WINONA SENIOR HIGH SCHOOL

Student Handbook

2017 ~ 2018

901 Gilmore Avenue
Winona, MN  55987
www.winona.k12.mn.us
(507) 494 ~ 1500
### Winona Senior High School Daily Schedule: M, T, F

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>9:00 – 9:50</td>
<td>50 Minutes</td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td>9:57 – 11:27</td>
<td>90 Minutes</td>
<td></td>
</tr>
<tr>
<td>Period 3</td>
<td>11:34 – 1:36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:27 – 11:59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>12:06-1:36</td>
<td></td>
<td></td>
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<tr>
<td>Class</td>
<td>11:34-12:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>11:34-1:04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:15 – 12:47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>12:52-1:36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>11:34-1:04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Lunch</td>
<td>1:04-1:36</td>
<td></td>
<td></td>
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<tr>
<td>Period 4</td>
<td>1:43 – 2:33</td>
<td>50 Minutes</td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td>2:40 – 3:30</td>
<td>50 Minutes</td>
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### Guided Study Hall Schedule: Wednesday & Thursday

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>9:00 – 9:45</td>
<td>45 Minutes</td>
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<tr>
<td>Period 2</td>
<td>9:52 – 11:04</td>
<td>72 Minutes</td>
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<tr>
<td>Period 3</td>
<td>11:11 – 12:54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:04 - 11:36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>11:43—12:54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>11:11-11:43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>11:11-12:22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Lunch</td>
<td>11:43 – 12:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>12:20 – 12:54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>11:11-12:22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Lunch</td>
<td>12:22 – 12:54</td>
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<tr>
<td>GSH</td>
<td>1:01— 1:46</td>
<td>45 Minutes</td>
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<tr>
<td>Period 4</td>
<td>1:53 – 2:38</td>
<td>45 Minutes</td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td>2:45 – 3:30</td>
<td>45 Minutes</td>
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</table>
VISION: We are a community that inspires all students to be life-long learners who strive to fulfill their unique potential and improve our society.

MISSION STATEMENT: To empower students of all ages to be life-long learners who demonstrate creative thinking, critical analysis and problem solving skills in an ever changing and challenging world.

CORE VALUES: In all that we do we are committed to:

Learner Needs - focusing on the needs of the learner and acknowledging all learners deserve equitable access to resources for a quality education.

Safety - creating an emotionally and physically safe and welcoming learning environment for all students and staff.

Trust - communicating openly and honestly and acting compassionately.

Positive Relationships - honoring relationships with all stakeholders by respecting our community’s heritage and diversity while embracing change.

Objective and Validated Decision Making - relying on data, research and factual information as a basis for making decisions.

Financial Stewardship - being financially responsible and maintaining a solvent school district.

Diversity - provide and emphasize programming that cultivates an inclusive school climate and curriculum.

WINONA SENIOR HIGH SCHOOL
901 Gilmore Avenue
Winona, Minnesota  55987
507-494-1500
Dear Students, Parents and Guardians,

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

A safe and positive school environment is essential. It is expected that the adults and students at Winona Senior High School treat each other with respect and dignity. Everyone who enters our school should have a positive experience and a welcoming environment that is conducive to learning. We want to ensure students are allowed to learn and develop to their full potential. It is important that the teachers and parents/guardians be supportive partners in an effort to maximize educational opportunities for our students. We will do everything we can to help make the most of the 2016-17 school year at Winona Senior High School.

Mark Anderson           Principal           507.494.1501
Dr. Chai Lee            Assistant Principal 507.494.1502
Casey Indra             Activities Director  507.494.1529
Lori Ulrich             Special Education Coordinator 507.494.1518
Courtney Dahlby         Counselor A-G          507.494.1517
Lindsey Seipp           Counselor H-O          507.494.1520
Karen Whitney-Thrune    Counselor P-Z          507.494.1516
High School Office      507.494.1500
Counseling Office       507.494.1521
ATTENDANCE POLICY AND PROCEDURE

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

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

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

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

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

A parent or guardian may clear three (3) days per month and a total of 12 per school year while school is in session. Subsequent clearance 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 action takes place.

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

Any student who wishes to leave the school during school hours must have parental permission and receive a pass from the main office or the health office (in case of illness).

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

<table>
<thead>
<tr>
<th>Number of Unexcused Absences</th>
<th>School’s Response</th>
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<tbody>
<tr>
<td>3</td>
<td>School Official to contact parent by phone or letter</td>
</tr>
<tr>
<td>5</td>
<td>The Attendance Personnel will refer parent/guardian and student to Winona County Department of Corrections – Restorative Justice for a truancy circle</td>
</tr>
<tr>
<td>7</td>
<td>The Attendance Personnel may file truancy charges against the parent/guardian and juvenile</td>
</tr>
</tbody>
</table>

**Examples of Excused Absences:** illness, death or funeral of immediate family, impassable roads or weather making travel unsafe, recognized religious holidays or observances, court related appearances, medical or dental treatment, five days of vacation with prior written approval.
Examples of Unexcused Absences: oversleeping, work, cold weather, missing the bus, visiting relatives or friends, too tired, helping at home, shopping.

PERSONAL ELECTRONIC DEVICES

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video camera phones, personal digital assistants (PDA’s), iPods, MP3 Players, pagers, and other personal electronic devices capable of transmitting data or images.

Winona Area Public Schools hold high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images.

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

1. Cellular phones may be used during passing time and at lunch. The use of cell phones during class is limited and with permission from classroom teacher. Student(s) should plan to use their 1:1 device provided by WAPS during classroom instruction. Personal electronic devices shall be turned off and kept in their locker during the school day.

2. Other devices may be used appropriately and respectfully before and after school and during school sponsored events.

3. Students using cell phones in class without teacher permission or are using them inappropriately will have them taken away and will be subject to the Academic Integrity Policy.

4. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent.

5. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

6. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.

7. Administration reserves the right to refer any infraction to law enforcement.

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

Winona Senior High School is not responsible for lost, stolen, or damaged electronic devices brought onto school grounds.
Students are advised to write down serial numbers of personal electronic devices in the event that item is stolen or becomes lost. Any lost or stolen items need to be reported to the building safety specialists immediately.

**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 regular students.

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

Parking permits must be displayed as intended.

Drive safely and wear your seat belt. Excessive speed or noise, careless or reckless driving could result in the loss of your parking permit and/or result in a citation.

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.**

Motorcycles should park in the lot adjacent to the agriculture building in the last row.

Students are not allowed to go to their car or to be in the parking lot between 9 a.m. and 3:30 p.m. unless they obtain a pass from the principal’s office.
The permit fee is $80.00. Permits will be sold on a first come first serve basis. All initial parking permits will be issued by the safety specialists at WSHS. Permits purchased after the start of semester two will be charged $35.

Violation of the parking policy will result in:

First Offense: Sticker on the windshield and Instant Alert to the parent
Second Offense: Sticker on the windshield and a meeting with an administrator
Third Offense: Vehicle will be towed at the owner’s expense

WSHS administration reserves the right to revoke permits for violation of the parking policy.

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

GENERAL INFORMATION

ANNOUNCEMENTS: Daily announcements will be made at the beginning of second hour. Announcements may be made at the end of the day in the case of an urgent message.

DRESS AND APPEARANCE: It is the policy of this school district to require students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

All students must be modestly attired – there will be no wearing of transparent or see through tops, bare-midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage. Undergarments may not be visible. Clothing that over-exposes the chest, abdomen, buttocks, and/or undergarments is prohibited. (i.e. short shorts/skirts, strapless tops/dresses, “spaghetti strap” tank tops, and over-sized pants)

No spiked or studded clothing.

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

The wearing of gang colors, the display/flash of gang symbols, or displaying gang tattoos is prohibited.

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

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

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

Hats will be taken off when entering the building and stored in the student’s locker during the school day.

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

When in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day.

IDENTIFICATION CARDS (ID)

All students must have an ID photo on file in the WSHS office. 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.

Students are expected to carry their students IDs with them during the school day and if asked, present them to the person requesting to see them.

If a student enters the building after the school day begins, they may be required to show their ID to the WSHS personnel.

IDs will be needed to purchase tickets and be used to gain entrance to all school dances.

Student IDs will be used to check out materials from the Learning Commons.

DANCE REGULATIONS

School dances must end by 11:00 p.m. with the exception of Prom. Any guests attending Prom must be under the age of 20.

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

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

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

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

   Dance Expectations
Hand placement must be appropriate

Undergarments cannot be exposed

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

Chaperones will have discretion regarding dancing

**Consequences**

First warning will be given by teacher, parent or administrator

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

**Health and Safety Information**

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

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

**EMERGENCY DRILLS FOR FIRE, CIVIC DEFENSE, AND TORNADOES**

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

**HEALTH OFFICE**

During the regular class period, a student must bring a pass from their teacher to gain admittance to the Health Office. Passes will be returned with the student.

Names of students reporting to the Health Office will be forwarded to the attendance secretary at scheduled times. Students too ill or incapacitated to bring a pass need to be accompanied to the Health Office. No passes home will be issued from the Health Office before 9:00 a.m.

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

General criteria to consider for calling a parent:
An injury or illness requiring medical attention
An oral temperature over 99.8 degrees

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

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

GENERAL INFORMATION: A nurse is present in your building once weekly. A health secretary is present daily. Health records are kept on each student and are available for certified staff as a resource. Vision and hearing screening is routinely completed for all tenth graders. Students in other grades will be screened upon request of a student, teacher, or parent. Teachers are notified of any student with a health problem that may alter or interfere with their education. Students requiring medical care during the school day will receive it through the health office with as little disruption to the education process as possible. Teachers are asked to please refer any student to the health office who has symptoms of ill health.

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

SCHOOL NUTRITION

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

The Minnesota legislature has appropriated funds to cover the $.40 fee that families who qualify for reduced price meals have paid in the past. Any family that qualifies for reduced meals will now get those meals free of charge. Free and reduced meal applications are available in the school office, on the district website, and in the district calendar that is sent to each
home in August. Upon approval, students qualify for meal benefits for both breakfast and lunch. Please contact the School Nutrition Office at (507)-494-0830 for more information.

The district uses a computerized method of selling meals and ala carte. Students must pay for their meals ahead of time. **Students may not charge and payments are not accepted in the meal lines.**

Families will be able to view student accounts and make on-line payments using the parent portal.

Please bring payments directly to the school office or mail them to the school office to the attention of the School Nutrition Secretary. A drop box for money is also located outside the main office at the high school.

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

If paying for more than one student, please put EACH student’s name, PIN and AMOUNT on either the check or the envelope.

Please **DO NOT SEND MONEY ON A DAILY BASIS TO BE ENTERED INTO THE STUDENT’S ACCOUNT.** We encourage parents/guardians to send money for meals on a weekly basis, and if possible, monthly or quarterly.

**DO NOT** combine different payments with school nutrition money (shop fees, athletic fees, fines, weekly allowances, etc.). **DO NOT SEND** large bills to be broken down. We do not keep large amounts of cash on hand. Also, there is no change available for the vending machines.

**STUDENTS ARE RESPONSIBLE** for keeping track of the balance in their meal accounts and must check on their balances frequently.

A regular lunch costs $2.80 and, and there is no charge for students eligible for free or reduced meals. Breakfast is available each morning. A typical breakfast includes milk, fruit or juice, and a bread or protein item. The cost is $1.50. **There is no charge for students eligible for free or reduced meals.**

The snack bar will be open for ala carte sales during breakfast and lunch times, and also between classes.

We have a cashless meal system, which simply means money must be deposited in all the students’ accounts, including staff members. Meals and/or snack bar items will be deducted from the student/staff’s account by entering his/her PIN number. **Do not share your PIN number.**

Refunds of money due to leaving the district or graduating must be requested in writing. **All**
requests need to be addressed and mailed to Jennifer Walters, School Nutrition Director, 903 Gilmore Avenue, Winona, MN 55987 if the amount is over $10.00. If the refund is under $10.00, please see the School Nutrition Secretary.

Any problems/questions, please contact the high school nutrition secretary at 494-1508

The snack bar will be open for ala carte sales during breakfast and lunch times.

Any problems/questions, please contact the high school nutrition secretary at 494-1500.

**FOOD AND DRINK**

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

**CLOSED CAMPUS**

Winona Senior High School is a closed campus. Students are not allowed out of the building without prior authorization from the attendance office or prior authorization from the classroom teacher if the student is taking a course that requires them to leave the building. PSEO students need to see the high school office to obtain a permanent pass for their comings and goings.

Students found outside the building or off the school premises without authorization will be subject to a search of the person and personal belongings. A student’s car is also subject to a search when a student is found to be off campus without prior authorization.

**LOCKERS AND PERSONAL POSSESSIONS**

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

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

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

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. “Personal possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing. See Policy 502 on the district web page for further details or view the policy manual in the high school office.

BACKPACK POLICY
Though backpacks, duffle bags, messenger bags, purses and the like are handy for transporting books, folders, and writing utensils to and from school, their use during the school day can cause considerable concern in the areas of health and safety. Containers used to carry books and large supply items must be stored in student’s main locker during school hours (9:00 a.m. – 3:30 p.m.). Administration will be the final arbitrator in all situations. Students who are on crutches or have handicapping conditions that necessitate the use of a backpack may obtain a pass from the Administration. Physical education clothes may be carried directly to and from the locker room in a duffel bag.

LOST AND FOUND: Lost and found is located in 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.

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

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

**Academic Information**

**GRADING**
A – Indicates outstanding work.
B – Indicates work above average.
C – Indicates average work for the grade level.
D – Indicates work which meets the minimum requirements.
F – Indicates failure. The pupil has either failed to meet the minimum requirements of the course or failed to make a definite effort to do the assigned work in a satisfactory manner.

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

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

HONOR ROLL:

AA Honor Roll 4.00 on a 4 point scale
A Honor Roll 3.66 on a 4 point scale
B Honor Roll 2.66 on a 4 point scale

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

ACADEMIC EXCELLENCE CRITERIA: Academic Excellence Letter Awards will be based on a student’s cumulative G.P.A. at the end of the third quarter each academic year. The following levels will be used:

Grade 9  3.80  
Grade 10  3.75  
Grade 11  3.70  
Grade 12  3.65

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

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

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

Grade 11: Take the ACT Plus Writing Test (April 19)

The Department of Education continues to change testing requirements for graduation. Please see your counselor for the latest information. Additional forms are located on page 29 of the student handbook.

**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 in the Guidance Office.

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**Learning Commons Guidelines**

**General Information and Usage:**

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

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

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

**Printing** – Personal/recreational printing is limited to 3 pages per visit or session. Printing of school assignments is not specifically limited, but must be relevant and reasonable. Do not waste toner or paper.

**Interactive messaging** - Connecting to or using any type of Chat or posting to an interactive message board is allowed but is subject to teacher discretion.

**Citing Sources** - All internet sources used in research must be cited and proper credit given to the author per APA or MLA citation style.

**General Guidelines:**

Proper etiquette will always be practiced.

School rules regarding harassment and inappropriate language apply to electronic communications too.
Individual users have responsibilities to:
Find, evaluate, and effectively use information resources.
Recognize and honor the intellectual property and privacy of others.
Verify the integrity and authenticity, and assure the security of information compiled or used.
Share and conserve resources.

Examples of inappropriate materials could include, but are not limited to, the following:
Those of a sexually explicit nature; that advocate violence against any man, woman or child, minorities, ethnic groups, religions, etc.; offensive humor, sound, or text that include swearing.

Examples of inappropriate/unacceptable use:
Using someone else’s password without their permission.
Deleting, modifying, or in any other way altering someone else’s material in their network storage space.

Accessing, saving, and/or printing text, images, or sounds that offend or degrade others.
Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources or folders.
Any attempt to move, reconfigure, modify, or attach external devices without specific permission.
Any action or use that violates school policies and/or behavior standards.

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

Individual labs or classrooms may have stricter rules, such as those regarding e-mail use or computer games.
View district policies and complete usage guidelines on our district website.
ADDITIONAL GUIDELINES AND RESTRICTIONS MAY BE ADDED AT ANY TIME.

Guidelines for Handling Overdue, Lost, and Damaged Materials
Students are allowed to check out books and other resources (some audiovisual materials) for 3 weeks with an opportunity to renew them and the remaining audiovisual materials are checked out for 3 days. Reference materials are checked out overnight. Notices are generated approximately every month during the school year and are placed in the mailbox of the student’s first period teacher – unless they have Physical education first period, in which case they are placed in the mailbox of their second period teacher. Notices on damaged materials are generated as the situation arises and are usually handled personally with the student.

When the Learning Commons closes at the end of the school year, a copy of all overdue, lost or damaged material notices to seniors is given to the high school main office. Any senior with overdue, lost, or damaged materials is expected to go to the main office to either return the materials or pay for them before the graduation ceremony. Any senior not meeting this
requirement will not participate at the graduation ceremony until they meet the conditions above.

When an item becomes lost or damaged, the student or their parent/guardian is expected to pay the media center for the “replacement cost” for that material. That amount is determined by either looking at the purchase price on the material record for that material, or for an item of approximately the same age, size and value, and then adding 5% of that figure per year for every year between the date we purchased the item and the current year. The purchase date is not recorded we take the copyright date of the item, subtract 5 years and then compute as above. In the case of paperbacks, if the total is under $10 we add an additional $3. In the case of hard-bounds, if the total is under $10 we add an additional $8.

Signed receipts are always given to the student for payments for lost or damaged materials. Cash or checks collected are deposited in a revenue account for the media center. In cases where the material is later found or returned, in good condition, the replacement fee is fully refunded up until June 30th of that current school year.

**WSHS ATHLETICS & ACTIVITIES**

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

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

**Boys Sports**

Fall: Football, Cross Country, Soccer
Winter: Basketball, Swimming & Diving, Wrestling, Nordic Ski
Spring: Baseball, Tennis, Track & Field, Golf

**Girls Sports**

Fall: Volleyball, Cross Country, Soccer, Tennis, Swimming & Diving
Winter: Basketball, Gymnastics, Dance Team, Nordic Ski
Spring: Softball, Track & Field, Golf

Co-Ed Adapted Athletics: Floor Hockey

Activities
Marching Band, Pep Band, Jazz Band, Music Listening, Jazz Hawks Choir, One-Act Play, Musical, Spring Play, Drama Club, Speech, Anime Club, Art Competition, Robotics, FFA, Science Fair, Math Team, National Honor Society, Student Council, HOPE, W-Club, FORTITUDE, German Club, Downhill Club, Environmental Club, Ultimate Frisbee, Link Crew, Trap Club

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

Student Eligibility for Athletics/Activities

ACADEMIC—(Credit Requirement) To be eligible, a student must be making satisfactory progress toward the school’s requirement for graduation.

Academic Policy:
   a. Any failure of a mid-term grade leads to immediate ineligibility until grade becomes satisfactory (Both the Teacher and Activities Director documentation is required for reinstatement)
   b. Any failure of 1 class in a term will lead to automatic academic probation.
   c. Any failure of 2 or more classes in a term will lead to ineligibility until midterm grade reports satisfactory progress of all classes.

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

The administration has discretion to modify a student’s eligibility status based upon individual education plans.
Discipline and the Special Education Student
The Pupil Fair Dismissal Act of 1974, subsequently amended, shall apply to all handicapped pupils except when the reason for dismissal is due to the handicap.

If it becomes necessary to suspend a student, a team meeting must occur within five (5) days of suspension. A team meeting shall be held prior to the exclusion or expulsion of a handicapped student. The team shall consist of a minimum of an administrator (or designee), a Special Education Coordinator, a special education teacher who is providing a direct service, and/or the case manager. Other team members may be added as appropriate. The team shall:

- determine whether the misconduct is related to the handicapping condition
- review any assessments and determine the need for further assessment
- review the Individual Educational Plan (IEP) and amend the goals and objectives to develop an alternative IEP program

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

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

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

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

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

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

POINT SYSTEM – Students who violate school rules may be assigned points for infractions, as well as detention(s). Points will be accumulated for the term and may result in suspension.

*Students who violate the off-campus rule are subject to detentions for the first and second offense. A one-day out of school suspension will be issued to students for subsequent violations.

DETENTION – Students may be placed in detention by an Assistant Principal for failure to comply with school rules, and it is the student’s responsibility to find out where detention will
be held. Failure to serve detention may result in further consequences which may include out of school suspension.

Detention is held on Mondays and Wednesdays from 3:40 – 4:30 p.m. and Tuesdays and Thursdays from 8 – 8:50 a.m.

Students will serve 50-minute detentions in one sitting and in the assigned detention area.

*Note: Students may serve a detention with a classroom teacher ONLY if that teacher is willing to accommodate the student.

Students showing up for detention after designated start time will not receive credit.

Students have one week in which to make up their assigned detention(s).

Detention locations will be displayed on the large screen in the concourse. It is also printed in the daily bulletin.

Students are to be respectful and behave appropriately. Students are encouraged to use their time to do class work or read. Bring appropriate materials with you. Students will not eat, visit, or use cell phones or headphones if credit for detention is desired. Since detentions are an extension of the regular school day, student dress will remain the same as it is from 9:00 a.m. – 3:30 p.m.

Students who choose not to follow the above rules will not be given credit for the time spent in detention and may have time added.

**Dismissal and Suspension**

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

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

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

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**Behavioral Guidelines and Policies:**

**Anti-Harassment Policy 413:** It is the policy of Winona Area Public Schools to maintain a learning and working environment that is safe and secure, and where students and staff are treated with respect and dignity.

The District will strive to ensure that no student or employee will be subject to offensive and degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to a student’s or employee’s race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age or status with regard to public assistance.
Bullying Prohibition Policy 514: Bullying means intimidating, threatening, abusive, or harming conduct that is objectionably offensive. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at all school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

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

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

Hazing Policy 526: Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student shall plan, direct, encourage, aid, or engage in hazing. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization will be subject to discipline for the act.

Tobacco Free Environment Policy 419: School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students who violate this policy is subject to school district discipline.

School Weapons Policy 501: No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. This includes employees or
students who are properly licensed to keep pistols or firearms in a motor vehicle in accordance with Minnesota Statute. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**Weapons Definitions:**

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

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

**Drug Free School/Workplace Policy 418:** The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician’s prescription.

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

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

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

**Student Code of Conduct:**

The rights of the student are preserved only by the protection and preservation of the rights of others. With rights come responsibilities. All students are responsible for the manner in which their individual rights are exercised.
The right to learn – Students have the right to attend school and receive an education as provided by laws. They have the right to:

- learn (this also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions)
- make up any work missed during an excused absence, provided the work is done within the guidelines of the individual school
- apply for enrollment in special programs offered in the District

The right to free speech and expression – Students have the right to express opinions, to take stands, and to support causes, either publicly or privately, provided such expressions are not libelous or obscene and do not interfere with the rights of others or the educational process. Students have the right to:

- enjoy freedom of expression
- sponsor publications provided that permission has been secured from the school administration
- choose their personal style of dress and grooming unless it presents a clear danger to student health and safety, causes an interference with work, or creates classroom or school disorder

The right to participate in activities sponsored by the school according to established guidelines for those activities.

The right to be informed of rules and regulations they are expected to follow.

The right to privacy of school records in accordance with data privacy laws.

The right to personal property – Students have the right to possess personal property as long as it does not interfere with the educational process or endanger the health and safety of others. Lockers are the property of the school and may be searched by school officials. Illegal items may be seized by school authorities, and items which are used to disrupt or interfere with the educational process will be removed from student possession.

The right to fair and equal treatment in accordance with Title IX and WAPS Affirmative Actions Policy.

The responsibility for academic work – Students have the responsibility for:

- completing class assignments
- bringing required materials to class
- making appropriate use of class time

The responsibility for attendance and promptness – Students have the responsibility for:

- arriving at school and class on time
- maintaining regular attendance
maintaining their presence within the school campus during school hours
providing notification to the school office from a parent or guardian if they are to be excused before the end of the school day (eighteen-year-old students must observe high school policy)
identifying themselves to school personnel upon request (show student ID upon request).

The responsibility for behavior – Students have the responsibility for:
complying with the Code of Conduct, the rules and regulations, and the instructions of all school-district personnel
accepting all reasonable authority of the faculty and school district officials on school property and at school-sponsored, off-campus events

Rules of Conduct:
Disciplinary actions may be taken for any behavior which is disruptive or which violates the rights of others or WSHS expectations.

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

Students shall not be absent or tardy without authorization.

As required by current statutes, regulations of the State Department of Education, and the policies of the School Board, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the Building Administrator. Students who are eighteen years of age or older are under the jurisdiction of all school rules and regulations.

Truancy, for the purposes of this policy, is the absenting of one’s self from school or class without the approval of the school and parents. In the case of students under the age of 18, the courts may be involved.

Tardies: All students are expected to be on time for all of their classes. Each individual classroom teacher will establish a written tardy policy on their course syllabus for the class. Students are required to follow the rules and consequences for tardies as established by the classroom teacher. Students will be referred to administration if they fail to follow those classroom expectations.

Students shall not damage school or personal property.

Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

Theft: Theft is the act of intentionally, and without claim of right, taking, transferring, concealing, or retaining possession of movable property of others without their consent, or the finding of lost property and not making reasonable effort to find the owner.
Students shall not be involved in physical assaults.

Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. All acts of assault may be subject to legal prosecution.

Student upon staff member: Discipline shall consist of a minimum of school suspension, with due process in accordance with the Pupil Fair Dismissal Act of 2005, subsequently amended, with further action as deemed appropriate by the administrative units.

Student upon student: Disciplinary action is determined by the administrative unit depending on the severity of the act, in accordance with the Fair Pupil Dismissal Act of 2005, subsequently amended.

Sexual assault: Sexual assault is uninvited touching of any individual’s sexual parts.

Disciplinary action shall be taken and referral will be made to social services and/or police as mandated by law.

Students shall not be involved in verbal assaults. Verbal assaults are abusive, threatening, profane, or obscene language, either oral or written by a student, toward a staff member or another student including conduct which degrades people because of their sex, race, religion, ethnic background, or physical or mental handicaps.

Students shall not be involved in sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student’s access to educational opportunities or evaluation of a student’s academic performance or record, (2) submission to or rejection of such conduct by a student is used as the basis for academic, financial aid, or other decision affecting the student, or (3) such conduct has the purpose or effect of unreasonably interfering with the student’s academic opportunities or of creating an intimidating, hostile, or offensive environment.

Students who feel they have been sexually harassed should report harassment to the District Affirmative Action Officer.

The I.S.D. 861 Policy on Sexual Harassment defines policy and procedure to be followed.

Students shall not be involved in threats and disruption.

Dangerous threats: Threats to normal school operations or school activities including, but not limited to, the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.

School disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

Extortion: Any student who acquires money or goods by force will be subject to school discipline and possible legal action.

Students shall not possess weapons or dangerous, harmful, and nuisance substances and articles:
Chemicals: Students are prohibited from using, possessing, distributing, or being under the influence of alcohol, any controlled substance or mood-altering substances at school-sponsored events, or on the school grounds.

Tobacco: Tobacco possession or use by students, regardless of their age, is prohibited at school, at school-sponsored events, and on school grounds. Students under the age of 18 who violate this rule will be referred to legal authorities.

Harmful or nuisance articles: The possession or use of articles that are nuisances or illegal (including laser pens, pagers, cell phones, weapons, drug paraphernalia, fireworks, or other explosives) or that may cause harm to persons or property is prohibited at school, at school-sponsored events, and on school grounds.

Students shall not violate Federal, State or local law. The violation of any federal, state, or local law is unacceptable behavior, and is subject to consequences and/or disciplinary action.

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

**Disciplinary Action**

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

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

Disciplinary action taken may include, but is not limited to the following:

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

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

**Grounds**

Willful conduct which materially and substantially disrupts the rights of others to an education. Such conduct may include:
verbal abuse of a staff member such as threatening remarks or behavior, disrespectful behavior, or profanity directed at a staff member

refusal to accept authority

habitual misbehavior which interferes with the right of others to learn; or interferes with social or emotional safety of students

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

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

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

Procedures

Removal from class:

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

Upon receiving the information:

At the secondary level, depending on the severity of the problem, the teacher will either:

- direct the student to report to the office,
- request a supervisor come to the class to remove the student, or
- after securing supervision for his or her class, escort the student to the office.

If removal from class exceeds one (1) period, parents or guardians will be notified.

Records of disciplinary action will be kept in the student’s temporary file.

Return to the classroom:

In all removals from class, the student will have a conference with the teacher prior to returning to the classroom and may have a conference with the building principal or other persons if requested by the teacher. **Disciplinary actions may be applied to the situation.**
Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?
Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?
A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

Students who do not participate will receive a score of "not proficient."

- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

**Academic Standards and Assessments**

**What are academic standards?**
The *Minnesota K–12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

**What is the relationship between academic statewide assessments and the academic standards?**
The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

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**Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)**
- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

**ACCESS and Alternate ACCESS for English Learners**
- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

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**Why are these assessments effective?**
Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

**Are there limits on local testing?**

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

**What if I choose not to have my student participate?**

Parents/guardians have a right to not have their student participate in state required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student’s district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

**Where do I get more information?**

Students and families can find out more on our [Statewide Testing page](http://education.state.mn.us) (education.state.mn.us > Students and Families > Statewide Testing).

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**Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state required standardized assessments. Your student’s district may require additional information. School districts must post this form on the district website and include in district student handbooks.**
Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date (This form is only applicable for the 2020 to 2021 school year.)

Student’s Legal First Name __________________________ Student’s Legal Middle Initial
Student’s Legal Last Name ____________________________ Student’s Date of Birth
Student’s District/School ____________________________ Grade

Please initial to indicate you have received and reviewed information about statewide testing.

I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_______ MCA/MTAS Reading _________ MCA/MTAS Science

_______ MCA/MTAS Mathematics _________ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of “not proficient” and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print)

____________________________

Parent/Guardian Signature

____________________________

To be completed by school or district staff only. Student ID or MARSS Number ________________