves and feel like they are a part of the school. Student Council gives students the opportunity to get involved and feel like they can make a difference.

Passes

Students must have a pass to go to the Learning Commons, rest rooms, Student Services, Principal's Office, Counseling Office, Health Office, band lessons, choir lessons, or orchestra lessons. Any school staff may stop a student in the halls at any time and ask to see the pass.

Lost and Found

A Lost and Found is located in the commons area. Students who lose personal belongings at school should report it immediately to Student Services. Lost articles occasionally are found by custodians and returned to the office within a few days. Students who find an article should return it to Student Services. The owner may claim it there.

Winona Senior High School

903 Gilmore Ave., Winona, MN 55987		
Attendance Secretary	Sandy Smith	507-494-1500
Building Secretary	Linda Murphy	507-494-1504
Student Support Services Secretary	Katie Orlikowski	507-494-1505
Health Secretary	Geri Lehnertz	507-494-1526
Counseling Secretary	Holly Koenig	507-494-1521
Principal	Luke Madsen	507-494-1501
Assistant Principal	Nathan Warneke	507-494-1502
School Counselor (A-H)	Courtney Dahlby	507-494-1012
School Counselor (I-R)	Samantha McCormick	507-494-1035
School Counselor (S-Z)	Chelsea Scott	507-494-1009
School Psychologist	Kate Konop-Wolf	507-494-1513
School Social Worker	Isabel Fasnacht	507-494-1523

Bell Times

The high school day begins at 9 a.m. and ends at 3:30 p.m.

Students may come to school and be seated in the concourse as early as 6 a.m. Parents/guardians must understand that there is no supervision before 8:45 a.m. Students are to be seated in the concourse only. If anything should occur during this time, it is on the parents' liability.

Breakfast is served beginning at 8:15 a.m.

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 p.m. without an assigned supervisor.

Class Schedule

Winona Senior High School switched to a block schedule for the 2024-25 school year.

Monday (A)	Tuesday (B)	Wednesday (A)	Thursday (B)	Friday (AB)
Period 1 9-10:15 75 Minutes	Period 2 9-10:15 75 Minutes	Period 1 9-10:15 75 Minutes	Period 2 9-10:15 75 Minutes	Period 1 9-9:47 47 Minutes
Period 3 10:25-11:40 75 Minutes	Period 4 10:25-11:40 75 Minutes	Period 3 10:25-11:40 75 Minutes	Period 4 10:25-11:40 75 Minutes	Period 2 9:52-10:39 47 Minutes
Lunch + Advisory 11:40-12:45 65 Minutes	Lunch + Advisory 11:40-12:45 65 Minutes	Lunch + Advisory 11:40-12:45 65 Minutes	Lunch + Advisory 11:40-12:45 65 Minutes	Period 3 10:44-11:31 47 Minutes
Period 5 12:50-2:05 75 Minutes	Period 6 12:50-2:05 75 Minutes	Period 5 12:50-2:05 75 Minutes	Period 6 12:50-2:05 75 Minutes	Period 4 + Lunch 11:35-12:54 47 Minute Class
Period 7 2:15-3:30 75 Minutes	WIN (What I Need) 2:15-3:30 75 Minutes	Period 7 2:15-3:30 75 Minutes	WIN (What I Need) 2:15-3:30 75 Minutes	Period 5 12:59-1:46 47 Minutes
				Period 6 1:51-2:38 47 Minutes
				Period 7 2:43-3:30 47 Minutes

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.

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 per school year. 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.

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.

Closed Campus

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 student 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 p.m. with the exception of Prom. Students must be in good academic and behavioral standing in order to attend school dances.

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. For safety purposes, there will be mandatory coat, bag and hat check in upon entering the dance and items will be stored in a secure location during the dance. 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.

Prom Expectations

- Prom will end at 12:00 midnight
- Students in grades 11 and 12 may attend
 - They may invite students in grades 9 and 10
 - They may invite students from other schools and the guest must get a WSHS guest permission form signed by the guest's school

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.

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.

Winona Area Learning Center

1299 W 3rd St, Winona, MN, 55987		
Secretary	Laurie Jackels	507-494-1460
Principal	Jolene Danca	507-494-1461
School Counselor	Kerry Thesing	507-494-1462
School Psychologist	Kate Konop-Wolf	507-494-1513
School Social Worker	Christon Best	507-494-2078

Bell Times

The high school day begins at 9 a.m. and ends at 3:30 p.m. Breakfast is served beginning at 8:30 a.m.

Daily Schedule

Period 1: 9-9:55

Period 2 (Connect): 9:55-10:20

Period 3: 10:20-11:15

Period 4: 11:15-12:10

Lunch: 12:10-12:40

Period 5: 12:40-1:35

Period 6: 1:35-2:30

Period 7: 2:30-3:25

Graduation

Students who transfer to the Winona ALC must complete at least one full credit to be eligible for graduation. Students may not graduate earlier than their graduation cohort while enrolled at Winona ALC.

Compassionate Schools Infrastructure

WALC is growing a Compassionate Schools infrastructure. What does this mean for the Winona ALC?

- Welcoming and inclusive school culture and climate
- Individualized learning to address different student needs
- Compassionate and effective discipline policies
- Staff aware of the effect of chronic stress and trauma on students' abilities to learn

- Mental health supports for students
- Access to many resources (on-site food shelf, personal care shelf, child-care center)

Continuous Learning Plan (CLP)

Each student is required by the Minnesota Department of Education (MDE) to have a continuous learning plan that is developed annually (as per Minnesota Statute 124D.128; Subdivision 3.)

The CLP must contain the following:

- The student's learning objectives and experiences, including courses or credits the student plans to complete each year and the graduation requirements the student must complete;
- The assessment measurements used to evaluate a student's objective;
- Requirements for grade level or other appropriate progression;
- For students generating more than one average daily membership in a given grade, an indication of which objectives were unmet.

Progress Contracts

If a student is experiencing difficulty with attendance, behavior or academic progress they may be placed on a contract that identifies specific areas of improvement needed and consequences if further issues occur or improvement is not met. This is a fluid system that can change depending on what types of behaviors are exhibited by the students. Privileges can be removed and consequences occur for being on the system.

Athletics and Activities

Winona Senior High School offers an extensive interscholastic athletics and activities program in which students at the WALC can participate in.

Student Parking

The school district is not responsible for damage to your vehicle or loss of its Contents. 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.

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.

Identification Cards (ID)

All students must have an updated ID photo on file in the WALC office. WALC may publish individual and group pictures unless a student files a form with the Principal. IDs will be needed to purchase tickets and be used to gain entrance to all school dances. Student IDs will be needed should a WALC student check out materials from the Learning Commons at WSHS.

Dance Regulations

School dances must end by 11 p.m. with the exception of Prom. Students must be in good academic and behavioral standing in order to attend school dances.

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. For safety purposes, there will be mandatory coat, bag and hat check in upon entering the dance and items will be stored in a secure location during the dance. 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.

Prom Expectations

- Prom will end at 12:00 midnight
- Students in grades 11 and 12 may attend
 - They may invite students in grades 9 and 10
 - They may invite students from other schools and the guest must get a WSHS guest permission form signed by the guest's school

Helpful Resources

This list is not fully comprehensive, but a sampling of some of the most commonly used resources within our community that are available. Parents can reach out to these organizations if you have a personal need for additional resources.

	<p>Miller Mentoring</p> <p>The Miller Mentoring program promotes and nurtures the relationship between mentor and student. When a positive relationship is created, we begin to see our students gain:</p> <ul style="list-style-type: none"> ● Appropriate Social Interactions ● Emotional Maturity ● Improved Self-confidence ● Academic Success <p>Visit the following for more information: https://www.winonaschools.org/wshs/students/miller-mentoring</p>
	<p>Key Kids Child Care</p> <p>Key Kids program is a safe, enriching child care environment on school days, teacher workshop days, breaks, snow days, 2-hour late starts and early release days. Key Kids allows school age children a fun place to explore, make new friends, play games, make arts and crafts, learn and enjoy outdoor fun.</p> <p>Visit the following for more information: https://www.winonaschools.org/communityed/keykids</p> <p>WAPS Community Education</p> <ul style="list-style-type: none"> ● After School Activities based out of the Middle School ● Baby Connections -home visits for newborns ● Community KIDS Preschool ● English and citizenship class for Immigrants ● Facility Scheduling for Community Groups ● Key Kids- School aged care after school, on non-school days and in the summer ● Project COMPASS (Programs for persons with disabilities)

	<ul style="list-style-type: none"> • GED (General Educational Development) classes and testing • School Readiness- Scholarships for at risk students to attend preschool • Child Care Center at the ALC <p>Visit the following for more information: https://www.winonaschools.org/communityed/about-us</p>
	<p>Winona Health WAPS Onsite Clinics WAPS Onsite Clinics are available to all students under age 21. Clinics are located at Winona Senior High School and Winona Middle School and can be used just as you would use a clinic visit at Winona Health.</p> <p>Visit the following for more information: https://www.winonahealth.org/health-care-providers-and-services/adult-pediatric-care/sports-physicals/winona-area-public-schools-onsite-clinic/ or call 507-457-7607</p>
	<p>Acumen Counseling Services Outpatient Mental Health Services: Individual Counseling, Group psychotherapy or group therapy, Psychoeducation, and Telehealth Counseling.</p> <p>Visit the following for more information: https://acumencs.com/ or call 1-855-855-6776</p>
	<p>Hiawatha Valley Mental Health Center Hiawatha Valley Mental Health Center is a comprehensive community mental health center established since 1965. We provide services in five rural counties, Fillmore, Houston, Wabasha, Goodhue and Winona.</p> <p>Visit the following for more information: https://www.hvmhc.org or call 1-800-657-6777</p>

  <p><i>Serving these Minnesota Counties:</i></p> <table border="0"> <tr> <td>Dodge</td> <td>Olmsted</td> </tr> <tr> <td>Fillmore</td> <td>Steele</td> </tr> <tr> <td>Goodhue</td> <td>Wabasha</td> </tr> <tr> <td>Houston</td> <td>Waseca</td> </tr> <tr> <td>Mower</td> <td>Winona</td> </tr> </table>	Dodge	Olmsted	Fillmore	Steele	Goodhue	Wabasha	Houston	Waseca	Mower	Winona	<p>24/7 Mental Health Services</p> <p>1-844-274-7472</p> <p>Visit the following for more information: https://www.crisisresponsesoutheastmn.com/</p>
Dodge	Olmsted										
Fillmore	Steele										
Goodhue	Wabasha										
Houston	Waseca										
Mower	Winona										
	<p>Family & Children's Center</p> <p>Services include: Domestic & Child Abuse Services, Family Support Services, Foster Care, Housing & Residential Programs, Juvenile Services, Mental Health, and Respite Services.</p> <p>Visit the following for more information: https://www.fcconline.org/locations/winona-mn/ or call 507-453-9563.</p>										
	<p>Counseling Associates</p> <p>Counseling Associates, LLC, based in Winona, Minnesota provides professional counseling and chemical dependency services.</p> <p>Visit the following for more information: https://winonacounseling.com or call 507-452-5033</p>										
	<p>Live Well Winona</p> <p>Live Well Winona is a community health hub dedicated to supporting healthy activities and lifestyles in and around the Winona region.</p> <p>Visit the following for more information: https://livewellwinona.org or call 507-474-9825</p>										

 <p>GUNDERSEN HEALTH SYSTEM®</p>	<p>Gundersen Health System Provides a wide array of services including: Healthcare, Eyecare, Sports Medicine, Pharmacy, Urgent Care, Dental Specialities</p> <p>Visit the following for more information: https://www.gundersenhealth.org/locations/gundersen-winona-campus or call 507-615-0600</p>
 <p>RESTORATIVE JUSTICE WINONA COUNTY</p>	<p>Winona County Restorative Justice The Winona County Restorative Justice works with youth ages 10 to 18 in a variety of settings. The primary function is juvenile diversion programming. The goal of Restorative Justice diversions is to hold youthful offenders accountable while repairing harm for victims and the community.</p> <p>Visit the following for more information: https://www.co.winona.mn.us/189/Restorative-Justice or call 507-457-9391</p>
 <p>CITY OF WINONA™ PARK & RECREATION</p>	<p>Human Rights Commission The City of Winona Human Rights Commission meets on the first Wednesday of the month at 4:30 p.m. at City Hall, 207 Lafayette St.</p> <p>Visit the following for more information: https://www.cityofwinona.com/305/Human-Rights-Commission</p>
 <p>Legacies</p>	<p>Legacies Legacies provides Individualized Home Supports & Community Residential Services for children, adolescents, and adults with mental health diagnoses and other disabilities.</p> <p>Visit the following for more information: https://www.legaciesllc.com/ or call 507-474-9110.</p>

