



MAWSECO Programs Student Handbook

2024-2025 School Year

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MAWSECO Mission Statement

The Mission of the Cooperative is to provide quality special education leadership, services and support that always meets or exceeds the expectations of those we serve. Effective communication, positive and proactive problem-solving, fiscal responsibility and a strong commitment to personnel development will be employed to provide cutting edge resources and information as well as flexibility to address changing needs.

**Information contained in this handbook contains general policy information across all programs.

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are determined by each program. Students should not arrive more than 5 minutes prior to the start time of each program. Students will be dismissed at the end of each school day. School start and end times are as follows:

Cornerstones - 7:50 am - 2:20 pm
Eastern Wright - 7:50 am - 2:20 pm
Journeys - 7:50 am - 2:20 pm
Sholund - 8:00 am - 2:30 pm
STEP - 7:50 am - 2:20 pm
Trek - 7:50 am - 2:20 pm
Village Ranch Alt. Program - 8:00 am - 2:30 pm
Wings - 8:00 am - 2:30 pm

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the [MAWSECO's website](#) under each of the programs. ["Organization of School Calendar and School Day" policy](#).

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. ["Complaints-Students, Employees, Parents, Other Persons" policy](#).

E-Learning Plan

Students and parents/guardians can access the [MAWSECO E-Learning Plan](#).

Eighteen-Year-Old Students

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

Employee Directory

The employee directory may be found on the [MAWSECO's website](#) under each program.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool

persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are not expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

Food in the Classrooms

All baked goods and treats served in the public schools must be prepared in the building or commercially baked. Any cakes or treats brought to school in celebration of a birthday or event must follow these guidelines. This policy was established to maintain health standards as they relate to communicable diseases.

For specific information, reference ["Wellness" policy](#).

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude. ["Gifts to Employees" policy](#).

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the program administrator(s).

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or ["Interviews of Students by Outside Agencies" policy](#).

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by program. Students will be notified of their assigned lunch time on the first day of school and when changes are made throughout the school year. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. If your student has an additional portion of the main meal, the cost will be charged to their school lunch account. Lunch cost, procedure(s) and lunchroom behavior guidelines are included in each program's student handbook.

Additionally, breakfast is provided daily at the school at no cost to the student.

Families are encouraged to complete the Free or Reduced Lunch application.

Snacks that align with the Smart Snack guidelines, may be available to students during the school day.

If students have special dietary needs, parents are asked to provide guidance to the staff.

For specific information, ["Unpaid Meal Charges" policy](#) and ["Use of Household Eligibility Information for School Meals" policy](#).

Messages to Students

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

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated **Director of Business Services, Heidi Hennen, 720 9th Ave., Howard Lake, MN, 320-543-1122** as the district's human rights officer to handle inquiries regarding nondiscrimination. ["Equal Educational Opportunity" policy](#), ["Equal Employment Opportunity" policy](#), ["Student Disability Nondiscrimination" policy](#), ["Title IX Sex Nondiscrimination and Grievance Procedure/Process" policy](#), ["Student Parental, Family and Marital Status Nondiscrimination" policy](#)

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. ["Staff Notification of Violent Behavior by Students" policy](#).

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. ["The Pledge of Allegiance" policy](#).

Schedule

Each of the programs within MAWSECO have a schedule determined by the needs of the students who are in attendance and requirements by state law. ["Organization of School Calendar and School Day" policy](#).

School Closing Procedures

Programs may be canceled when the Executive Director believes severe weather or other circumstances threaten the safety of students and employees. The Executive Director will decide as early in the day as possible about closing program(s). In the event of a program closure due to

inclement weather, families will receive an automated phone call or text message from MAWSECO. Messages will also be posted on the MAWSECO website and social media.

Students attend MAWSECO programs from many local school districts, and since weather conditions can vary from one community to another, the decision of the program to close early, start late or be canceled will be based on the following:

Weather determinations are made based on resident district status in addition to the location of the program. Late starts or cancellations due to weather can be tracked by resident districts in addition to the MAWSECO website, Facebook and notification calling system.

If your home school district (the school district in which you reside and where your student receives transportation from) starts late, releases early, or is closed for the day due to weather, your student will follow that schedule and their absence will be excused for that time period.

All parents and transportation companies affiliated with the MAWSECO Programs are signed up for the Alert Now system for the school district. **This is a notification system that contacts your home phone, unless otherwise specified, of weather related school changes for the MAWSECO Programs.** However, this does not determine your home school's weather related changes.

In all other circumstances, students will follow their program calendar; this may be slightly different than any one of the participating districts.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's policy which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. ["Search of Student Lockers, Desks, Personal Possessions and Student's Person" policy, "Student Discipline" Policy](#)

Linked policies apply to the following 4 sections.

Lockers and Personal Possessions Within a Locker

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

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

Desks

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

Personal Possessions and Student's Person

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

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor.

Non School-sponsored publications may not be distributed without prior approval. ["Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy](#)

Applies to the following 2 sections.

Distribution of Non School-Sponsored Materials on School Premises

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

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records. [“Protection and Privacy of Pupil Records” policy](#)

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see [“Student Surveys” policy](#).

Transportation of Public School Students

The resident school district will provide transportation, at the expense of the school district, for students attending MAWSECO programs. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent/guardian. More transportation guidelines can be found in each program’s student handbook. [“Student Transportation Safety” policy](#)

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students’ misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the Executive Director.

PART II – ACADEMICS

Cheating and Plagiarism

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

Class Rank/Academic Standing

Students who are in high school and attend a MAWSECO program receive credit hours for the classes they are enrolled in. The students resident district awards credit towards graduation for all courses passed while the student attends a MAWSECO program. The resident district makes all decisions regarding class rank and academic honors according to the district's policies.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy. This determination would be made by the student's resident district according to the district's policies.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's case manager or administrator of the program your child is enrolled in. ["Extended School Year for Certain Students with Individual Education Plans" policy](#)

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. ["Field Trips" policy](#)

Grades

Students' grades will be reported according to the schedule of the trimester/quarter system (depending on the program) during the year. Report cards will be sent to parents/guardians or eligible students for review.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from their resident district.

Course Credits Required

To receive a diploma, students must successfully complete at least the minimum number of credits required by their resident district credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.

Mathematics	3	Must be sufficient to satisfy all academic standards in Mathematics.
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts.
Physical Education		Must be sufficient to satisfy all of the state or local academic standards in Physical Education.
Elective Courses	7	

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the program administrator.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. ["Student Discipline" policy](#)

Postsecondary Enrollment Options

While students are enrolled in a MAWSECO program, all applications for PSEO and other advanced enrichment programs will go through the resident district. They will adhere to all of the district's policies as stated in their handbook. Students wishing to take a PSEO course should contact the resident district's PSEO Coordinator. An application form must be completed and submitted to the resident district's PSEO Coordinator by May 30 for enrollment the following school year.

Summer School

The school district may provide summer school learning opportunities. Criteria for summer school includes: 1. The student partially met or did not meet the standards on MCA testing. 2. The student has failed enough courses that they would not be able to make up enough credits and graduate with their class without taking courses in addition to a full schedule from this point to graduation. 3. The student did not meet grade level standards on other standardized testing. 4. The student did not meet grade level standards on a screening tool.

For more information, contact the program administrator. ["Mandatory Summer School Instruction" policy](#)

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. 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;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PART III – RULES AND DISCIPLINE

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. For detailed information, see the ["Student Attendance" policy](#).

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's ["Bullying Prohibition" policy](#).

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement. ["Student Transportation Safety" policy](#), ["Student Discipline" policy](#).

Cell Phones and Other Electronic Communication Devices

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

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the ["Student Discipline" policy](#).

Dress and Appearance

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

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

Please refer to the ["Student Dress and Appearance" policy](#) for details.

Drug-Free School and Workplace

Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and nonintoxicating cannabinoids (edible cannabinoid products), before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

Please see additional details in [Board Policy 418](#).

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use on to a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's ["Student Medication" policy](#). The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information in the school district's ["Harassment and Violence Prohibition" policy](#).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's ["Student Discipline" policy](#). Please see the school district's ["Hazing Prohibition" policy](#).

Internet Acceptable Use

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

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's ["Internet Acceptable Use" policy](#) and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the [Internet Use Agreement form](#).

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the Program Administrator;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the Program Administrator;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's ["Student Discipline" policy](#) and ["Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches" policy](#).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

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

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. ["Student Discipline" policy](#)

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis in accordance with the ["School Weapons" policy](#).

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the Program Administrator. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the program administrator or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan is available on [MAWSECO's website](#).

Crisis Management

The school district has developed a "[Crisis Management](#)" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

All parent/guardian(s) must inform the school office with emergency contact information for their student. If there is any change in the emergency contact information, notify the office immediately.

Health Information

First Aid

Each program/building is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

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

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

Please do not send your child to school if they have the following symptoms:

- Vomiting/Diarrhea: A student needs to remain home until 24 hours after the last episode.
- Fevers: A student with a fever of 100 F or greater should stay home for 24 hours after the temperature returns to normal without the use of fever reducing drugs such as acetaminophen or ibuprofen.

- Rashes: If the student has a rash of unknown origin, it needs to be evaluated by a health care provider. Students should not come to school with rashes if they are spreading, itching or open/draining. The school nurse should be notified.

Health Service

MAWSECO programs employ a trained Licensed School Nurse. There may be additional staff members within the programs that are trained and work under the direction and supervision of the licensed school nurse.

Students who become sick at school should inform the program staff. In the event of an emergency, staff will follow the established program emergency procedures. Staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Hearing/Vision screenings will be conducted by a Licensed School Nurse at the beginning of each school year.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the **School Nurse, Jolie Holland at 320-543-1122.**

Medications at School During the School Day

Prescription Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day.

Prescription medication will be administered during the school day according to physician's written orders as detailed by law:

- Parents must provide the medication in the original pharmacy prescription bottle with the current correct prescription.
- The school must also have a copy of the current, accurate, written doctor's order for the medication. This can be a faxed order from the doctor or a MAWSECO medication form signed by the doctor.
- Parents must also sign an accurate program medication form.

These forms must be completed once per school year or when there is a change in medication/prescription.

All medication will be kept by staff in locked cabinets and provided to individual students at the prescribed times *unless they are allowed by law to self-carry and the Licensed School Nurse has been made aware and approved (such as an inhaler for asthma, etc.)*. Marijuana is not allowed on school property even if prescribed. Arrangements for the transportation of medication between home and school should be made through the school nurse.

Non-Prescription Medication or Over-The-Counter Medications

If students require over-the-counter medication such as acetaminophen or ibuprofen, a parent/guardian needs to sign a written authorization. It is the parent's responsibility to provide over-the-counter basic health needs to students if written authorization is on file. This may include: acetaminophen or ibuprofen. Medications containing aspirin products are not allowed. If a student has asthma, parents are asked to supply an inhaler for the student's use in school. No medications that are not FDA approved for children may be administered by the school. No supplements or herbal remedies are allowed as they are not FDA approved for children. Medications such as Benadryl (diphenhydramine), TUMS, or cough medicine should be on a prescription medication form and ok'ed by the student's healthcare provider.

If students have a temporary or seasonal prescription for allergies or antibiotics, they are expected to bring the dosages they need during school hours to the health office to be dispensed by a staff person and the proper prescription forms must be completed. This policy is to ensure that students receive their medicine at the rate prescribed and also to protect them from suspicion of carrying non-prescribed medicine.

["Student Medication" policy](#), ["Immunization Requirements" policy](#), ["DNR-DNI Orders" policy](#)

School District buildings are latex restricted sites. Balloons or other latex products are prohibited.

Suicide Prevention Information

Student's mental health is monitored by staff and if there are any threats of self injury or change in behavior including suicidal thoughts/statements, staff will follow procedures for suicide prevention.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the **MAWSECO office at 320-543-1122**.

Safety

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

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in with the staff in the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the program administrator before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. ["Visitors to School District Buildings and Sites" policy](#).

Students are not allowed to bring visitors to school without prior permission from the program administrator.