

1. **Call to order by Chairperson _____ at _____**
 - 1.1. Pledge of Allegiance
 - 1.2. Welcome
 - 1.3. Roll Call

_____ Tyler Brekken

_____ Nicki Carlson

_____ Jackie Huschle

_____ Megan Rock

_____ Brad Sander

_____ Amanda Schow

_____ Davin Swanson
2. **Approval of Agenda as presented or amended**
3. **Open Forum**

This is an opportunity for members in the audience to share a thought or idea with the board. Please limit comments to under 3 minutes

As per Minnesota Statute, items of private data or personnel issues will not be allowed to be presented or deliberated. Visitors with employee issues will be encouraged to proceed via use of School Policies dealing with complaints.
4. **Acknowledgements - Students/Staff/Personnel**
5. **Infomational Reports**
 - 5.1. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of August — Sander and Swanson**
 - 6.1. Approve payment of bills District checks #53067-53139 in the amount of \$297,366.23; Activity Checks #20149-20152 in the amount of \$8,409.10; Wire Payments in the amount of \$62,112.23 and MSDLF Transfers - Redemptions in the amount of #795,000
 - 6.2. Finance Officers Report
7. **Written Reports/Updates**
 - 7.1. Superintendent Report
 - 7.2. School Board Committee Reports
 - 7.3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
 - 8.1. Approve Minutes of the regular meeting held July 21, 2026
 - 8.2. Accept Donations - There were no donations this month
 - 8.3. Approve the 2026-27 Activities Handbook
 - 8.4. Approve the 2026-27 High School Student Handbook
 - 8.5. Approve the 2026-27 Elementary Student Handbook
9. **Action Items**

9.1. Approve the following policies for their first and final reading -

402 - Disability Nondiscrimination Policy

423 - Employee-Student Relationships

507.5 - School Resource Officers

509 - Enrollment of Nonresident Students

521 - Student Disability Nondiscrimination

524 - Internet, Technology, and Cell Phone Acceptable Use and Safety Policy

613 - Graduation Requirements

621 - Literacy and the Read Act

709 - Student Transportation Safety Policy

722 - Public Data Requests

9.2. Approve hiring Carol Johnson as a long-term elementary substitute (A)

9.3. Approve the lane change request from Heather Burd from MA to MA10 (A)

9.4. Approve hiring Marc Plante as a JH football coach (A)

9.5. Approve the 2026-2028 Education Service Personnel (ESP) Master Agreement (A)

9.6. Approve awarding the following contractors bid for fieldhouse construction —

Electrical - Al's Electric

Concrete - Johnson Concrete

Building Supplies - Lakeside Building Center

Site Work - Lenex Sand & Gravel, Inc

9.7. Approve the resolution approving COP financing (R)

10. **Set Meeting Dates and Times September 15, 2026 @ 5:30 PM - Conference Room**

11. **Adjourn**

August

Activities Director's Report

Meetings

- Student/Parent meeting & activities registration was on 8/11.
- Students were able to work with Sports Psychologist Erin Haugen (again on 8/18)
- The Fall area MSHSL meeting will be on Tuesday 9/15 in Thief River Falls.

Fall Activities

- Football, Volleyball, Cheerleading, and Junior High Volleyball practices begin on 8/17.
Junior Football began on 8/18
- Fall sports pictures will be taken on Wednesday, August 26 starting at 9:00 am
- First home varsity contests:
 - VB: 7th-Varsity on 9/10 vs. Fertile-Beltrami
 - FB: Varsity on 9/11 vs. Northern Freeze
- Participations numbers will be in next months report

Other

- Activities Handbook changes/updates will be reviewed.

Dean of Students

- Working on cross-referencing all handbooks for consistency
- Positive behavior recognition will continue

Finance Officer Report
August 2026

Food Service

- Lunch Letters
 - Lunch letters have been made available to families requesting them to fill out a free and reduced application. Anyone who is direct certified is already in our lunch system.
 - Prior year certifications of free and reduced will drop off by mid-October if a new application is not submitted annually.
- LINQ – I've been working on getting our food service operating system ready for the new year by verifying modules and operating systems. Region1 no longer offers support for this, so I complete the back-end operations of LINQ myself.
- Adult Meal Prices: MDE came out with their minimum adult prices for 2026-27. I recommend increasing the adult lunch price to \$5.50 to stay above the minimum.

Audit

- Audit in-person fieldwork will commence August 31st and September 1st with Brady-Martz. Then they will continue with follow-up emails to me as needed through the date of submitting the final report in a couple of months. Preliminary numbers will be provided at next month's meeting.

Lunch Prices 2026-27

Hot Lunch:

Elementary	Free
High School	Free
Adult	\$5.50

Breakfast:

Elementary	Free
High School	Free
Adult	\$2.85

Individual Items:

Extra Milk, Chips, Fruit, Salad or Dessert	\$1.00 each
Main Entrée Item only, Wrap, Sandwich or Soup	\$2.00 each
Rolls or Juice	\$1.25 each

Students who choose to take a second meal when they are available will be charged the adult meal price.

SCHEDULE OF FEES FOR 2026-27

STUDENT AND ADULT MEALS

	<u>HOT LUNCH</u>	<u>BREAKFAST</u>
Elementary	FREE	FREE
High School	FREE	FREE
Adult	\$5.50	\$2.85
Second Meal	\$5.50	\$2.85

Ala Carte Items

Milk, Chips, Fruit, Salad or Dessert	\$1.00 each
Main Entrée only, Wrap, Sandwich or Soup	\$2.00 each
Rolls or Juice	\$1.25 each

SEASON ACTIVITY TICKETS

Season activity tickets for athletic events may be purchased in the District Office or at the gate of any athletic event. **Season tickets & punch cards are only good for games during the regular season and are not good for special tournaments or state tournament games.** Prices are as follows.

Activity Passes

Elementary (K-6)	FREE
High School Students (7-12)	FREE
Student with Participation Fee	FREE
School Staff	FREE
Adult	\$105.00
Senior Citizen (65+)	\$75.00
Family	\$195.00

Punch Cards

Adult (10 Events)	\$65.00
Student (10 Events)	FREE
School Staff (10 Events)	FREE
Senior Citizen (10 Events)	\$45.00

Regular Admission Price

Adults	\$7.00
Students	FREE
Senior Citizen	\$5.00

SCHOOL READINESS

Students attending the School Readiness Program will be charged the following rates. (Students who do not qualify for VPK)

1 Day/Week	\$75.00 per Quarter
2 Days/Week	\$150.00 per Quarter

BEHIND THE WHEEL

Win-E-Mac Enrolled Students	\$220.00
Non-Enrolled Students	\$270.00
Missed Session Fee	\$50.00

DRIVERS ED CLASSROOM

Win-E-Mac Enrolled Students	\$120.00
Non-Enrolled Students	\$170.00

COPYING, FAX AND PRINTING FEES

A copy fee of \$0.25 per page will be charged for personal use of the fax, copier or color laser printer or for persons requesting copies of public data. An additional fee may be charged and billed in 15-minute increments for searching for and retrieving government data, including the cost of employee time, making, certifying and compiling the information. Every effort will be made to gather the requested material within 10 business days. Fax material will be charged at a rate of \$0.25 per page whether in-coming or out-going.

WIN-E-MAC SCHOOL DISTRICT

AARON COOK, SUPERINTENDENT

www.wemschools.org

Phone: (218)563-2900

23130 345th Street SE
Erskine, MN 56535
Carl Dugstad, Principal

DISTRICT FAX: (218)563-2107
H.S./ELEM. FAX: (218)563-2902

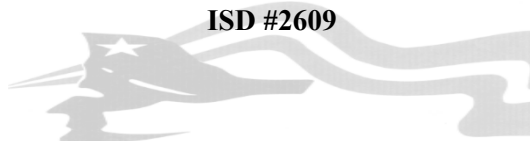
August 14, 2026

Superintendent Report

August 2026 School Board Meeting

1. ASEC Educational learning center update
 - a. Resolution needed
2. Building Projects
 - a. Sidewalk replacement
 - b. Camera system replacement
 - c. Update on door replacement
 - d. Fieldhouse Updates
3. ESP Contract
4. Open House
 - a. Wednesday August 26
5. Policy updates
 - a. Policy updates needed for approval from MSBA due to 2026 legislative session.

ISD #2609



WIN-E-MAC SCHOOL DISTRICT

Aaron Cook, Superintendent

Carl Dugstad, Principal

Phone: (218) 563-2900

www.wemschools.org

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Erskine, MN 56535

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July 2026

- Handbooks
 - No major changes
 - Few tweaks to consequences to align with current best practices
- Open House Coming up
 - 7th Grade Orientation @ 4:30
 - Open House begins @ 5
- Read Act
 - Capti
 - Teacher Training-Strive-2nd group-6th grade, HS English
- Workshop Days
 - August 25, 26, 27 and 31
 - Training for Paras
 - Speech Device Training
 - Math Standards/Best practices
 - Pemberton Law
 - Synergy Training

Principal Carl Dugstad



ISD #2609

Minutes of Regular School Board Meeting
Win-E-Mac School District
Tuesday, July 21, 2026
6:30 AM - Conference Room

The meeting was called to order by Chairperson Brekken at 6:30 AM. Members present were: Brekken, Carlson, Huschle, Rock, Sander, Schow.

Attendance members included: Aaron Cook, Carl Dugstad, Rob Hole, Brady Langemo, Tracy McGlynn, and Kristi Plante

Approval of Agenda as presented or amended. This motion, made by Brad Sander and seconded by Davin Swanson, Carried.

Brady Langemo gave the AD/DOS report - Coaches - • I recommend approving all coaches for the fall sports seasons; • Coaches meeting is scheduled for 8/11 (before the parents meeting); • We have an open position as our E-Sports Advisor. Information for this will go out to staff and online after this meeting. • Erin Lisburg has been offered the open JH VB coaching position; • Second JH football position is still open; Fall Sports - • Football and Volleyball practices will begin on Monday, August 17. • Varsity Football and Volleyball schedules have been finalized and will be live online shortly. o JH schedules and JV football still awaiting a few confirmations o Will once again host a JH VB tourney (10/10) • Homecoming week is 9/21-9/25. Rate of Pay/Fees • Looking to increase the certain Activity Worker's Rate of Pay by \$5-\$10. We raised some of these two years ago, and at that point it got us to just below what many of our neighboring schools were paying. o JH refs increase \$5, 9th/JV increase \$10; o Clock/Shot JV increase \$5, V increase \$10; o Line Judge JV increase \$5, V increase \$10; o Announcer increase \$5; o Site Supervisor Increase \$10; Doubleheaders \$90 is 1 person. • Recommending an increase in sports/activities family max from \$225 to \$275. Other - Gym Floor – The floor will be waxed the first week of August. • 25-26 Parent/Athlete Registration Meeting (8/11) information will go out in the newspaper, online, and on the radio soon. This is for ALL sports/activities for the upcoming school year. • Activities Handbook will be presented in August with any changes looking for approval. • We have switched our calendar over to Bound. • VB Camp with Kathleen Rustad will be held on 7/22 at Win-E-Mac.

Auditors for the Month of July - Rock and Carlson. Approve payment of bills - District Checks #52984-53066 in the amount of \$442,332.68; Activity Checks - #20145-20148 in the amount of \$1,468.10; Wire Payments in the amount of \$120,687.72; MSDLAF Transfers - Redemptions \$570,000 and MSDLAF Transfers - Purchases \$940,000. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried.

Tracy McGlynn gave the Finance Officer Report - Enrollment - • Our initial enrollment numbers have been given to us by the state. After reviewing the initial submission report, I noticed some variances from the monthly reports that I provide to you. We are currently looking at updates being made within Synergy. There is also a known issue in Synergy that Region1 is looking into. The next report should come out around July 20th, when I will review the report again. The state waits until next January to verify. • Our most recent numbers reflecting the updates made through 7/2/26 for elementary are 218.91 K-6, 3.92 EC & 9.0 VPK and the high school was at 220.07, which gives us a total K-12 of 438.98. • Final budget had an adjusted ADM of 447.8. Schedule of Fees - • Food Service: I would recommend no change to the adult lunch or breakfast. We are now only required to use the price equity tool if our fund balance for food service is negative. Rates of Pay - • Increase Sub Teacher pay from \$150/day to \$165/day. Activity Workers Rate of Pay • Refs: 7th & 8th from \$30 to \$35, 9th from \$45 to \$55, JV from \$55 to \$60; • Clock/Shot Clock: JV from \$25 to \$30, V from \$30 to \$40; • Line Judge: JV from \$15 to \$20, V from \$25 to \$30; • Announcer: All from \$25 to \$30; • Site Supervisor: All from \$55 to \$60, double header site supervisor \$90. Participation Fee - • Family Max from \$225 to \$275 Bids; • Milk – For milk this year we did not yet receive a bid. We are still currently working to seek out a bid. • Fuel – we received one bid from the Win-E-Mac Travel Center. They are offering a 5 cents per gallon discount, which is what they have offered in the past. I would recommend accepting the bid. • Snow removal – Our bid was with Fortman Grading. I recommend using this bid. • Bread – For bread this year we received one bid. The bid was from Pan-O-Gold. I would recommend allowing the food service to continue purchasing from Pan-O-Gold. Other - • Audit – Our Auditors from Brady Martz will be here between August 31-September 1 in person. • Orders – The teacher orders have been ordered and are arriving. Boxes will be given to the teachers, and it will be their responsibility to look through them to make sure everything has arrived.

Aaron Cook gave the Superintendent Report - 1. LTFM Plan - a. Needs to be submitted yearly by July 31; b. The building and ground committee met to approve the plan - there will be some maintenance issues and geothermal replacements that will need to be done; i. Projected Revenues and ii. Expenditure Plan. Teacher positions - a. Recommend hiring Ann Brekken as English/FCS; b. Two openings for long term subs; 3. Fieldhouse - a. The plan has been submitted to the state for approval and Request for bids/quotes has been sent out; 4. School Board Election - Filing period is currently open until Tuesday, July 28 at 5:00 PM and Resolution on Agenda.

Carl Dugstad gave the Principals report - • Title Application - ○ We have submitted and resubmitted. We are waiting to hear back from them for our next steps. ○ We use Title to pay for some CTE classes, some teacher salaries. ○ There hasn't been much change compared to last year's Title Budget. ○ Title Budget is around \$100,000.00 • READ Act - We will have 5 teachers that are doing the Phase 2 training this school year. ○ We are doing OLA-recommended

by the Literacy Lead at the Service Coop. ● ELA Position and ● District Assessment Coordinator (DAC) - Frannie Langemo will now be our District Assessment Coordinator.

Approve Minutes of the regular meeting held June 16, 2026; Accept Donations; Designate Location of Meetings; Designate Official Posting Place for Board Meetings; Designate Official Depositories; Designate Official Newspaper; Designation for back-up duties of Clerk and Treasurer; Establish the reimbursable mileage rate; Award bid for Fuel to Win-E-Mac Travel Center; Award bid for Snow Removal to Fortman Grating; Award Bid for Bread to Pan-O-Gold; Award Bid for milk to Prairie Farms. This motion, made by Brad Sander and seconded by Megan Rock, Carried.

Establish Activity Gate Prices and Activity Pass Prices for 2026-27 (A). This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Establish the Student Participation Fee Information for 2026-27. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried.

Establish Activity Workers Rate of Pay for 2026-27. This motion, made by Megan Rock and seconded by Jackie Huschle, Carried.

Establish Schedule of Fees for Student and Adult meals (breakfast & lunch) for the 2026-27 school year. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Establish Transportation Chargeback Mileage Rates. This motion, made by Megan Rock and seconded by Brad Sander, Carried.

Establish Rates of Pay for Community Education Classes, Extended School Year/Summer Tutoring, Curriculum Writing, Substitute Pay, Special Education, Drivers Ed Classroom and Behind the Wheel. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Establish Board Salary Schedule. This motion, made by Tyler Brekken (DD12) and seconded by Megan Rock, Carried.

Establish Board Meeting Schedule. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried

Accept the resignation of Melinda Anderson and approve posting for the position. This motion, made by Brad Sander and seconded by Davin Swanson, Carried.

Approve hiring Ann Brekken as a 1.0 FTE Language Arts/FCS Teacher. This motion, made by Amanda Schow and seconded by Megan Rock, Carried.

Approve the Football Coaches for 2026 - Head - Aaron Cook, Asst - Ryan Breitbach, Asst - Erik Hamre, JH - Jason Svalen, JH - TBD, Volunteer - Jason Carlson, Volunteer - Gavin Haskett. This motion, made by Davin Swanson and seconded by Megan Rock, Carried.

Approve the Volleyball Coaches for 2026 - Head - Kelsi Gunufson, Asst - Jeffrey Burvee, Asst - Mariah Christian, JH - Melissa Smeby, JH - Erin Lisburg. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried.

Approve the following advisors for 2026-27 - Football Cheerleader Advisor - Kallie Hand; Student Council Advisor - Amanda Shultz; Yearbook Advisor and Junior Class Advisor -Vondria Winter; Senior Class Advisor -TBD; Knowledge Bowl Advisor -Jessica Strom; Activities Director - Brady Langemo; Extra-Curricular Choir - Charity Salmonson ; Extra-Curricular Band - Amanda Shultz; One Act Play - Andrew Hanson; All School Play -Andrew Hanson; Robotics Nate Johnson and Brady Langemo - Assistant; Minnesota Honor Society - John Eckman ; Winter Cheerleading Advisor -Haley Massmann. This motion, made by Amanda Schow and seconded by Jackie Huschle, Carried.

Approve the FY28 Long Term Facilities Maintenance Plan. This motion, made by Brad Sander and seconded by Megan Rock, Carried.

Approve the resolution accepting gifts/donations for the student activity fund for the 2026-27 school year. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried

Approve resolution calling the school district general election. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried.

Set Meeting Dates and Times - August 18, 2026 - Conference Room - 6:30 AM

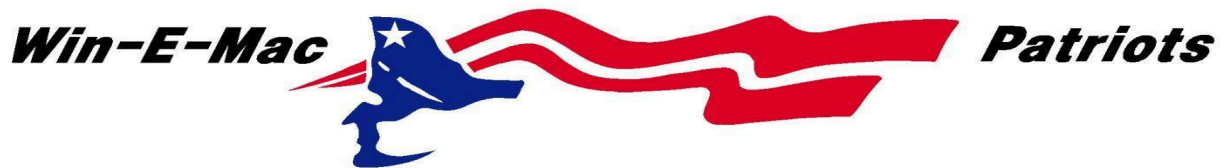
Adjourn meeting at 7:09 AM. This motion, made by Brad Sander and seconded by Davin Swanson, Carried.

WIN-E-MAC PUBLIC SCHOOL

Win-E-Mac Public School Activities Handbook

2026-2027

Presented to the Win-E-Mac School Board on
August 18, 2026



It is the School Boards belief that student participation in school activities is part of our total education program, providing student opportunities for physical, social, moral, and intellectual development. The Win-E-Mac School Board believes in the education of the whole person, and that competitive activities are an integral part of the overall educational experience. All students are encouraged to participate in interscholastic programs as part of the healthy development of a well-integrated person. Competition means more than a contest between schools or individuals. It is a means of teaching a way of life. It teaches fair play. It teaches that no one individual is more important than the team. At Win-E-Mac Public School, athletics, co-curricular activities, and academics are combined to develop physical, mental, and social values that will help the student grow throughout life. The goal for students and teams is to perform at the maximum of each person's capabilities. Every student is encouraged to participate in multiple programs and strive for excellence. This handbook contains the rules/regulations that govern these programs. Participation in these activities is a privilege for students that carry the participant's responsibility to their teammates, school, coaches/advisors, parents, staff, and the community.

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ACTIVITIES PROGRAM DIRECTIVE

Activities in the Win-E-Mac public school shall be governed by activities policies formulated by the Activities Director, Principal, Superintendent, and MSHSL committee and subject to the approval by the Board of Education. Such policies may be modified whenever deemed necessary by the Board.

DISTRICT MISSION STATEMENT

During the 2005-2006 school year, the Win-E-Mac School Board met and strategically developed a strategic framework that would guide decisions and the direction for the District. From the planning session, the following were adopted.

Vision Statement: Win-E-Mac Schools are a place where ‘Kids Come First’.

Mission Statement: “To enhance and enrich the education of students by increasing parental involvement, maximizing community resources, providing for a safe school environment, and fostering mutual respect for all students.” (2005)

The 2026-2027 School Board Goals state that Win-E-Mac Public School District will:

- Goal 1: Continue to provide a comprehensive curriculum for all students reflective of best practices, provide quality instruction and implement the use of assessment data to increase student achievement;
- Goal 2: Improve communication with parents, students, and our public to produce a trusting and supportive school community;
- Goal 3: Maintain financial health without compromising student learning;
- Goal 4: Continue to provide school facilities and programs that are safe and support teaching and learning.

PHILOSOPHY ON STUDENT ACTIVITIES

It is the educational philosophy of the Win-E-Mac School District to prepare its students to become productive, contributing citizens of their community and society. The extra-curricular programs are an extension of this philosophy.

Within this context, it is the purpose of the school's extra-curricular program to foster and promote:

- The ideals of competition, teamwork and sportsmanship while achieving the goals of success, intellectual learning, and of participation.
- The development of self-confidence, self-discipline, organization, decision-making skills and goal setting.
- The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
- A positive feeling of school loyalty and pride which can be shared by all participants, the student body, parents, coaches, advisors, staff, and the community as a whole.

BELIEF STATEMENT

Athletics and other extra-curricular activities are accepted educational ingredients in public schools. As such, extra-curricular activities must be treated as educational programs. Benefits and goals should be learning how to get along with other people, developing teamwork, learning discipline, developing mentally and physically, and establishing lifelong physical conditioning habits. The object is to have winning teams through having athletes train to the best of their ability. Therefore any student participating can learn to accept not winning as a realistic part of learning and living.

The athlete shall be well-mannered to visiting teams, coaches, fans, and officials; play hard yet not cheat, bicker, gamble or showboat; be modest when successful and gracious in defeat; observe team rules; demonstrate loyalty to the school by achieving scholastically and by supporting other student activities; play for the love of the game; set high personal standards for principles and physical conditioning; and respect officials and supporters from the contender.

Athletes and extra-curricular participants should understand team characteristics. It is important to recognize one's ability and work to improve upon that ability. Many roles are important to any team concept. Each team member plays a vital role no matter their playing time minutes or the team which they are assigned. Being a member of a team should be rewarding if students, coaches, and fans know that they are contributing to the total team concept.

Athletes should strive to set standards of excellence for others to follow. Athletes are role models that peers and younger students will try to follow. Their behavior does affect other people.

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials and media. Promotion of sportsmanship at activities should include a demonstration of respect for self, opponents and officials. Rules of the event should be respected and skill and performance should be recognized by all participants regardless of school connection. Good sportsmanship is the foundation of any quality activity program.

BENEFITS OF CO-CURRICULAR ACTIVITIES

- Activities Support the Academic Mission of Schools. They are not a diversion but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- Activities are inherently Educational. Activity programs provide valuable lessons for practical situations
 - teamwork, sportsmanship, winning and losing, and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.
- Activities Foster Success in Later Life. Participation in high school activities is often a predictor of later success - in college, a career and becoming a contributing member of society.

CHAIN OF COMMAND

A chain of command is vital to the success of an organization. It is our belief that the majority of questions, concerns, or information is best provided at the level closest to the participant; i.e., the coach/advisor and the Activities Director. The chain of command to be followed in the activities department is as follows: Individual directly involved – Assistant Coaches – Head Coaches –Activities Director – Principal – Superintendent – School Board. Coaches, students and parents should always follow this chain of command when asking questions or looking to address a concern regarding our programs. It is suggested that discussions almost always begin at the lowest level of participation and that the ‘chain of command’ is followed. If there is no resolution to questions or concern then the next level should be approached. The District would ask that individuals who resort to the District Complaint Policy once the item gets to the Superintendent or Board level. Once a written complaint is filed it is shared with the individual(s) named in the complaint it is investigated, a determination of the findings is developed, and a response is provided to the complainant. The full Board is appraised as to the nature of the complaint and a conclusion drawn. The complaint will remain on file. The following activity chart indicates the channels of authority and reporting relationships for school activities programming.

The following table describes the relationships and responsibilities expected between the coach/advisor/director of an activity and the participants/parents/fans.



Figure SEQ Figure * ARABIC 1- Win-E-Mac Chain of Command for Activities

RELATIONSHIPS INVOLVED IN TEAM PROGRAMS

PARTICIPANT- COACH/ADVISOR/DIRECTOR RELATIONSHIP:

This is the most important relationship.

Parents can affect this relationship by criticizing the coach to their son or daughter.

Parents should always remember that the participant has to return to practice the next day.

Parental coaching at home may impede the athlete's progress.

PARENT-COACH/ADVISOR/DIRECTOR RELATIONSHIP:

Allow the coach to instruct and guide the team.

Do not question or confront the coach immediately after a contest.

If you want to discuss a problem with the coach, make an appointment with him/her and discuss your concern in a calm, courteous and logical manner.

PARENT-PLAYER RELATIONSHIP:

Do not try to live through your child.

Be positive and supportive without adding undue pressure and unrealistic expectations.

PARENT RESPONSIBILITIES:

Attend pre-season meeting.

Review this Handbook and complete the required form indicating that you have read and understand this handbook and your activity specific handbook.

PRACTICE SESSIONS AND GAMES:

Practice is normally closed to spectators.

The practice facility is the athlete's classroom and should be free of distractions.

Positive support is encouraged at contests.

Lateness and absence must be immediately explained.

SPECTATOR-CHEERLEADER RELATIONSHIP:

It is not appropriate for anyone to interfere or impose upon the cheerleaders.

Cheerleaders should help direct and control the emotions at all contests.

PARTICIPATION ON A TEAM:

It's a privilege not a right.

Players must accept all responsibilities in order to stay on the team.

Nobody will be accorded equal or guaranteed time.

RESPONSIBILITIES OF A COACH/ADVISOR/DIRECTOR:

Select the participants.

Determine the style and philosophy of competition.

Teach at practice sessions.

Determine who starts and the amount of participation in activities.

Establish team rules.

Select team captains/leaders.

Communicate with parents the practice schedule, the game schedule, and their philosophy and rules.

Always make safety and the athletes' welfare come first.

RESPONSIBILITIES OF THE PARTICIPANT:

Put the team's goal, interests, and success in the forefront.

Attend all practice sessions.

Be receptive to coaching instructions, advice, and criticisms.

Be responsible for all uniforms and equipment.

Represent the school well in behavior, attitude, and follow the team rules.

Report all injuries to the coach immediately.

SPORTSMANSHIP:

Parents have to demonstrate good sportsmanship and serve as role models.

Specific obligations:

No vulgar or inappropriate language.

Taunting and trash-talking will not be tolerated.

Outsiders must never intrude upon the field or court during a contest.

Cheerleading should be for our team, not against the opponents.

Respect the efforts of ALL participants.

FAN-OFFICIAL RELATIONSHIP:

Officials are necessary to the game.

They are bound by a code of ethics that make them rigidly impartial.

Fans, and particularly parents, should never harass or taunt officials.

SPORTSMANSHIP CREED

PLAYERS' CREED

We live clean and play hard. We play for the love of the Game.
We win without boasting, we lose without excuses, and we never quit.
We respect officials and accept their decisions without question.
We never forget that we represent our community.
We understand that sportsmanship is a part of being a competitor.

COACHES' CREED

We inspire in our players a love for the game and the desire to do their best
We promote the philosophy that to do your best is to win.
We teach our players that it is better to lose fairly than to win unfairly.
We lead players and spectators to respect officials by setting a good example.
We coach the game and guide our players to be better people.

PARENTS' CREED

We support and encourage every child.
We support our child's coach and appreciate his/her efforts on our child's behalf.
We understand that our program is designed to benefit all the participants and we do our best to work on its behalf.
We never forget that we represent our community wherever we go.

SPECTATORS' CREED

We never verbally abuse a player or official.
We appreciate a good play, no matter who makes it.
We know we represent the school by our conduct.
We support the decisions of coaches and referees.
We recognize the need for more sportsmen, the development of all athletes.

-permission to modify by DSmeins, Luverne, Minnesota

RULES

The Minnesota High School League (MSHSL) rules will govern all league-sponsored activities. These rules and regulations are available from the athletic director and will be discussed at the parent meeting in the fall, prior to the start of school.

High School Eligibility Guidelines

For Students Involved in Activities

These issues are being added to establish a higher standard of expectations amongst all Win-E-Mac High School students who are involved in "League" (MSHSL) and school-sponsored, non-League activities.

With this mindset we call for a provision within our High School which acknowledges that all students are a "member in good standing" until they have violated the student Code of Conduct. As a member of

the student body in good standing they may participate in those activities considered to be extra-curricular in nature. As in society, should a student choose to violate this code they will be excluded from those “

MSHSL ELIGIBILITY

Students participating in activities sponsored by the MSHSL will be governed by the rules as stated by the League, with one adjustment; students who receive a chemical violation on school property will receive an additional week of ineligibility. Participants can find a written copy of the MSHSL rules on the MSHSL website or in the Student Handbook.

Win-E-Mac High School will follow the established MSHSL eligibility rules with the following exceptions. Activities have been placed in two categories by the High School League.

Category I: All MSHSL interscholastic competition in athletics, speech or one-act plays.

Category II: All music activities, school plays or other activities sponsored by Win-E-Mac High School. We include, but do not limit these activities to: Homecoming and SnowFest Week activities, student council, National Honor Society, national and international trips, band and choir trips, class trips, YLI, music ensembles, graduation activities (except commencement exercises, but w/o honors), Knowledge Bowl, Robotics, and the All-School Play.

Events that are considered to be a graded component of the classroom are excluded.

Consumption/Possession

The Rule for Category I

During the school year or during the season of practice, play or rehearsal, regardless of quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy or sell or give away a controlled substance including anabolic steroids and inhalants.

At any time during the calendar year, a student shall not, regardless of the quantity, consume or be in possession of: alcoholic beverages, tobacco, controlled substances or other chemicals, products used to deliver nicotine (including vapes), anabolic steroids and inhalants, or drug paraphernalia.

Penalty for the first violation: Confirmation of the first violation the student shall lose eligibility for the next two weeks or 2 consecutive events in which the student would participate, whichever is greater.

Penalty for the second violation: Confirmation of the second violation the student shall lose eligibility for 3 weeks or 6 consecutive events in which the student would participate, whichever is greater.

Penalty for the third and subsequent violations: A student will lose eligibility for 4 weeks or 12 consecutive events in which the student would participate, whichever is greater.

The Rule for Category II

Penalty for the first violation: Confirmation of the first violation, the student shall lose eligibility for the next two weeks.

Penalty for the second violation: Confirmation of the second violation, the student shall lose eligibility for the next 6 weeks.

Penalty for the third and subsequent violations: Confirmation of the third violation, the student shall lose eligibility for the next 12 weeks.

Penalties shall be accumulative beginning with and throughout the student's grades 9-12. Penalties for grades 7 and 8 will be the same as above but will not accumulate. A student involved in Category I and II must meet the criteria for each rule.

Sexual, Religious, Racial Harassment and Hazing Violations

The rule for Category I

Penalty for first violation: Confirmation of the first violation the student shall lose eligibility for the next four weeks or four events, whichever is greater. (At least two of these events must be in Category I.) A student may reduce the penalty by satisfactorily completing the information session provided by the school. The penalty will be two weeks or two events, whichever is greater. Parents will be notified and the student must complete the information course.

Penalty for second violation: Confirmation of the second the student shall lose eligibility for 8 weeks or 8 events, whichever is greater. (At least six of these events must be in Category I.) Students who have not attended the information course must attend to regain eligibility. Parents will be notified and an assessment by the county or other approved agency must be completed in order to regain eligibility.

Penalty for third and subsequent violations: A student will lose eligibility for 18 weeks or 18 events, whichever is greater. (At least 12 of these events must be in Category I.) Parents will be notified and students must attend the information course with an adult. Assessment by the county or other approved agency must be completed before the student regains eligibility.

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team. (Grades 7/8 same as above, except will not accumulate) (Junior High violations shall only accumulate at that level, starting over once reaching freshman team or higher. Win-E-Mac administration reserves the right to have junior high violations accumulate and carry over to higher levels when they determine it is just.

The rule for Category II

Penalty for the first violation: Confirmation of the first violation, the student shall lose eligibility for the next four weeks. A student who successfully completes the information course offered by the school shall serve two weeks. Parents will be notified.

Penalty for the second violation: Confirmation of the second violation, the student will lose eligibility for the next eight weeks. A student who has not completed the information course must do so. Parents will be notified and the student must undergo an assessment by the county or other approved agency.

Penalty for the third and subsequent violation: Confirmation of the third violation, the student shall lose eligibility for the next 18 weeks. Parents will be notified and the student must complete the information course with an adult. Students must undergo an assessment by the county or other approved agency.

*The MSHSL recognizes a distinction between *harassment* and *violence*. ISD #2609 will use the following definitions when applying penalties to these types of issues.

Sexual harassment is a form of sex discrimination that violates section 703 of title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
- B. Sexual harassment may include but is not limited to:
 - 1. verbal, written/graphic harassment or abuse;
 - 2. subtle pressure for sexual activity;
 - 3. inappropriate patting or pinching;
 - 4. intentional brushing against the individual's body;
 - 5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - 6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - 7. any unwelcome touching of a sexual nature.
- C. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.
- D. Sexual violence may include, but is not limited to:
 - 1. touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex;
 - 2. coercing or forcing sexual touching on another;
 - 3. coercing or forcing sexual intercourse on another;
 - 4. threatening to force sexual touching or intercourse on another.

Note: MSHSL guidelines call for a penalty of 12 months for students who engage in sexual, racial, or religious violence.

Other issues related to the MSHSL Rules Policies and Student Handbook Rules include:

Category II activities will have violations administered by the principal and activities director. Student participation will be suspended for rule violations.

- 1. The principal may place non-league activities such as clubs and organizations sponsored by the school under the MSHSL rules.

2. The principal may, in addition to the rules of the MSHSL rules, suspend student participation for displaying poor citizenship in either the community or at school.
3. A student who is serving a game suspension penalty may continue practicing with their team, but he/she may not dress in uniform for the game.
4. Administration of the rules is the shared responsibility of the activities director and the school principal.
5. A student who receives an MSHSL Violation:
 - A. Will lose captaincy privileges and captaincy eligibility for one calendar yr. for all teams in which they participate.
 - B. Will not be eligible for any school-given team awards (ex: MVP, Most Improved, Letter, etc) for the season in which they are currently participating (or the next season in which they participate if they are not currently in a sport, or if the violation occurs during the summer.)
 - C. Not eligible for Special Senior Awards (Given at the Senior Athletic Awards Ceremony) if the violation occurred during their senior year.

SCHOLASTIC ELIGIBILITY

Participation in extracurricular activities, including band and choir, in the present grading system is a result of students making satisfactory progress toward graduation. All decisions on academic eligibility will be made by the principal. Eligibility is determined at the quarter marking period (Eligibility for online class will be determined at semester break for students who take those classes).

Rules of eligibility:

1. One failing grade: the student will be ineligible for 5 school days or 1 interscholastic event, whichever is greater. Students are to practice but must be passing at the end of the five days in order to compete.
2. Two failing grades: student is ineligible for 10 school days or two events whichever is greater. The student may practice when failing grades are above passing.
3. Students who failed a full year course are to remain ineligible for the first two weeks of the new school year or two events whichever is greater. Students may practice but not compete during this two-week period.
4. If the student has failed three, or more, classes, he/she is ineligible for 15 school days or three events whichever is greater. The student will be considered ineligible to participate in interscholastic activities until they are making “satisfactory progress toward graduation”. Students entering their junior year with less than 11 credits would not be considered as making satisfactory progress toward graduation. Students entering their senior year must have earned 17 credits to be considered as making satisfactory progress toward graduation as outlined in the Student Handbook.
5. Incompletes: students with incompletes may participate as soon as the incomplete has been satisfactorily completed.
6. Weekly grade checks: Teachers will post all students who are failing on a weekly basis, Thursday. Any student on this list will be considered immediately ineligible starting Monday. The student-athlete will regain eligibility as soon as they are passing and removed from the list. Students will be ineligible to compete in any extra or co-curricular activities while they have a failing grade.
7. Out-of-town events: students academically ineligible, due to weekly grade check, are not allowed to travel on the team bus.
8. Other eligibility: students in band and/or choir, the play, etc. will not be eligible to perform in those events that are not sponsored by the Minnesota High School League.

ACTIVITIES DIRECTOR'S RESPONSIBILITIES

1. The major responsibility of the activities director shall be the promotion of a sound activities program having a long range policy with continuity and coordination of all extra-curricular activities.
2. The superintendent, activities director, and principal shall arrange for all coaching assignments prior to the beginning of the school year and these shall be submitted to the Board for approval prior the beginning of each season.
3. The head coach and activities director will make recommendations to the principal and superintendent regarding the hiring of assistant coaches.
4. The activities director shall confer with the superintendent regarding activities or plans which may involve larger expenditures than usually approved.
5. The activities program shall be under the direction of the athletic director. Decisions shall be final except as any Board Policy may otherwise provide.
6. It is recommended by the administration that all problems pertaining to activities be handled within the activities department. Assistant coaches should refer problems to their head coach and if necessary to the activities director. Junior high coaches refer problems to their athletic director.
7. Specific duties of the activities director shall include the following: (1) arrange activities schedules, (2) requisition equipment and supplies, (3) make recommendations to the superintendent regarding the number of coaches needed and of assignments of duties of athletic staff, (4) select competent officials for games, (5) determine officials' fees and arrange for their payment, (6) facilitate practice schedules, (7) prepare for and attend home athletic activities, (8) represent the school at athletic conferences, (9) prepare eligibility lists, (10) be in charge of advertising, publicity and transportation of teams, (11) evaluate the athletic staff and program, (12) make recommendations for maintenance and improvement of all athletic facilities, (13) facilitate the awards banquets, (14) arrange for workers of athletic events, and (14) maintain activities website.
8. The Athletic Director will evaluate all head coaches yearly. Assistant coaches will be evaluated yearly by the head coach.

INSURANCE AND ACCIDENTAL INJURIES

The District does not provide accidental injury insurance for athletes. Students are encouraged to purchase the student insurance policy offered to all students in the District in the absence of or in addition to family health care insurance. More information may be obtained from the Activities Director. Coaches must complete an injury report form (available in the school office) when serious injuries occur and submit a copy to the school nurse or Health Aide.

ATTENDANCE

It is our expectation that all students be in school before the start of 5th hour in order to be eligible to practice or participate in games or events on that day, unless excused by the school district ahead of time. It is further expected that our students be in school on time the day following a game or event. Students need to attend a minimum number of practices (decided upon by the coach) in order to be able to participate in competitions/performances. Absence trends (excused or unexcused) the day before and/or after games can result in reduced playing time or ineligibility.

LETTERING AWARD

Win-E-Mac Schools will award one letter, a varsity letter or chenille, to students in grades 7-12 who accumulate eight (8) points. Additional pins and bars can be earned to represent additional letters/awards. Coaches/Advisors will determine who receives points.

ACTIVITY

POINTS

ATHLETICS

Football	8
Basketball	8 boys and girls
Volleyball	8
Golf	8 boys and girls
Wrestling	8 boys and girls
Baseball	8 boys and girls
Softball	8 girls
Track & Field	4-8 boys and girls Coach's discretion
Varsity Team Manager	2-4 Coach's discretion
Varsity Cheerleading	8

SPEECH, DRAMA

All-School Play	1 per performance (Max 2)
One Act Play	1 Sub-section level (2)
	2 Section level (3)
	3 State level (4)

MUSIC, ROBOTICS, TRAP AND VISUAL ARTS

Robotics & Trap	2
	1 Additional point each time you advance
Special Contests (large group, solo, ensemble, visual arts festival)	1 Additional point each time group advances

CLASS OFFICER/STUDENT COUNCIL

Student Council	1
Senior Class Officer	1

SCHOLASTIC

Honor Roll	½ for each quarter
Knowledge Bowl	2

BUS TRANSPORTATION

All students involved in any extracurricular activities (including band, choir, drama, cheerleading, etc) are expected to ride the bus from events, unless other transportation arrangements are made directly with the coaching staff by the parent/guardian. If parents wish to have their child ride to an event, with a family member, or an adult who is no longer in high school, they will need to fill out the waiver form and give it to the coaches (paper or electronically) prior to departing for the event. These must be for reasons coaches/administrators feel are valid. Coaches are required to document this arrangement. Students MAY NOT drive themselves.

DETENTION/IN-SCHOOL SUSPENSION (ISS)

If a student is assigned detention or placed in ISS by the Principal, the student will miss playing time accordingly as decided upon by each individual sport. If a student is involved in both varsity and junior varsity, the playing time will be reduced in the contest in which he/she would normally play the most. If a student is suspended (OSS) for any reason, the student will be ineligible to compete in the next contest.

Football	½ game
Basketball	½ game
Volleyball	1 set
Golf	1 meet
Baseball	First three innings
Softball	First three innings
Wrestling	1 event
Cheerleading	½ game
Track & Field	1 event (athletes main event)

OUT OF SCHOOL SUSPENSION (OSS)

If a student is placed on out of school suspension, the student is NOT allowed to participate in any activity on the days of the suspension. Further, the student is not to be on school property or attend any school functions during the time of the suspension. OSS is what Win-E-Mac deems as a suspension in regards to MSHSL guidelines.

PARTICIPATION FEE POLICY:

All students who participate in the extracurricular programs listed must pay a participation fee. Fees may be waived in the case of severe hardship; the Activities Director and the principal will process and determine all hardship cases.

WHEN PAYMENT IS DUE:

1. The fee shall be paid before the first performance.
2. For all other events, the fee shall be paid prior to participation in the first event.
3. Managers of athletic teams are not expected to pay a fee.

STUDENT PARTICIPATION FEE RATE PER ACTIVITY:

Knowledge Bowl	\$25.00
All-School play	\$25.00
One-Act Play	\$25.00

Other Activities:

Fee per Activity (Junior High)	\$45.00
Fee per Activity (Senior High)	\$65.00
Family Maximum Participation Fee	\$275.00

Gate Prices:

Adults	\$7.00
Students	Free
Senior Citizens (65+)	\$5.00

ACTIVITY PASSES: Can be purchased by citizens in the School District.

Adult (All Year)	\$105.00
High School (All Year)	Free
Elementary (All Year)	Free
Senior Citizen (65+ All Year)	\$75.00
Family (Living in the household) (All Year)	\$195.00
With Participation Fee (All Year)	Free

GENERAL INFORMATION AND POLICIES

Student Discipline Policy:

1. Harassment & Abuse - The school district policies pertaining to these issues apply to student participants and spectators alike. Any student spectator removed from an event for conduct violations will be automatically suspended from school.
2. Extra-curricular members shall be treated as any other student regarding conduct.

Guideline for Student Participation:

A student participant should display the type of attitude, cooperation, loyalty, and honesty that would be a credit to the individual and the school program. Actions on the part of the student that are deemed unsatisfactory or questionable will be subject to discipline or other consequences. Such actions could include suspension, stealing, absence of practice or event, attendance for a full day of school without previous arrangement, or student absent the day following an activity without proper justification. The student or parent must call the school by 9:00am with justified reason. Absence may include a doctor's clearance slip to return to the activity and/or a consequence may be included. Student violation or regulations of curfew, practice, dress, conduct etc. as presented by coach or association with groups of individuals using or having chemicals in their possession or conduct which is considered to be detrimental to the welfare of the extra-curricular program will be subject to discipline or other consequences. An

additional statement regarding an individual sport ruling by coach may appear elsewhere in the handbook. MSHSL rules will apply. This will apply to incidents during the school year, over vacations, or during the summer. Individual coaches will decide whether the violation or absence is credible and relevant.

Consequences include:

- Reprimand, incident reported to parent/guardian
- No participation in practice or performance
- Suspension of half of next public appearance
- Suspension of one public appearance
- Suspension of two public appearances
- Suspension of participation for the remainder of the season
- Loss of awards

Student Eligibility:

Students actively attending Win-E-Mac School in grades 7-12 shall have the opportunity to participate in activities sponsored by the MSHSL and are expected to follow the eligibility criteria established by the League and the District. In order to participate in an activity the participant needs to have the fundamental skills for the activity. For a list for a specific activity please contact the activities director.

Returning of Sports Uniforms:

Students who have previously participated in an activity where a school jersey/uniform is provided, will not be eligible to participate (game/event) in another activity until that jersey/uniform has been returned to the coach or a reimbursement payment has been made when applicable. If after coach/AD reminders uniforms have not been returned in a timely manner administration will give lunch detention until it is returned. If uniforms are lost, students may be charged to replace the items.

Students advancing beyond their grade/age level:

1. If the Head Coach will be recommending that a student move to a more advanced level of competition, he/she needs to communicate this to the Activities Director before this possibility is discussed with others. The following will be considered in the decision to advance a student.

- The Activities Director is informed of and approves the change. The building principal will be advised of this recommendation immediately.
- The student wishes to make the change.
- The parents of the student-athlete approve of the change.
- The Activities Director will recommend to the principal that a student becomes eligible for participation when he/she has met the criteria for eligibility established by the MSHSL.

Promotional Strategies for coaches

1. Develop a Good Sports Recognition Program to reward coaches, players, and fans for showing good sportsmanship.
2. Using the Good Sports theme, create a promotion at your school before each activity season focusing on sportsmanship. Promotions could include a poster or essay contest.

3. Development of a speaker's bureau: administrators, coaches or selected student-athletes could talk with local adult civic organizations about the Good Sports Program. Student-athletes could deliver talks to students in the junior high and elementary schools to stress good sportsmanship.
4. Principals and/or superintendents could write commentaries for school district newsletters.
5. Send public service announcements to local radio and television stations on a quarterly basis.
6. Encourage fine arts advisors to incorporate good sportsmanship themes into their competitions.
7. Place an article in event programs that promote good sportsmanship.
8. Develop a plan for crowd control for both home and away games. A list of suggestions for developing a plan is included in this manual.
9. Create a postage meter ad that goes on school mail with a message promoting good sportsmanship.
10. Create banners/posters that convey the messages of good sportsmanship.
11. Create a sportsmanship report card for visitors to your school to fill out and drop off after contests.
12. If you, your athletes, your spectators, etc., felt they were treated particularly well while visiting another school for an event, encourage them to write a letter to the principal or activity director of that school. Chances are the school may share that letter with its constituents. The end result is that both parties are encouraged to practice good sportsmanship.
13. Have your public address announcer or participants read a pre-game statement encouraging sportsmanship and proper respect for opponents and game officials.
14. Develop an in-school public address announcement program.
15. Make sportsmanship part of the criteria for any performance awards such as M-V-P; All-Conference; All-Area, etc.
16. Conduct in-school programs or pep rallies/assemblies emphasizing sportsmanship.

Dealing with Unruly Spectator

The following are considerations to use by the site supervisor or the building administrator when situations arise that warrant action based upon unruly spectator behavior. It is possible that the spectator behavior is such that an immediate call to law enforcement is warranted. **There is a zero tolerance policy for harassment, loud criticism, or mocking of our lower level (elementary and junior high) officials. Anyone guilty of this will be removed immediately and will not be allowed to return to sporting events until voluntary officiating at one of our lower level events.**

1. Timing is critical: get to problems quickly.
2. Use half-time or post-game. Tell a person, "I thought you were getting a little carried away today" and "Try to review our sportsmanship expectations."
3. When to go into the stands. Sit next to them and explain their options. This should be done in as private a setting as possible.
4. When to go into the stands:
 - a. For abuse or foul language.
 - b. For throwing objects.
 - c. For obstruction of view.
 - d. When a spectator is ignoring reasonable requests of others.
 - e. When game management has been informed by the official that a spectator needs to settle down or be asked to leave.
4. At that stage, say: "I need to see you in the hallway for a few minutes." Talk with them out of the public eye. If that's unsuccessful, say: "I'm going to ask you to leave, and if you don't we may be asking you not to return for the rest of the season."

- a. Stop the behavior or you may be asked to leave the event.
- b. If they refuse to leave, contact law enforcement.

Follow Up with People Who Have Been Difficult

1. Use a form letter for some situations.
2. For others, meet individually with the person to talk about the situation.
3. Talk to them in a non-threatening manner.
4. Discuss other ways the spectator might have handled his/her disappointment or frustration.
5. Have an established procedure involving the principal and/or superintendent for problems that are unresolved after the initial letter and/or meeting.

SENIOR AWARDS

Senior Outstanding Male and/or Female Athlete Award

Criteria:

1. Student must be at least a two-sport athlete during every year in grades 10-12 or a one-sports athlete who competed in a MSHSL state tournament during at least one year during grades 10-12
2. Student must have no confirmed rules violations during their senior year
3. Student must be making satisfactory progress towards graduation
4. Consideration of the student's character, attitude, commitment and dedication to athletics
5. Consideration of student's overall participation in school and community activities
6. Consideration of student's contribution to working as a "team"

Senior Outstanding Male and/or Female Academic Athlete Award

Criteria:

1. Student must be at least a two-sport athlete during every year in grades 10-12 or a one-sports athlete who competed in a MSHSL state tournament during at least one year during grades 10-12
2. Student must have no confirmed rules violations during their senior year
3. Student must be making satisfactory progress towards graduation
4. Consideration of the student's character, attitude, commitment and dedication to athletics
5. Consideration of student's overall participation in school and community activities
6. Consideration of student's contribution to working as a "team"
7. Student must carry a cumulative GPA of 3.5 or higher

Senior Outstanding Academic & Fine Arts Award

Criteria:

1. Student must be in at least two fine arts programs during every year in grades 10-12 or in one fine arts program who competed in a MSHSL state tournament (superior rating in ensembles or solos) during at least one year during grades 10-12.
2. Student must have no confirmed rules violations during their senior year
3. Student must carry a cumulative GPA of 3.5 or higher (committee would discuss exceptions)
4. Consideration of the student's character, attitude, commitment and dedication to the arts.
5. Consideration of student's overall participation in school and community activities
6. Consideration of student's contribution to working as a "team"

Process for Selection

1. Administration shall identify who meets the criteria for each award.
2. Administration will determine if award is to be given. Even if a student meets all of the required criteria, the administration has the right not to award any particular award any year
3. If award is to be given, final list will be given to all head coaches, principal and athletic director. Each person will have one vote. In case of a tie, administration will determine who will receive the award.

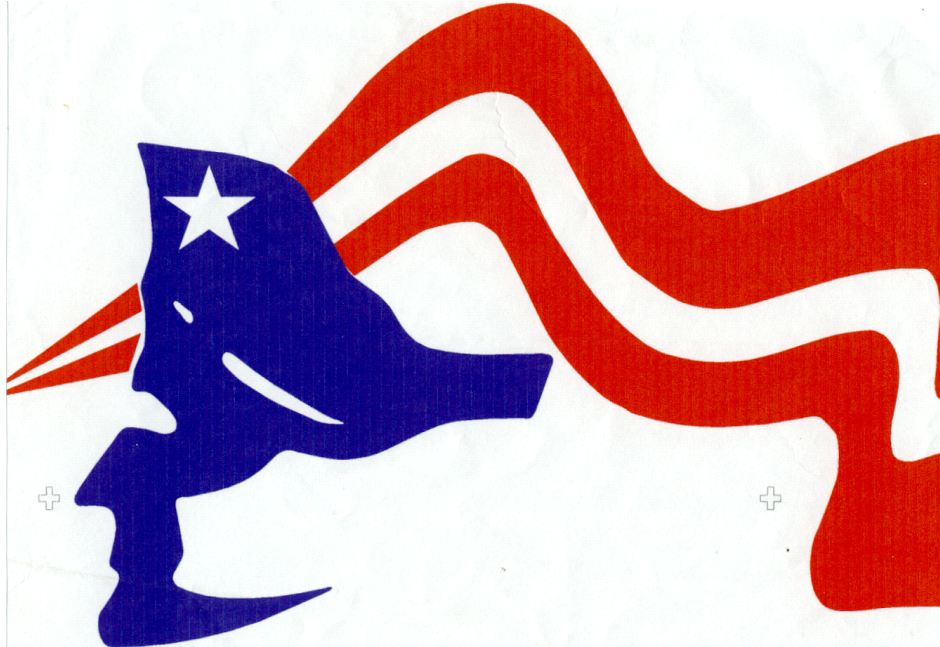
Award

1. Student(s) selected shall be announced at the annual academic, athletic and fine arts banquet
2. Student(s) selected shall receive a plaque for their own use
3. Student(s) selected shall have their names imprinted on a plaque which shall be displayed at the school.

Win-E-Mac High School

Student Handbook

2025-2026



Vision Statement

Win-E-Mac Schools, a place where "Kids Come First"

Mission Statement

"To enhance and enrich the education of students by increasing parental involvement, maximizing community resources, providing for a safe school environment, and fostering mutual respect for all students"

**** The legislature passed many new laws and rules governing school discipline and school procedures. To date we are still learning the interpretations of many of these items and will continue to modify the handbook as policies are adopted and administration has been fully informed of the changes.**

****The contents of this handbook are subject to change****

WELCOME TO THE WIN-E-MAC HIGH SCHOOL!

The Win-E-Mac School Board, administration and staff are dedicated to providing the best possible education for our students. We believe this education can best happen in a safe, productive environment.

We urge all students to take advantage of the many opportunities the Win-E-Mac School has to offer, both in academics and extracurricular activities.

This handbook has been prepared for students and parents in an effort to outline expectations while the student is enrolled in the Win-E-Mac District.

By working together as parents, school and community, we believe we can make a difference in the lives of our students.

It is likely that new information will be added to this handbook from time to time. If any questions arise pertaining to the operation of the school, we encourage parents to contact the administration for assistance in addressing their concerns.

The best to you this school year!

PARENTAL CONCERNS

If a problem arises concerning the school, the Board of Education requests that you take the following steps to resolve it:

1. Talk directly with the person(s) involved
2. If the problem is not resolved at that level, contact the appropriate principal or supervisor
3. If you feel the problem still exists, you should meet with the superintendent
4. If after meeting with the superintendent the problem has not been resolved, you are encouraged to express your concerns to the Board of Education

Every attempt should be made to solve problems at the closest level of involvement

Parents and/or other adults are welcome to visit our school at any time. Pursuant to MN Statute 609.605, anyone visiting the school must first report to the office.

Philosophy of the Win-E-Mac School

The child is the starting point in any philosophy of education. It is of real importance that we recognize the student's individuality; that experiences and problems contribute to the fullest development of individual talents and capacities; that the educational program be of the scope and diversity to assure individuals a background suitable to particular needs.

The techniques to be used in teaching will consist of activities, experiments, problems, and critical analysis which will challenge and develop a student's individuality and will test a student's ability to function in a democratic society.

For a student to receive the best education possible, the primary relationship is between the student and the teachers with parental involvement being essential.

Win-E-Mac Building Goals

High School

The district will increase overall student proficiency by a minimum of 5% above the previous year's average on MCA-II tests.

- *Practice tests will be given to familiarize students with material and test formats*
- *Students will challenge each other on practice tests to encourage high achievement*
- *Professional Learning Communities will be incorporated into weekly ongoing staff and professional development*
- *Special Education case managers will organize reading groups during homeroom silent sustained reading time*

The district will foster positive relationships and assist in career planning through the use of a homeroom and teacher advisors.

- *Students will meet daily with homeroom teacher/advisor to discuss classroom and graduation requirements.*
- *Utilize Counselor to enhance career planning*
- *Students will develop reading skills through the use of silent sustained reading.*
- *Students will work on basic skills including, reading, writing and math using practice tests and MCA-II preparation*
- *Target at risk students and refer to SAT Team for school intervention and monitoring*
- *Use ADSIS intervention to catch students up to grade level.*

The district will foster, encourage, and reward student achievement.

- *Students may be nominated quarterly for student achievement*
- *Students recognized for student MCA achievement*
- *Students will be rewarded if they pass the MCA-II's*
- *Students will be exempt from semester testing based on attendance and grade average.*

The district will foster an environment which encourages parent involvement.

- *Community and school resources will be emphasized at the open house in the beginning of the school year.*
- *Communicate to students and parents information and testing results from the MCA II tests including proficiency, scores, and student progress/growth*
- *The school website will be improved to make it more accessible for student, staff, and parental usage.*

- *Learner Locator number access for each student's MCA II results on the school's website*
- *Staff will be expected to make frequent contact with parents through the use of e-mail, phone, or written contact.*
- *Synergy Parent Portal will provide web based gradebook information and other student information to parents*

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[*] Notice required by statute

[**] Notice required by policy

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[*] Notice required by statute

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PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 7:30 – 4:00 p.m. Student hours are from 8:25 a.m. – 3:07 p.m.

Students arriving early to school should remain in the commons area or are allowed in the gym at 7:45 a.m. once the gym supervisor arrives.

Food in the Classrooms

No pop, food, malts, or beverages are allowed in the hallways or classrooms at any time. Detention will be assigned immediately for failure to follow this rule. The lone exception is a classroom party that is pre-arranged by the principal or if we need to meet in the classrooms to eat during our Covid schedule.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the main office and on the school district's website at www.win-e-mac.k12.mn.us

Class Assignments

Classroom assignments are within the school district's discretion. A classroom assignment can be changed with the permission of the Principal once a drop/add form has been signed by the student, parent, and Principal.

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.

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.

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 school sponsored; 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 expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- 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.
- 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 business manager.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

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.

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 building principal.

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 school policy.

Library and Media Center

The library/media center is open from 8:00 – 3:15 p.m. Students may use the library/media center during the school day and before and after school only when a supervisor is present. Use of the computer lab must be approved by the media center supervisor and all internet use rules apply.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may

purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available at the main office. For more information regarding eligibility for free and reduced price meals, contact Aaron Cook.

Win-E-Mac has a closed lunch hour. Students are not allowed to leave the school to eat lunch.

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 also prohibited. No Cell phones, iPods, MP3 players, handheld games, or video/audio players are allowed in any classroom, hallway, commons area, locker room or restroom during the school day. Cell phones are to be stored in your locker. If you must carry one, it must be turned off and should not interfere with classroom instruction or environment. If a student is found in possession of such devices during the school day, the item will be confiscated by school personnel and the item will need to be picked up by student's parent. Additional consequences will be determined by the Principal for multiple offenses.

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, or age in its programs and activities. The school board has designated the building principal, 23130 345th Street SE, Erskine, MN as the district's human rights officer to handle inquiries regarding nondiscrimination.

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. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held on November 13th and February 19th from 1:00 – 7:30 p.m. For more information, contact the building principal.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly the first day of each school week. 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.

Regular Schedule

<i>Period 1</i>	<i>8:25-9:16 AM</i>
<i>Period 2</i>	<i>9:19-10:10 AM</i>
<i>Period 3</i>	<i>10:13-11:04 AM</i>
<i>Period 4 (grades 10-12)</i>	<i>11:07-11:58 AM</i>
<i>Junior High Lunch (7-9)</i>	<i>11:04-11:34 AM</i>
<i>Period 4 (grades 7-9)</i>	<i>11:34-12:25 PM</i>
<i>Senior High Lunch (10-12)</i>	<i>11:55-12:25 PM</i>
<i>Period 5</i>	<i>12:28-1:19 PM</i>
<i>Period 6</i>	<i>1:22-2:13 PM</i>
<i>Period 7</i>	<i>2:16-3:07PM</i>

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Win-E-Mac School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity.

The Minnesota High School League and the Win-E-Mac School recognize the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects of behavior, learning and the total development of each individual. These mood-altering chemicals include alcohol, tobacco, drugs and marijuana. The misuse and abuse may occur with the athlete themselves, their teammates, their family or other significant persons in their lives. Therefore, the Minnesota High School League and the coaches and staff of the Win-E-Mac School support education and awareness training with adolescents regarding chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

Statement of Purpose:

1. To provide consistency with the MSHSL Constitution: “to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member school, and their personnel
2. To emphasize the school’s concerns for the health of students in activities and the long-term physical and emotional effects of chemical use on their health
3. To promote equity and a sense of order and discipline among students
To confirm and support existing state laws which restrict the use of mood-altering chemicals
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of chemicals. Reporting of a violation of the State High School League and Win-E-Mac School policy on controlled substances must be preceded by a written report of what and who the reporting party saw themselves and their signature on said report.

Whenever possible, the parent will be notified prior to talking to the child.

RULES

The Minnesota High School League rules will govern all league-sponsored activities. These rules and regulations are available from the athletic director and will be discussed at the parent meeting in the fall, prior to the start of school.

High School Eligibility Guidelines For Students Involved in Activities

These issues are being added to **establish a higher standard of expectations amongst all Win-E-Mac High School students** who are involved in “League” (Minnesota State High School League); and school sponsored, non-League activities.

With this mindset we call for a provision within our High School which acknowledges that all students are a “member in good standing” until they have violated the student code of Conduct. As a member of the student body in good standing they may participate in those activities considered to be extra-curricular in nature. As in society, should a student choose to violate this code they will be excluded from those “extra” activities.

Win-E-Mac High School will follow the established MSHSL eligibility rules with the following exceptions:

Activities have been placed in two categories by the High School League.

Category I: All MSHSL interscholastic competition in athletics, speech or one-act plays.

Category II: All music activities, school plays or other activities sponsored by Win-E-Mac High School. We include, but do not limit these activities to: Homecoming and Snow Week activities, student council, National Honor Society, national and international trips, Band and Choir trips, class trips, YLI, music ensembles, graduation activities (except commencement exercises, but w/o honors), Knowledge Bowl, and the All-school Play.

Events that are considered to be a graded component of the classroom are excluded.

Consumption/Possession

The Rule for Category I

During the school year or during the season of practice, play or rehearsal, regardless of quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy or sell or give away a controlled substance including anabolic steroids and inhalants.

Penalty for the first violation: Confirmation of the first violation the student shall lose eligibility for the next two weeks or 2 consecutive events in which the student would participate, whichever is greater.

Penalty for the second violation: Confirmation of the second violation the student shall lose eligibility for 3 weeks or 6 consecutive events in which the student would participate, whichever is greater.

Penalty for the third and subsequent violations: A student will lose eligibility for 4 weeks or 12 consecutive events in which the student would participate, whichever is greater. The Rule for Category II

Penalty for the first violation: Confirmation of the first violation, the student shall lose eligibility for the next two weeks.

Penalty for the second violation: Confirmation of the second violation, the student shall lose eligibility for the next 6 weeks.

Penalty for the third and subsequent violations: Confirmation of the third violation, the student shall lose eligibility for the next 12 weeks.

Penalties shall be accumulative beginning with and throughout the student's grades 9-12. Penalties for grades 7 and 8 will be the same as above but will not accumulate.

A student involved in Category I and II must meet the criteria for each rule.

Sexual, Religious, and Racial Harassment

The rule for Category I

Penalty for first violation: Confirmation of the first violation the student shall lose eligibility for the next four weeks or four events, whichever is greater. (At least two of these events must be in Category I.) A student may reduce the penalty by satisfactorily completing the information session provided by the school. The penalty will be two weeks or two events, whichever is greater. Parents will be notified and the student must complete the information course.

Penalty for second violation: Confirmation of the second the student shall lose eligibility for 8 weeks or 8 events, whichever is greater. (At least six of these events must be in Category I.) Students who have not attended the information course must attend to regain eligibility. Parents will be notified and an assessment by the county or other approved agency must be completed in order to regain eligibility.

Penalty for third and subsequent violations: A student will lose eligibility for 18 weeks or 18 events, whichever is greater. (At least 12 of these events must be in Category I.) Parents will be notified and students must attend the information course with an adult. Assessment by the county or other approved agency must be completed before the student regains eligibility.

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team. (Grades 7/8 same as above, except will not accumulate)

The rule for Category II

Penalty for the first violation: Confirmation of the first violation, the student shall lose eligibility for the next four weeks. A student who successfully completes the information course offered by the school shall serve two weeks. Parents will be notified.

Penalty for the second violation: Confirmation of the second violation, the student will lose eligibility for the next eight weeks. A student who has not completed the

information course must do so. Parents will be notified and the student must undergo an assessment by the county or other approved agency.

Penalty for the third and subsequent violation: Confirmation of the third violation, the student shall lose eligibility for the next 18 weeks. Parents will be notified and the student must complete the information course with an adult. Students must undergo an assessment by the county or other approved agency.

***The MSHSL recognizes a distinction between *harassment* and *violence*. ISD #2609 will use the following definitions when applying penalties to these types of issues.**

Sexual harassment is a form of sex discrimination that violates section 703 of title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
- B. Sexual harassment may include but is not limited to:
 - 1. verbal, written/graphic harassment or abuse;
 - 2. subtle pressure for sexual activity;
 - 3. inappropriate patting or pinching;
 - 4. intentional brushing against the individual's body;
 - 5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - 6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
 - 7. any unwelcome touching of a sexual nature.
- A. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.
 - 1. sexual violence may include, but is not limited to:
 - 2. touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex.
 - 3. coercing or forcing sexual touching on another;
 - 4. coercing or forcing sexual intercourse on another;
 - 5. threatening to force sexual touching or intercourse on another.

Note: MSHSL guidelines call for a penalty of 12 months for students who engage in sexual, racial, or religious violence.

SCHOLASTIC ELIGIBILITY

Participation in extra-curricular activities, including band and choir, in the present grading system is a result of students making satisfactory progress toward graduation. All decisions on academic eligibility will be made by the principal.

Rules of eligibility:

1. One failing grade: the student will be ineligible for 5 school days or 1 interscholastic event, whichever is greater. Students are to practice but must be passing at the end of the five days in order to compete.
2. Two failing grades: student is ineligible for 10 school days or two events whichever is greater. The student may practice when failing grades are above passing.
3. Students who failed a full year course are to remain ineligible for the first two weeks of the new school year or two events whichever is greater. Students may practice but not compete during this two-week period.
4. If the student has failed three classes, the student will be considered ineligible to participate in interscholastic activities until they are making “satisfactory progress toward graduation”. Students entering their junior year with less than 11 credits would not be considered as making satisfactory progress toward graduation. Students entering their senior year must have earned 17 credits to be considered as making satisfactory progress toward graduation (reference: see page 22 of this student handbook).
5. Incompletes: students with incompletes may participate as soon as the incomplete has been satisfactorily completed.
6. **Eligibility for all activities will go on a week to week basis to better track student progress and to help teachers and advisors to track academic performance of all students. Every Thursday of each week teachers will post names and teacher responsible to a shared Google document listing any students failing or incomplete that would cause them to be failing. If school is not in session that Thursday of any week, it will be the previous corresponding day. Students will be ineligible from any activity while on this list. Students are notified on Thursday and have until Monday to get off the list. Ineligibility begins on Monday and remains in effect until passing. However, they will become immediately eligible once the teacher removes them from the shared Google document. All teachers and advisors of activities will have access to this list. Final quarter grades will continue to be the basis for eligibility for upcoming quarters or academic years.**

7. Out-of-town events: student academically ineligible are not allowed to travel on the team bus.
8. Other eligibility: students in band and/or choir, the play, etc. will be eligible to perform in those events that are not sponsored by the Minnesota High School League.

LETTER AWARDS

Win-E-Mac Schools will award one letter, a varsity letter to students in grades 7-12 who accumulate enough points to earn such a letter.

ACTIVITY

POINTS

ATHLETICS

Football	8
Basketball	8 boys and girls
Volleyball	8
Golf	8 boys and girls
Baseball	8 boys and girls
Varsity Team Manager	2-4 Coach's discretion

CHEERLEADING

Varsity	8
"B" Team	2

SPEECH AND DRAMA

Major Dramatic production	1 per performance
One Act Play	1 Sub-section level
	2 Section level
	3 State level

MUSIC

Special Contests (large group, solo, ensemble)	1 Additional pt. Added each time group advances
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CLASS OFFICER/STUDENT COUNCIL

Student Council	1
Class Officer	1

SCHOLASTIC

Honor Roll	½ for each grading period
Knowledge Bowl	2

School Closing Procedures

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be broadcast over the following radio and television stations:

KKCQ 1480 AM and 107.1 FM Fosston
 KROX 1260 AM Crookston
 KYCK 97.1 FM Grand Forks
 KKAQ AM/KSNR/KTRF Thief River Falls
 Television: Channels 4, 6, 8 and 11

Whenever possible an instant alert message will be sent to all households informing them of any early dismissals or closings.

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 their 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, where 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 “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. K-9 searches may be utilized throughout the school year on a random basis.

Lockers and Personal Possessions Within a Locker [*]

According to state law, 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 officials 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 the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials 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. Random K-9 searches are done throughout the school year.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, 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 withdrawal 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 the request of a school official.

Student Publications and Materials

The policy of the school district 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 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 in *Appendix 2*.

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 editorial control by the school district 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 complete information on the rights of parents/guardians and eligible students regarding student records, please see *Appendix 3* in the back of this handbook. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at the main office of the Win-E-Mac School.

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 *Appendix 4* in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at the main office of the Win-E-Mac School.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. 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 or guardian.

Video- and Audio-Taping

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 videotape 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 superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning center is available from the

building principal. Students and parents/guardians with questions about these programs should contact the Principal.

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

All students who have a numerical grade point average of 3.50 or better will be distinguished as Honor Students at the completion of their senior year. Students must complete This average is determined by the achievement made in Grades 9-12. Honor students will be honored at graduation. The determination for Valedictorian and Salutatorian will be made at the end of the third marking period.

Early Graduation

Students may be considered for early graduation after completing the conditions provided in district policy.

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 Principal.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional 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.

Grades

Students' grades will be reported 4 times during the year. Report cards will be mailed or will also be available online for review. Online grade reports may be reviewed at www.win-e-mac.k12.mn.us

The “I” is for incomplete work. When the work is made up, the student may receive any of the five other letter grades. If the work is not made up within two weeks after the end of the marking period, a failing grade and no credit will be given for the course. Exceptions for the two-week period for make-up work must be approved by the principal. The grades earned by students are based on several factors: assigned work, quizzes, test, quarter or semester tests, project work, class participation, and attendance. Conduct and effort grades may be reported as: E=Excellent, S=Satisfactory, U=Unsatisfactory, or N=Needs Improvement

The Win-E-Mac Schools grade on a quarter and semester basis. Quarter grades are the school’s indicators to the student and parent of the progress, which is being made at a mid-point of the semester. Progress reports may be sent out at any time, but are generally sent about 4-5 weeks into the grading period. They are sent to the parents of students.

Evaluation Criteria

All grades given will be derived from a percentage scale:

“A” = 90% - 100%

“B” = 80%-89%

“C” = 70%-79%

“D” = 60%-69%

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 the Win-E-Mac High School. All students must also pass the Minnesota Comprehensive Assessments.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 23 credits (24 Credits for students beginning 9th grade for the 2016-2017 school year) and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	9-12 English courses
Mathematics	3	Must include algebra, geometry, statistics, and probability. Algebra I will be required by the end of eighth grade beginning in the 2010-2011 school year. Algebra II will be required for students scheduled to graduate in the 2014-2015 school year.

Science	3	Must include one credit of biology. Students scheduled to graduate in the 2014-2015 school year or later must have one credit in chemistry or physics. An agricultural science or a career and technical education course may fulfill a science credit.
Social Studies	4	Must include United States history, geography, government and citizenship, world history, and economics, OR Three credits of social studies including at least United States history, geography, government and citizenship, and world history, and one-half credit of economics in a social studies, agriculture education, or business department.
Arts	1	A career and technical education course may fulfill an arts credit.
Elective Courses	8	9 for 9 th graders starting the 2016-2017 school year.

Minnesota Academic Standards

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

Minnesota Academic Standards, 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, Arts K-12

School District Required and Elective Standards

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

- Health and Physical Education (K-12);
- School District Standards, Vocational 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 Principal.

Homework

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

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the Principal.

Post-Secondary Enrollment Options

Eleventh and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all tenth and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Principal by March 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact administration.

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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Online Classes:

Various Online classes are offered at the Win-E-Mac School for college credit. Administration will notify student going into grades 10-12 for the upcoming school year who is interested in taking an online course. Students must have high enough scores on their ACT or MCA tests in order to be considered for these classes. Once a student sign up and is enrolled in the course, a student must notify administration by June 15 if they attend to drop a course.

PART III — RULES AND DISCIPLINE

Attendance []**

Win-E-Mac Attendance Policy

Regular attendance, an essential cornerstone of learning, is based upon a partnership between home and school in promoting responsible attendance habits. The students, the parents/guardians, and the school share responsibility for student attendance. Students are expected to attend classes regularly and to be on time. We believe that in order to earn credit in a course, a student should not have more than 10 absences during a semester. Exemptions to these 10 absences include: school-related activities, medical exemptions, hospitalization, death/funeral, suspensions, and court-related appointments (with verification). We also believe that good attendance should be rewarded.

Win-E-Mac's High School's attendance policy requires students to consistently attend class to earn credit. One of the major causes of failure in secondary schools is absenteeism. Additionally, a student with excellent attendance may be exempt from semester exams. These policies exist for three primary reasons:

1. The classroom experience is a critical part of students' education. While make-up work can be done, it does not equal lectures, discussion, and classroom activities. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Win-E-Mac High School. The regular contact of pupils with one another in the classroom and their participation in instructional activities is vital to this purpose. This is a well-established principle of education. Each time a student is absent a part of their education is lost.

2. Our schools are charged with the task of teaching effective work ethics for our students. Businesses seek employees with good attendance patterns. At Win-E-Mac HS, we want our students to learn that being effective in school or work requires regular attendance.

3. It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in classes is sequential; therefore, learning requires a continuity of attendance and effort.

All students are expected to be present and punctual for all of their classes throughout the year. When illness or family obligation necessitates your absence, we ask that parents/guardians call the school, 687-2236 or 563-2900, before 9:00 am and inform office personnel of the student absence. If the school does not receive a call, the school will attempt to call the parent/guardian and/or remind the student to bring a note. If the parent/guardian is unable to be reached by phone, the parent/guardian shall contact the school the next day or send written notice with the student upon his/her return excusing the absence. It is the student's responsibility to submit a parent/guardian note for all absences. Failure to bring a note within 3 days will result in the absence being coded unexcused.

ABSENCE RULE (10-DAY MAXIMUM) – Any student who exceeds 10 absences during a semester in any class period will be placed on Audit status (will not earn credit for the class). Exemptions to these 10 absences include: school-related activities, medical exemptions, religious holidays/activities, hospitalization, death/funeral, suspensions, and court-related appointments (with verification). Audit status means the student remains in the class until the end of the semester and at that time an “NC” (No Credit) will be placed on their report card. When a student does not earn credit due to excessive absences, they have a right to appeal to have credit granted. If the student and parents/ guardians complete an appeal form, an appeals committee consisting of school personnel will act on the appeal. Notice will be given to the student within ten days after the appeal is received. This form will be sent to the parents/guardians on the eleventh (11th) excused absence. When excused absences become excessive, one of the following options may also be decided upon by the Student Attendance Review Committee (SARC):

Student will continue participation in the classroom based on the guidelines and/or criteria.

At the discretion of the SARC, student may audit the class for the remainder of the term. Audit of the class will be done on a Pass/Fail basis.

Student may be removed from the classroom and placed in the In-School Suspension Room for the remainder of the semester.

The SARC committee will consist of the Principal, school Social Worker, and two teachers the student currently takes a class from.

Students who are tardy to class by more than 15 minutes will have it counted as a day absent.

The Win-E-Mac School Board, administration and staff believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability which are vitally important to the future of the student. We also believe that class attendance is a joint responsibility that is shared by the student, parent or guardian, teachers and administrators.

Minnesota state law requires that all persons under 16 years of age attend school. It is the student's right to be in school with the responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. It is also the student's responsibility to request any missed assignments due to an absence. It is the responsibility of the student's parent or guardian to ensure that the student is attending school, to inform the school in the event the student is absent, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Students may not leave the school grounds during the school day unless an out-of-school pass has been obtained from the principal's office or the student is attending classes outside the district for part of the day. All students have a closed lunch period, meaning they are not permitted to leave the school grounds during lunch. Any student off school grounds during the school day without permission granted by the means outlined in this handbook will be considered truant.

Students will be granted an excused absence by meeting at least one of the following criteria:

- A. Medical or dental appointment
- B. Illness of self or serious illness in student's immediate family
- C. Legal emergency; court appearances by family or personal action
- D. A death in the student's family, a relative or close friend
- E. Religious instruction not to exceed three hours in any one week
- F. Family emergency such as work at home or other unavoidable circumstances
- G. Participation in activities related to school
- H. Additional requests are to be made to the principal and the request shall be evaluated on an individual basis.
- I. The principal will approve post-secondary visits for students in grades 10-12, if the student PRIOR to the post-secondary visitation meets the following criteria:
 - 1. Completion of the PRIOR APPROVAL FOR EXCUSED POST-SECONDARY VISITATION FORM, which may be obtained in the principal's office.
 - 2. The student must turn in the completed form within two school days of the actual visit
 - 3. The plan to make a post-secondary visit must be pre-approved by the high school principal and the post-secondary contact person must sign the form. The form is then to be turned back in to the high school office.
- J. For information on how students who are on homebound are recorded in terms of being absent from school, please contact the high school office. Students who know well in advance that they are going to be absent from school for excusable reasons should contact the principal's office to let them know, by a note from your

parent, that you will be absent on a particular day. In addition, the student should contact each of his/her teachers and obtain many of the assignments ahead of time as possible.

IT IS THE SCHOOL'S RESPONSIBILITY TO DETERMINE EXCUSED OR UNEXCUSED ABSENCES.

Students who must miss school should notify the office and then get their assessments prior to leaving, if possible.

In accordance with Minnesota Statute, "The Board of Education of any school shall provide free educational services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. **The regulations for 18 year olds at Win-E-Mac will be the same as students under 18. Eighteen year olds will not be allowed to write their own excuses for absenteeism.** Eighteen year olds who choose to participate in any extra-curricular activity, any school sponsored or any group representing the school in any way will be subject to all regulations required of those under 18 years old. The following are examples of absences, which will not be excused:

- A. Truancy - an absence by a student, which was not approved by the parent or the school (Example: Skipping)
- B. Trips such as convenience shopping, hair appointments, tanning appointments, senior picture appointments, appointments related to prom, car trouble, oversleeping, etc. Arrangements for these appointments should be made for times other than during the school day.
- C. Recreation outings not authorized by the school district. For example, NO CLASS "SKIP" DAYS ARE ALLOWED. Class trips are to be planned for with a class advisor.
- D. Missing the bus
- E. Absences resulting from official suspension from school will be handled in accordance with the Pupil Fair Dismissal Act, MN Statute 127.26-127.39. A copy of this Act is attached to the end of this student handbook.

Reporting of absences: Parents are to call in student's absences prior to the beginning of the school day (563-2900 or 687-2236). If it is not possible for a parent to call in, the student must bring in a note the following day. When absent, if a call has not been made to the principal's office by the student's parent or guardian, the office will call the student's home or parent's place of employment to verify the absence. In the event that the school has called and was only able to speak with the student, a note will be required. Notes that are not brought to the office within two days of the absence will cause the absence to be deemed unexcused.

Admit slips are to be picked up in the principal's office prior to the beginning of the school day the student returns to school from his/her absence. The admit slip will show the date

and class periods of absence and whether the absence was excused or unexcused. The absence slip is to be presented by the student to each of the student's teachers so that the teacher is aware of whether the absence was excused or unexcused. **A student will be considered tardy if he or she has to go to the office to get a make-up slip during class time.**

In each of the classes, the teacher will provide an information sheet explaining what the class requirements are, and after 10 unexcused absences per semester in a class, a conference will be set up with the student, parent, teacher and principal. Attendance will be discussed on a class-by-class basis and credit will be determined on that basis. The teacher and principal will determine whether or not the student shall receive credit for the class. If credit is taken away, a failing grade for that particular class will be recorded.

Notification of parents will be made if a pattern of unexcused absences persists.

Students with excused or unexcused absences are responsible for gathering missed assignments and submitting the completed work.

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

Reporting Tardiness - Students tardy at the start of school must report to the school office for an admission slip. Tardiness between classes is to be reported hourly by the teacher via the method specified by the administration at the beginning of the school year.

Valid excuses for tardiness would be considered the same as those for absences. Inability to get from one class to another on time is not considered valid unless the student is impaired and unable to move about in a normal fashion.

Consequences of tardiness:

1. Three unexcused tardies per quarter will result in 1 week of noon detention.
2. Six unexcused tardies per quarter will result in 1 after school detention.
3. Nine unexcused tardies per quarter will result in 1 day of ISS.
4. Further tardies will be reviewed by the Principal for further disciplinary action.

5 tardies per class per semester will result in the student taking the semester test for that class period.

10 cumulative tardies per semester will result in the taking of all semester tests.

Required reporting for truancy:

When a child is considered to be a continuing truant, the following action must be taken:

1. The school must notify the parent or guardian that the child is truant, that the parent or guardian should notify the school if there is valid excuse for

the student's absence. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to MN Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under MN Statute 127.20

In addition, the parent must be notified of any alternative education programs available in the district and that the parent has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.

2. If the child continues to be truant, the parent and child may be subject to juvenile court proceedings under MN Statute Ch. 260.
3. If the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to MN Statute 260.191.
4. The recommendation may be made for the parent or guardian to accompany the child to school and attend classes with the child for one day.

Habitual Truant

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior or senior high school.

If a child is found to be a habitual truant, a school official will refer the child and the parent or legal guardian to appropriate services and procedures under MN Statute Ch 260A.

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.

SEMESTER TESTING

SEMESTER EXAMINATIONS – In all classes, students will be required to complete a comprehensive semester exam at the conclusion of each semester. This will be valuable information for students, teachers, parents/guardians, and administration, in regards to retention of the curriculum. In addition, this will give the students insight and experiences into post secondary school expectations. Comprehensive examination grades will be included on report cards and will count for 20 percent of the semester grade in all classes. Semester tests will be given the last two days of each semester.

Exemptions:

A student will be exempt from taking the semester test if they meet one of the following:

- 1) Completed all course work, attained an "A" course average, have no more than four absences during the semester.

- 2) Completed all course work, attained a “B” course average, have no more than three absences during the semester.
- 3) Completed all course work, attained a “C” course average, have no more than two absences during the semester.

Exemptions to these absences include: school-related activities, medical exemptions, hospitalization, death/funeral, and court-related appointments (with verification). This is not punishment but an incentive to attend class every day. Students will be notified the week prior to finals if they qualify for an exemption in any of their classes. Any student with 1 (or more) unexcused absence in any class will be required to take the final in that class (no exceptions). Eleven absences from ANY class period will necessitate students taking ALL semester exams. Any student who is exempt from finals in a class can request to take the regular scheduled final exam to improve their grade, without the score hurting the overall grade in that class. A student may not take a final exam early. Students in grades 9-12 who are exempt from semester exams will be required to report to study hall or remain at home. Family emergency or crisis can be reviewed on an individual basis.

Students are to remain in the classroom for the full testing period. Failure to do so will result in a failing grade for the entire semester.

If a student is late or misses a test, the test cannot be made up. The result will be a zero for the semester exam.

STUDENT CONDUCT

740.1 Statement of Policy

All students have the right to an education and a right to learn.

The Win-E-Mac School Board, administration, and staff recognize that individual responsibility and mutual respect are essential to the educational process.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. It is the responsibility of the school board, administration, and staff to safeguard the health and safety of each student. The school board and district administration will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, regulations and this policy.

The school board, administration and staff also recognize their responsibility to meet the education needs of students who do not respond well to normal school programs. Such efforts may include utilizing special services personnel, outside agencies, and adjusting normal school procedures.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

The following school board policies apply district-wide:

Rules of Conduct

Disciplinary action will be taken against student for any behavior, which is disruptive or violates the rights of others. With the discretion of the principal, one or more of the following actions may be taken as disciplinary measures:

1. Student conference with any of the following: teacher, counselor, principal, and parent
2. Parent notification
3. After-school detention
4. Suspension (in-school or out-of-school) for 1-10 days and parent notification. Suspension means prohibiting students from attending school or classes. In the event that a student is suspended, the student is not to attend school functions during after-school hours on those days of suspension.
5. Out-of-school suspension for 1-10 days and parent notification as addressed in the Pupil Fair Dismissal Act.
6. Restriction of privileges
7. In-school monitoring or revised class schedule
8. Recommendation to school board for a deferred expulsion hearing. Parents and student will attend the school board meeting. The school board and superintendent will present a contract to the student and parents. The contract will state the provision of the conditions under which the student will be allowed to remain in school. Failure to follow the provisions will result in expulsion from school. Expulsion means an action taken by the school board to prohibit an enrolled pupil from further attendance for an extended period of time.
9. Recommendation for exclusion under the Pupil Fair Dismissal Act
10. Modified school program
11. Referral to in-school support services
12. Referral to community resources or outside agency services
13. Financial restitution
14. A student may be removed from class when it appears the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. This also applies to classroom discipline. Students removed from class will be the responsibility of the principal or the principal's designee. The length of time of the removal from class will be at the discretion of the principal after consultation with the teacher. Students will be returned to class upon completion of the terms of the removal established at the informal administrative conference including, but not limited to, the completion of any make-up work.

15. Assignment to alternative program - the principal may, upon approval of the superintendent, prescribe a specific alternative education program which best serves the interests of the student and the school.
16. Referral to police, law enforcement agencies or other authority--the principal may refer a student to the court for incorrigibility or truancy. The principal will report students involved in vandalism or theft or carrying of and use of weapons to the local authorities.
17. Petition of county court for juvenile delinquency adjudication
18. Preparation of an admission or readmission plan
19. Other disciplinary action as deemed appropriate by the school district.

**THE FOLLOWING ACTS ARE UNACCEPTABLE BEHAVIOR AND
ARE SUBJECT TO DISCIPLINARY ACTION AS OUTLINED ABOVE:**

PERSONAL RELATIONSHIPS

It is noted that close relationships do and should develop between students during the school year. However, it is the policy of the school that kissing and hugging should not be for public display. Therefore, the above mentioned behavior will not be allowed in the school building. Violations will be dealt with in the following manner:

DISCIPLINE ALERT

Each year there seems to be an ongoing occurrence of unwanted behaviors such as tripping someone's leg out as they are walking or willingly participating in games designed to have students pass out. These activities will not be tolerated and swift disciplinary action will be taken towards those who participate in these activities. There will be no warnings for these types of behaviors now or in the future!

1st Offense Referral to administrator and referral sent home to parents.

2nd Offense Referral to administrator and after school detention.

3rd and Subsequent Offenses School Suspension.

DISCIPLINE POLICY

Our Policy: We believe all students can behave appropriately in our school. Therefore, we will tolerate no student stopping teachers from teaching and/or students from learning. **Students must cooperate in all disciplinary investigations.**

Our Classroom Rules are: Students . . .

1. Will be in their assigned areas when the bell rings.
2. Must bring necessary materials to class each day.
3. Must obey supervisor's directions.
4. Will keep hands and feet to themselves.
5. Will behave in a respectful manner toward other people and property.

If a student chooses to break a rule:

1. Warning (tell student what rule they are violating).
2. Teacher directed assignment (call home, optional).
3. Teacher contacts parent when problem persists.

4. Send to the principal. (Detention or Out of School Suspension probable.)

Severe Clause: Students will be sent to the principal immediately for being insubordinate, for harming other students or for destroying school property.

Discipline Action Options:

1. Meeting with teacher, principal or counselor
2. Parental conference
3. Loss of school privileges
4. Schedule adjustment or modified school programs
5. Financial restitution
6. Referral to police or other appropriate authorities
7. Removal from class
8. Detention
9. Detention or Out of School Suspension
10. Expulsion
11. Other disciplinary actions as deemed appropriate by school administration.

Removal of students from class:

First Removal Verbal warning from principal!

Second Removal Discipline referral sent home. Detention assigned.

Third Removal Discipline referral, detention assigned, and a conference may be held with the principal, parent/guardian, student, and the teacher.

Fourth Removal On the fourth removal from class, the student will be subject to suspension or other appropriate disciplinary action.

Recommended High School Disciplinary Actions:

All disciplinary action is subject to the principal's discretion. There are general guidelines that provide a range of penalties which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to Win-E-Mac High School students for unacceptable behavior on school property or at school sponsored events!

Tennessee Warning: The purpose of my questioning is to find out what happened and impose proper discipline. Our school discipline policy requires that you cooperate. Non-cooperation will subject you to discipline. Other than school officials, no one else (unless MSHSL is involved, parents/guardians) will be receiving this information. Suspected criminal information will be submitted to the police.

Alcohol

1st Offense Five (5) days out of school suspension; plus report to the police.

2nd Offense Ten (10) days out of school suspension; plus a report to the police.

Subsequent Offenses Immediate OSS pending expulsion proceedings and report to the police.

Drugs/Marijuana

1st Offense Ten (10) days out of school suspension and a report to the police.

This also included CBD gummies and other products.

Subsequent Offenses Immediate suspension pending expulsion proceedings and report to the police. Trafficking of Drugs Immediate suspension pending expulsion proceedings and report to the police.

Smoking/Possession of Tobacco

On Property or In Building Two (2) day out of school suspension; plus report to the police.

**** Vaping has become a serious problem in schools and we have installed vape detectors in our bathrooms and locker rooms. Students suspected of vaping will be asked to turn over their vaping device. Failure to comply may result in a search involving a metal detector to help in detecting the device. Consequences for vaping are the same as smoking and possession of tobacco.**

Harassment of a Student (Name calling, vulgar language, racial/ethnic slurs, sexual harassment, etc.)

1st Offense One to three days of Out of School Suspension

2nd Offense Three to five days OSS, report to police, and possible recommendation for expulsion.

Fighting (Mutual Combatants – the students involved are physically aggressive and attacking each other)

1st Offense Up to three days of Out of School Suspension and referral to police.

2nd Offense Three to five days of Out of School Suspension and referral to police.

Subsequent Offenses Five days OSS and possible recommendation for expulsion and referral to police.

Forgery

1st Offense Detention

2nd Offense Up to one to three days of Out of School Suspension

Subsequent Offenses Up to five days OSS and possible recommendation for expulsion.

Gang Symbols (to wear, possess, distribute, display or sell any jewelry, clothing, emblem, badge, sign or symbol of a secret society or gang).

1st Offense One to three days of Out of School Suspension and report to police.

2nd Offense Five days Out of School Suspension and report to police.

Subsequent Offenses Five days OSS, referral to police, and possible recommendation for expulsion.

Insubordination (Refusal to obey a school rule, regulation, or request of a teacher or school official)

1st Offense Detention and/or 1-3 days Out of School Suspension

2nd Offense One to three days Out of School Suspension

Subsequent Offenses Up to five days of OSS and possible recommendation to expulsion.

False Fire Alarm, Bomb Threat, or Setting Fire(s) (includes firecrackers and other incinerating devices, chemical or imploding

devices, and tampering with sprinkler systems. Making a false bomb threat is considered to be a Federal offense punishable with penalties of up to 10 years in prison and/or a \$250,000 fine!)

1st Offense Five days OSS, referral to police and possible recommendation for expulsion.

Subsequent Offenses Five days OSS, referral to police and recommendation for expulsion.

Extortion (Obtaining money, property or services of any sort by threat.)

1st Offense One to five days suspension, appropriate restitution, and referral to police.

Subsequent Offenses Five days OSS, referral to police and possible recommendation for expulsion.

Physical Assault on School Employee or Weapons violation

Any offense Up to ten days OSS, referral to police and recommendation for expulsion.

Assault of a Student (an aggressive physical attack on another student)

1st Offense Up to five days OSS, referral to police, and possible recommendation for expulsion.

Subsequent Offenses Five days OSS, referral to police, and recommendation for expulsion.

Possession of Stolen Property and Theft

1st Offense One to three days Out of School Suspension and referral to police.

2nd Offense Three to five days Out of School Suspension and referral to police.

Subsequent Offenses Five days OSS, referral to police, and recommendation for expulsion.

Threatening or Intimidation of a Student or School Employee

1st Offense One to three days Out of School Suspension and referral to police.

2nd Offense Three to five days Out of School Suspension and referral to police.

Subsequent Offenses Five days OSS, referral to police, and possible recommendation for expulsion.

Vandalism (destruction or defacement of school property)

1st Offense One to five days Out of School Suspension, restitution, and referral to police.

Subsequent Offenses Three to five days OSS, restitution, referral to police. Vandalism may result in certain privileges being taken away from the entire student body.

Verbal Abuse of Staff (profanity, derogatory language, obscene gestures)

1st Offense Up to three days Out of School Suspension

2nd Offense Three to five days Out of School Suspension

Subsequent Offenses Five days OSS and recommendation for expulsion.

Cheating

1st Offense Loss of credit, and detention

2nd Offense Loss of credit, one to three days of Out of School Suspension.

Subsequent Offenses Loss of credit, three to five days OSS, possible recommendation of expulsion.

Skiping

1st Offense One to four periods - one detention
 Full Day: One day of In School Suspension
 2nd Offense One to three days of In School Suspension
 3rd Offense One to Three days Out of School Suspension
 4th Offense Three to Five days Out of School Suspension
 5th Offense Recommendation for expulsion

THE PUPIL FAIR DISMISSAL ACT (Revised 2005)

121A.40 Citation MN Statutes Sections 121A.40 to 121A.56 may be cited as “The Pupil Fair Dismissal Act.”

Available in Principal’s Office

Conduct

- A. Conduct which materially and substantially disrupts the rights of others to an education
- B. Conduct, which endangers school district employees, the pupils or the property of the school
- C. Conduct directed towards staff and administration off school grounds which are deemed inappropriate
- D. Violation of any rule of conduct specified in this discipline policy

Truancy as previously defined and outlined in the attendance section of this policy

Damage to school or personal property

- A. vandalism: damage to or destruction of school property or property of others by students is considered vandalism
- B. theft: the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

Physical Assault

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another. Students fighting on school property will be suspended from school and parents notified. A readmission conference with student and parent will be set up prior to the student’s return to school. In addition, law enforcement may be notified, depending on the situation.

Verbal Assault

Verbal assaults are abusive, threatening, profane, or obscene language, either oral or written.

Threats and Disruptions

- A. Dangerous Threats: threats to normal school operations or school functions, including but not limited to the reporting of dangerous or hazardous situations that do not exist.
- B. School disruptions: any disturbance or interruption to the good order of the school or school-sponsored activity.

Dangerous, Harmful, and Nuisance Substances and Articles

Student use of alcohol, tobacco or drugs will result in suspension and/or expulsion from school:

- A. Alcohol-students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities. Other restrictions in terms of the Minnesota High School League rules may be found in that section of this handbook.
- B. Drugs - students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
- C. Use of Tobacco - tobacco use or possession by students is prohibited at school, at school-sponsored activities, and on school grounds. Suspension and law enforcement will be called.
- D. Harmful or Nuisance Articles - the possession or use of articles that are nuisances, illegal or that may cause harm to persons or property is prohibited at school and school-sponsored activities. Nuisance articles such as squirt guns, laser pointers, etc. will be confiscated from the student and not returned. Student use of nuisance articles will result in possible suspension and/or expulsion from school.
- E. Failure to identify oneself or giving a false name upon request is against the law
- F. See weapons policy within this handbook

Referral Procedures

- 1. All student referrals are to be made through the principal's office using the student referral form
- 2. Students may be referred by any staff member
- 3. Students may be referred for:
 - a. Behavior
 - b. Physical problems
 - c. Emotional problems
 - d. Learning disabilities
 - e. Social concerns
 - f. Health concerns
- 4. The principal will meet with the appropriate staff

5. The principal will notify the student
6. The principal will notify the parent or legal guardian
7. Appropriate action will be taken

Assault, Restrain, and Corporal Punishment

Staff members are forbidden from using physical force on students or administering corporal punishment except as follows: A teacher, school employee, bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

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, is prohibited on school district property or at school-related functions. For detailed information regarding the school district's "Bullying Prohibition" policy, see *Appendix 6*.

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 rules 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 adopted 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.

Cell Phones, Pagers, and Other Electronic Communication Devices

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. The lone exception to this rule is that students in grades 9-12 are now allowed to use their cell phones during their respective lunch periods and during passing time between classes. Starting in School Year 2025-2026 students in grades PK-8 will not be allowed to use their cell phone during school hours. Use is permitted in the gym and commons area only during lunch times. 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, gang activity, etc. 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 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 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 device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. If a student phone goes off in school or a student is viewed to have their phone out, is texting, or sending/receiving calls or messages, the phone will be taken away and placed in the office until a parent can come and pick it up. Refusal to give up the phone will be viewed as Insubordination and the Student will be suspended from school immediately. Repeat offenses of this policy will result in further disciplinary action as determined by the Principal. **We will again be prohibiting use of headphones and earbuds during class periods unless directed by the classroom teacher in order to fulfill classroom objectives. Students are also not to wear them during passing time in the hallways. They will be allowed during lunch time.**

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 complete “Student Discipline” policy in *Appendix 7*.

Dress and Appearance

The school district will adhere to the Executive order issued by the Governor regarding the wearing of mask and shields in public school buildings. More extensive information will be provided to parents regarding this order.

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

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (i.e., students undergoing chemotherapy, medical situations).

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.

Forbidden Items: The school district will no longer allow students to bring spinners to school as they became increasingly more distracting as the year wore on. Students requiring such devices per

IEP or 504 plans will have this cleared through the Principal's office. Heely's (Wheel inserts into shoes) will also not be allowed in the high school as they pose a risk to the students wearing them.

The use of Vape devices are also prohibited from the school regardless if they use tobacco products or not. The contents of Vape devices can be harmful and contain unknown ingredients or contents. The use of a Vape will be considered under the same category as use of tobacco and similar penalties will result.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. 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 that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see *Appendix 8*.

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. For detailed information on the school district's "Hazing Prohibition" policy, see *Appendix 9*.

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. A copy of the school district's "Internet Acceptable Use" policy is available at the main office.

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 yearly.

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 which is the East side of the school building
- 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 Principal;
- 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.

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 []**

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 device 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" policy, see *Appendix 10*. Contact the Principal 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.

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; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; 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 takes a "zero tolerance" position in regard to 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. 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. For a copy of the "School Weapons" policy, contact the Principal.

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Update [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the main office and is available on the district'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 and includes 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

Emergency contact information should be given to the school secretary to be stored in our student information system should a parent need to be contacted in the event of an emergency. Please contact Kristi Plante to update any information you may have.

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. 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 the commons area outside of the gymnasium. 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 suspects that his/her child has a communicable or contagious disease, the parent 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.

Health Service

The student health office is staffed by a Health Aide and works under the direction and supervision of a licensed school Nurse from Polk County.

Students who become sick at school should report to the main office. In the event of an emergency, parents or emergency contact will be notified immediately. The Health Aide or Office 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. Please call Kristi Plante to notify the school if your child will be late or not attending.

Immunizations

All students must be properly immunized 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 Health Aide, Ewa Stennes.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be

carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

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, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the main office.

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 at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal 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.

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

The school doors are locked during school hours. Visitors must ring the outside buzzer to gain entrance to the school and should report immediately to the main office.

APPENDIXES

1. Policy Cross Reference Table

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2. Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees []**

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is

requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

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

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

3. Student Records [*]

The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parents/guardians and eligible students have the following rights:

1. That a parent or eligible student has a right to inspect and review the student's education record. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
3. That the parent or eligible student has right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom

instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[Note: INSERT THE FOLLOWING BRACKETED PHRASE IF THE SCHOOL DISTRICT HAS A POLICY REGARDING STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS:]* [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private or confidential.
2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
4. It establishes procedures and regulations for access to and disclosure of education records.

5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Pursuant to applicable law, Win-E-Mac School gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position or nationality.

1. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
2. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.
3. In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
 - Name of student and parent, as appropriate;
 - Home address;
 - School presently attended by student;
 - Parent’s legal relationship to student, if applicable;
 - Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

Pursuant to applicable law, Win-E-Mac School gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the Principal, by *October 1st* of each year. This written request must include the following information:

- **Name of student and parent, as appropriate;**
- **Home address;**
- **Student's grade level;**
- **School presently attended by student;**
- **Parent's legal relationship to student, if applicable;**
- **Specific category or categories of information which are not to be released to military recruiters without prior consent;**
- **Specific category or categories of directory information which are not to be released to the public, including military recruiters.**

4. Student Surveys [*]

Independent School District No. 2609 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

5. Student Attendance []**

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental or orthodontic treatment, or counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
 - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - (3) Work at home.

- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (6 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the 3 cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the 3rd cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 5 unexcused absences and that, after the 5th unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After 5th cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent.
- (e) After 6 cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.

- c. A death in the student's immediate family or of a close friend or relative.
- d. Medical or dental treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 6 unexcused tardies are equivalent to one unexcused absence. 6 Tardies will result in an in school suspension. 9 tardies will result in one week of noon detention.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

6. Bullying Prohibition []**

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at 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. The misuse of technology 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 Web site 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.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student’s property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any

person may report bullying directly to a school district human rights officer or the superintendent.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

7. Student Discipline []**

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
 - 9. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Selling anything (food, toys, etc.) to fellow students during school hours without prior-written permission from administration.
44. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;

- Q. Saturday school;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's

parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures and preferences.]

C. *Procedures for Removal of a Student From a Class.*

1. *Student will report immediately to the office*
2. *Disciplinary report submitted to the Principal*

D. *Responsibility for and Custody of a Student Removed From Class.*

1. *Student will remain in the office.*
2. *Student will be escorted to get work from locker*
3. *Principal or his designee will have control over the student during removal period*

E. *Procedures for Return of a Student to a Class From Which the Student Was Removed.*

1. *Leave at end of class period or face further disciplinary action depending on the level of offense*

F. *Procedures for Notification.*

1. *Parent will be notified by mail any disciplinary notices*

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it

appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or

guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team must review all relevant information in the student's file to determine if the conduct in question was (i) caused by, or had a direct and substantial relationship to, the child's disability, or (ii) the direct result of the school's failure to implement the individual education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the

conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any

evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the

definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

8. Harassment and Violence Prohibition [*]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition

- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
- 2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In the District. The school board hereby designates the building principal as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

9. Hazing Prohibition [*]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. 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 shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

10. Tobacco-Free Environment []**

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to smoke or use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. “Tobacco” means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- C. “Smoking” means inhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTION

It shall not be a violation of this policy for an Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Win-E-Mac Expectations

We are proud of the students at Win-E-Mac and have many great students with many talents. As we continue to shape and mold students to develop a positive culture within our school, we want to remind everyone of our high expectations for our students at Win-E-Mac!

Cell Phones: Cell phones are clearly creating a distraction for learning, and we want to help clear the obstacles that are getting in the way of student potential.

- Phones may be used at passing time between classes, lunch time and with teacher discretion at the beginning and end of class time if students are in good standing (passing and work done) in the class.
- Phones will be put away in backpacks or off the desk when teacher begins class.
- If this rule is broken, the student will be asked to place phone on teacher desk or in phone caddy.
- Failure to do this will result in Principal referral along with student suspension.

Earbuds/Headphones: They should be put away at the beginning of class along with your cell phone. The teacher will decide if earbuds or headphones are needed or allowed during work time.

- Consequences will be very similar to our cell phone policy.

Hats/Hoods: Once a student enters the school and has arrived for the day, all hoods and hats should remain off for the entire school day. This includes all types of hats including winter hats.

- If a staff member sees you wearing a hood or hat during the school day, they will ask you to take it off and an e-mail will be sent to the office. Administration will issue consequences for repeated behavior.

Dress Code: We have encountered several dress code violations this year and want to raise our standards and expectations regarding this issue. Midriff is not allowed in school as well as clothing that is too revealing or has inappropriate slogans or messages. Shorts and skirts must meet the fingertip guideline for length.

- Any staff member (Adult in our building) may communicate to you that something is inappropriate and will ask you to fix the situation.
- An e-mail will be sent to all staff notifying them of what the fix will be.
- Should a student ignore this request or not follow through, detention will be assigned.

Vaping: Vaping is a growing concern to all of us at the school. Vaping has proven to slow brain development in teens, contain dangerous chemicals, and has been linked to serious lung injury. Vape detectors have been installed throughout the school and will carry the same penalty as smoking.

- First offense will carry a 2 day in-school suspension and a requirement to complete a vape education course instead of police notification to issue a ticket. A vaping or

smoking offense carries a fine up to \$350. Students in activities will also have MSHSL consequences.

- 2nd offense will carry a 2 day in-school suspension and automatic referral to law enforcement to cite the individual and issue them a ticket. Students in activities will also have MSHSL consequences.
- Further violations will result in further consequences at the discretion of the Principal.
- Multiple people in one bathroom stall is **not** allowed. The school will assume vaping and those consequences will be imposed.

Acknowledgement Form

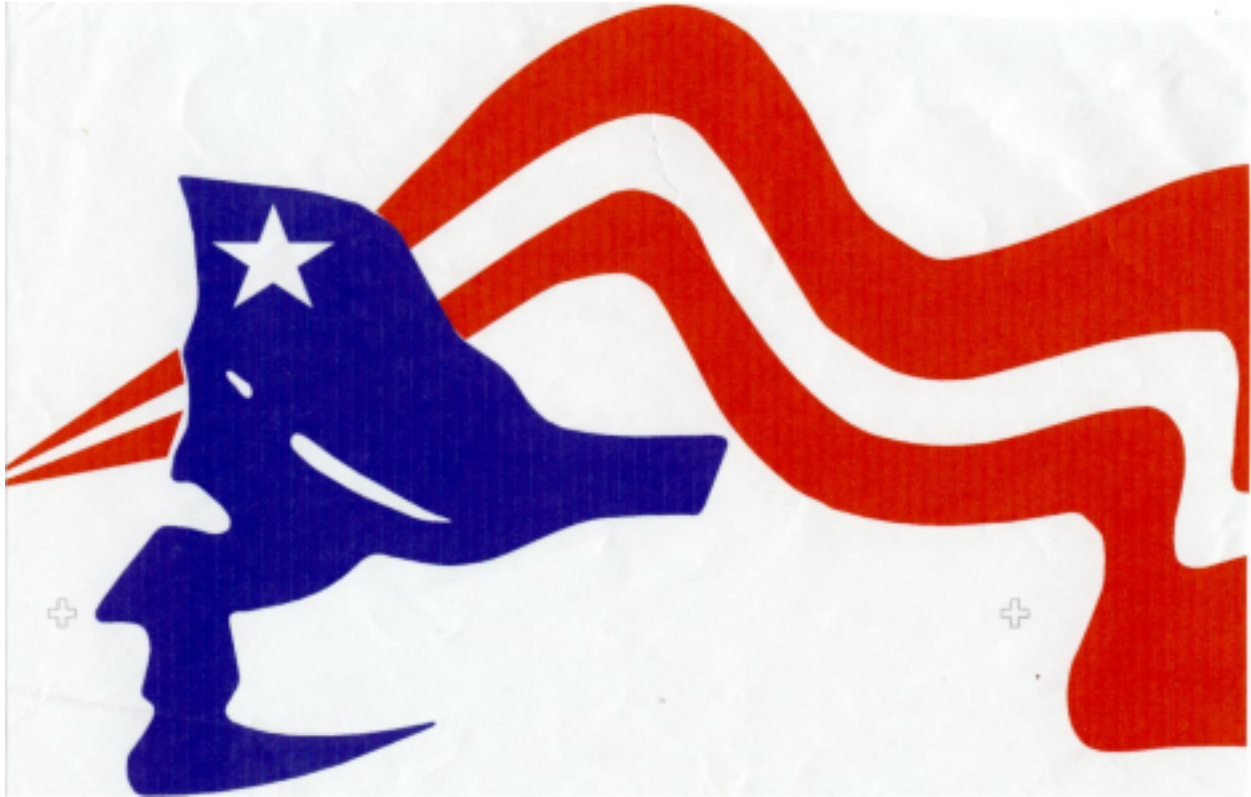
I have received a copy of the 2022-23 Student Handbook for the Win-E-Mac School District.

Student Printed Name

Student Signature

Date

Win-E-Mac Elementary Handbook 2026-2027



Vision Statement

Win-E-Mac Schools, a place where "Kids Come First"

Mission Statement

"To enhance and enrich the education of students by increasing parental involvement, maximizing community resources, providing for a safe school environment, and fostering mutual respect for all students"

WIN-E-MAC ELEMENTARY SCHOOL
GRADE K-6

Dear Parents:

The main goal of the Win-E-Mac School is to ensure that you son or daughter has a positive and successful experience in school. To accomplish this goal, we believe it is very important that there be a close working relationship between home and school. By working together, we believe we can make a difference in the students' lives.

This Parent/Student Handbook has been designed to assist you and your son or daughter in knowing what is expected at school. Please take the time to review the handbook and share the most important information with your son or daughter prior to the beginning of the school year.

The administration, teachers and other support staff are here to serve the needs of each Win-E Mac student. Any time that you have a question or concern, please feel free to call. Your input is always appreciated. The telephone number at the school is 687-2236 or 563-2900.

Sincerely,

The Win-E-Mac School Board
The Win-E-Mac Administration and Staff

**** The legislature passed many new laws and rules governing school discipline and school procedures. To date we are still learning the interpretations of many of these items and will continue to modify the handbook as policies are adopted and administration has been fully informed of the changes.**

****The contents of this handbook are subject to change****

Win-E-Mac Building Goals

Elementary

The district will increase overall student proficiency by a minimum of 5% above the prior year's average on MCA-II tests.

- *Curriculum will include vocabulary and test-taking strategies*
- *Practice tests will be given to familiarize students with material and test formats.*

Students will challenge each other on practice tests to encourage high achievement.

- *Staff development will focus on math standards, guided reading, coaching, and other elements of best practice teaching*
- *NWEA will be utilized in the primary grades (K and 1) to monitor student growth*

The district will foster, encourage, and reward student achievement.

- *Acknowledge MCA achievements*
- *Provide Incentives for weekly reading calendar goals*
- *Incentives will be used in conjunction with the Accelerated Reader Program*

The district will foster an environment which encourages parent involvement.

Community and school resources will be emphasized at the open house in the beginning of the school year

- *The school website will be improved to make it more accessible for student, staff, and parental usage*
- *Staff will be expected to make frequent contact with parents through the use of e-mail,*

phone, or written contact

- *Literacy nights will be planned throughout the school year*
- *Information on Learner Locator numbers along with MCA II results will be provided at the Open House*
- *Genesis will provide web based gradebook and other student information to parents*

3

PROPOSED CHILDREN'S "BILL OF RIGHTS"

The following is the text of the proposed "Bill of Rights for Children: An education Charter for the Decade of the Child" as drafted by Thomas Sobol, Commissioner for New York State.

ALL CHILDREN HAVE THE RIGHT TO:

- A healthy, secure, nurturing infancy and early childhood;
- A free, sound, basic education;
- An education appropriate for his/her needs;
- An education which respects their culture, race, socioeconomic background, and the language of their home;
- Schools and educational programs which are effective;
- Educational programs which prepare them for jobs, for college, for family life, and for citizenship in a democracy;
- The resources needed to secure their education rights;
- Pursue their education in school buildings which are clean, safe, and in good repair; ▪
Pursue their education without fear;
- An education, which involves responsibilities as well as rights.

DATA PRIVACY

PRIVACY RIGHTS

Educational records, which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian.

DIRECTORY INFORMATION

The Win-E-Mac School District will from time to time disseminate “Directory Information” which is limited to:

- The student’s name, address and telephone number
- The student’s date and place of birth
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- The student’s grade level
- Student’s participation in officially recognized activities/sports
- The weight and height of athletic teams
- The student’s date of attendance
- Degrees and awards received, to include name on honor roll
- The most recent previous education agency or institution attended
- The student’s photograph

If it is your intention to limit dissemination of this type of directory information on your child, you may indicate this in writing to the building principal and/or superintendent. A publication permission form will also need to be on file at school prior to releasing student school pictures or videos.

ACCESS TO RECORDS

Parents have the right to inspect and review all educational records directly related to their children. In case of legal separation or divorce, both parents may have access to a child’s educational records unless a court order to the contrary has been filed with the school.

Parents of a student may request to inspect and review any of the student’s educational records except those, which are, by state and federal law, made confidential. The district will comply with the request immediately, if possible, and if not, within five (5) working days. In certain circumstances an additional five (5) working days may be required in order to comply. Copies of the records may be obtained at a reasonable fee as established by the district. If a person requests such, copies of a student’s records will be provided at a cost.

- A. The school has on file student grades, attendance record(s), standardized test scores, and discipline records that have resulted from work since the student began attending school. If a student has attended several different schools, those records will have followed the student to this school and be on file here.
- B. You may also request that items be corrected or removed from your child’s file. In the event that parents or guardians make such a request, it must be submitted in writing and the person in charge of records shall, within thirty (30) days, grant or deny the request. In the event that the request is denied, you may appeal the decision to the superintendent and ultimately to the school board.
- C. Student records, or any part thereof, cannot be transferred in writing or orally to any place without the written consent of the parent or guardian, with the exception of another public school in the state in which the student has already enrolled after transferring from this school or by court order.
- D. All students will be treated in accordance with the provision of Public Law 93-380, passed by Congress in 1974, Chapter 479 of the 1974 and Chapter 401 of the 1075 Sessions Laws of the State of Minnesota. These laws and procedures apply to the

records of graduates of this school.

ARRIVAL AND DEPARTURES

Students should not come to school earlier than 8:00 a.m. in the mornings, there is no supervision of students inside or outside of the building prior to 8:00 a.m. Teachers arrive for work at 8:00 a.m. and are here daily until 3:35 p.m.

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If the usual departure routine of your child is to be changed, you must let the school know in writing. Students who ride the same bus but need to get off at a different stop may do so only with written parental permission.

Children going on a bus other than the one they normally ride must also have a written note from their parents requesting different transportation. This note must be given to your child's teacher and then sent to the office where a note from the principal will be written to the bus driver noting the child's name and destination.

For the safety of your child, telephone calls cannot be accepted to change your child's destination after school. (The building principal will evaluate extreme emergency situations).

If a child needs to be dismissed during the school day, the parents must send written permission in advance. Students will not be called from class until the parent arrives in the office to sign the child out. We do not release children to anyone other than the parent without the written permission of the parent.

To assist us in our daily routines, unless an emergency arises, please do not call and ask us to deliver messages to students during class time. Please be sure to make all necessary arrangements with your child prior to their leaving for school in the morning.

When your child arrived at school late, please check them in to the office so we all know they have arrived safely.

No students will be permitted to leave the school building or schoolyard during the school day with anyone other than a school employee, police officer or court official with a court order, parent or individual designated in writing by the parent.

ATTENDANCE

Regular attendance at school is an important fact in your child's success. Regular attendance is expected. **Please call the school in the morning before 8:25 am when your child will be unable to come to school that day. When your child returns to school, please write a note explaining his/her absence.** Since good attendance habits begin in the elementary, please stress excused absences with your child. These include: illness, death in the family, religious holidays, court or judiciary appointments, medical and dental appointments. Please do not allow your child to say home simply because they do not feel like coming to school.

PARENT CONFERENCES

Scheduled parent conferences will be held twice during the school year. Parents are encouraged to attend the conferences to discuss their son's/daughter's progress. Parents are encouraged to call the school at any time that they feel they would like a progress report regarding their child. According to Minnesota Statute, the school is under no obligation to schedule separate parent conferences in cases of divorce or separation.

REPORT CARDS

Report cards are generally sent home with the elementary students at the end of each of the first three quarters. Final report cards are sent by mail along with any testing results, such as NWEA reports or Basic Skills, if they are available.

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TESTING PROGRAM

Students in grades K-6 will take the NorthWest Evaluation Association. State assessment tests will also be administered in grades 3-6 as required by the Minnesota Department of Education.

RETENTION OR PROMOTION

Whenever there is the possibility that retention is being considered for a student, the parent, the teacher and principal will meet to come to a decision that will be in the best interest of the student.

NEW STUDENT ENROLLMENT

If you are entering a Minnesota School for the first time from another state, a Minnesota immunization form must be completed and on file in the principal's office.

A child entering kindergarten for the first time needs the following:

1. Birth Certificate
2. Records of immunizations to date
3. Social Security Number (this is used as a state reporting number with the MARRS system)

A child must be five (5) years of age prior to September 1 to enter kindergarten.

A child must be six (6) years of age prior to September 1 to enroll in the first grade unless they have successfully completed kindergarten at another school.

CLASSROOM VISITATIONS

Parents are encouraged to visit their child's classroom. As a matter of courtesy, it is requested that arrangements for the visit will be made with the classroom teacher in advance. This may not be possible with circumstances involving our school status during Covid-19.

Although we encourage parents to visit the classroom, we ask that, if at all possible, preschool children not be brought along. Usually, a visit to school by siblings or by friends who may be on vacation causes disruptions to the learning program. If you have a request, please work directly

with the elementary teacher to determine what might work best.

As a courtesy to everyone, if you are coming in the morning to eat with your child, we ask that all guests exit the building prior to the start of the school day. The bell rings at 8:25 a.m.

PARENTAL CONCERNS PROCEDURE

If a problem arises concerning the school, the Board of Education requests that you take the following steps to resolve it:

1. Talk directly with the person(s) involved

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2. If the problem is not resolved at that level, contact the principal or supervisor 3. If you feel the problem still exists, you should meet with the superintendent 4. If after meeting with the superintendent, the problem has not been resolved; you are encouraged to express your concerns to the Board of Education.

Every attempt should be made to solve the problems at the closest level of involvement.

SCHOOL INSURANCE

Information on school insurance is sent home in the fall to all students. Parents are asked to read through the information and apply for the insurance if they see fit. The school district is not selling insurance, only making it available to those who are interested in it.

IMMUNIZATION

Minnesota Law requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella. All students are expected to be in compliance on the first day of their entry into school.

ILLNESS AT SCHOOL/ACCIDENTS

We do not always have a school nurse on duty daily. Because of this, it is very important that parents give us the emergency telephone numbers of someone who can come to get your child in the event that we cannot reach you. No form of diagnosis or medical treatment will be carried out by any school personnel. In the event of illness or injury of a student, the medical responsibility of the staff member ends after normal and necessary first aid has been administered.

Students injured in the gym, classrooms, and halls or on the playground will immediately report the accident to the teacher/supervisor in charge. A written report will be submitted to the principal. The student will be referred to the office and their parents notified as soon as possible, should the accident warrant calling the parents.

MEDICATION

Drugs or medications, particularly aspirin products, are not to be dispensed by school personnel. In the event that students are to be taking medication during the school day, arrangements should be made through the principal's office. A form for the dispensing of medication is available in

the principal's office.

LIBRARY BOOKS/TEXTBOOKS

Library books that are abused or lost must be paid for at the current market price to replace them.

Textbooks are loaned to students for their use during the school year. Students must pay for lost or damaged textbooks.

INSTRUCTIONAL PROGRAMS

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In addition to core academic instruction, students at Win-E-Mac are also provided instruction, educational opportunities, and support services in a wide variety of areas. Instructional programs include music, band, physical education, and keyboarding. Support programs include Title I and a wide variety of Special Education services. Educational opportunities include activities such as lyceums and guest speakers.

FIELD TRIPS

Classroom teachers will communicate with parents prior to all field trips. One part of the communication includes a signed permission form from the student's parent or guardian. This permission slip must be signed and returned in order for the student to participate. Nearby trips may be included as part of the overall permission slip.

PHYSICAL EDUCATION

All students shall participate in physical education unless they are experiencing some disability. If this is the case, we must have a note from the student's parent or guardian, which may excuse them for the day. If the excuse needs to be extended longer than that, a doctor's written statement is necessary.

CHURCH SCHOOL/RELEASE TIME

The Win-E-Mac School District cooperates with the local churches of the community in a release time religious instruction program. The schedule for this program and all arrangements are made through the churches. When they have their classes setup, you will have the opportunity to sign a release form for your child to attend. We also cooperate with the churches in terms of behavior and attendance issues that might arise as a result of a student attending release time. At any time that a minister would request that a student stay back at school for a period of time rather than attending release time, we will comply. When it is necessary, we encourage the minister to telephone you directly regarding the problem.

WEDNESDAY EVENING ACTIVITIES

School events are generally not scheduled on Wednesday evenings to allow for church-affiliated activities.

PARTIES

On occasion, elementary classes have parties and programs where food is served. During these times, you will receive a notification from your son's/daughter's teacher outlining what is to be expected. Please do not send food to school unless requested or previously approved by the specific classroom teacher. ***All food brought to school must be wrapped and purchased from a store or bakery.*** If you plan on having a large number of students ride home on the school bus you must arrange it with the office. Reminder to students: No pop, food, or malts are allowed in the locker areas or classrooms.

BIRTHDAY PARTIES/OTHER CELEBRATIONS

If you are planning a birthday party for your child that is to take place right after school, please be advised of the following: If you plan to be taking children home with you, each of the

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children will need written permission from their parents to do so. This is in keeping with the transportation policy.

LOST AND FOUND

Place your child's name on book bags, lunch boxes, jackets, etc. This will assist school personnel in returning lost articles. Students who find lost articles are asked to bring them to the office where the owner can claim them. If your child has lost something, please ask them to check the lost and found box.

MONEY AT SCHOOL

Your child might bring money to school for various reasons-lunch payments, field trips, pictures, etc. The cost for most of these will be known in advance. This means that you can write a check or give your child the exact amount of money in an envelope with his/her name on it, grade level and teacher's name. The school office does not keep money on hand to make change available for large sums of money.

CARE OF SCHOOL PROPERTY

Any student guilty of willful destruction of school property shall be held financially responsible and/or subject to disciplinary action. Each student is requested to do his/her part in caring for the building and grounds.

CARE OF PERSONAL PROPERTY

All personal property of individual students is the responsibility of the individual student owning the property.

SCHOOL CANCELLATIONS/EARLY DISMISSALS

In the event that there is a possibility that school will be starting late or closing, please do not call the district office for this weather information. Announcements concerning school closings will

be made as early as possible. The Win-E-Mac School District uses the following radio and TV stations to make announcements of this nature:

Crookston, KROX (1260 AM)
Grand Forks, KYCK (97.1 FM)
Fosston, KKCQ (1480 AM, 107.1 FM, 96.7 FM)
Television (Channel 4, 8, 10 and 11)

FIRE AND TORNADO DRILLS

In order to be prepared for an emergency evacuation of the school, at least five (5) fire drills a year are conducted. It is hoped that continual practice in evacuation of our building will ensure rapid and orderly evacuation if and when an emergency should arise. The law also mandates that we conduct five (5) lock down drills to prepare for an emergency situation that may arise at the school.

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The statewide tornado drill is held every year in the month of April for all students and staff to practice protection procedures.

BOMB THREATS AND EVACUATIONS

In the event of a bomb threat, the students and staff will follow a safe evacuation

procedure. **SCHOOL LUNCH/BREAKFAST PROGRAM**

The Win-E-Mac School District offers a voluntary hot lunch program for all students. Your child may take part in our program or bring a sack lunch from home rather than purchasing hot lunch at school. The cost of meals is published in the packet of information that is sent home prior to the beginning of the school year.

School policy does not allow for the charging of meals. We encourage parents to pay for their child's lunches by the week or by the month. Checks for the exact amount should be made payable to the school district.

Fee and reduced lunch applications forms will be sent home in a school information packet prior to the start of the school. You must have a current approved application on file in order to receive free or reduced lunches. Applications do not carry over from year to year.

Breakfast is offered daily at school to all students in grades K-12 and will be free to all Kindergarten students.

CAFETERIA RULES

1. Eat your own lunch. Do not share food.
2. Put all trash into the proper cans.
3. Do not throw food.
4. Visit softly in a conversational tone with your neighbor, not someone across the cafeteria
5. Do not leave the cafeteria until you are dismissed or excused

6. Keep hands, feet and other objects to yourself
7. Follow the directions/show respect for the cafeteria supervisors/teachers
8. All lunches are to be eaten in the lunchroom. Food and/or beverages are not to be taken from the lunchroom

GENERAL SCHOOL WIDE RULES

1. Follow directions the first time they are given.
2. Show respect for yourself, others and school property
3. Keep hands, feet and other objects to yourself
4. No cursing, name-calling, teasing or obscene gestures
5. No fighting
6. Walk in the hallways, don't run
7. No possession or use of dangerous objects or weapons which have a potential for causing injury (knives, throwing stars, BB guns, syringes, laser pointers, etc)

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8. Students are not to touch the fire extinguishers and/or the fire alarm system unless instructed to do so

CLASSROOM DISCIPLINE

Each teacher in the Win-E-Mac District develops his/her own classroom discipline plan. Each classroom has its own set of rules, consequences, and rewards. These rules are reviewed with the students and posted in each of the classrooms. At some point, in each classroom plan, there is a level at which a child may be sent out of the classroom to the principal's office. When a student is sent to the principal's office, in addition to the teacher calling the parents, the following may occur, depending on what the incident was:

1. Conference with the student and the opportunity to work it out with the other person(s) involved.
2. Conference with student and parent telephoned with the possibility of student removal from class for a period of time in order to work things out
3. Conference with the student, parent and teacher or other staff member; loss of privileges; possibility of after-school detention, in-school suspension, or out-of school suspension. Possible contact with law enforcement or social services.

Note: A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

In the case of a "severe infraction":

A "severe infraction" is defined as:

1. A "blatant" refusal to comply with or follow the rules
2. A "malicious" destruction of property
3. "Purposeful" (with intent) to physically injure another

"Severe" clause:

1. Immediate removal from school to home
2. Temporary isolation until parent is available for a conference and to take the student home

3. At the discretion of appropriate personnel, a second conference with possible involvement of a police liaison officer and/or social worker or other appropriate community agency and a suspension from school may occur in accordance with the Pupil Fair Dismissal Act (see copy at the end of this handbook).

APPROPRIATE DRESS

We ask that students dress appropriately for school. Clothing or mode of dress that interferes with the educational process or school activities, or poses a threat to the health or safety of the student or others is not acceptable. Clothing that will not be accepted include: 1. suggestive clothing

2. clothing that is vulgar or obscene

3. clothing that promotes products or activities which are illegal for use by minors 4. objectionable emblems, signs, words, objects, or pictures on clothing that communicate messages that are racist, sexist, or could be construed as gang related attire

5. **Hoods and hats in the school building. Please remove them once you enter the building.**

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Appropriate clothing also refers to dressing for extreme weather conditions. In the winter, K-3 elementary students are required to wear snowsuits, hats, mittens, and boots in order to participate in recess. Students in grades 4-6 are encouraged to wear coats, hats, boots and gloves for recess. If you need help in obtaining these items of clothing for your child, please give the principal a call. We have some items on hand that are available to be used by your son/daughter.

During the fall and spring, children should bring a jacket or sweater with them due to the unpredictable Minnesota weather. If it is raining or if the weather is severe, students are generally kept indoors. Please encourage your children to go outside for recess unless they have a medical reason for being unable to do so.

CELL PHONES

Elementary students are highly discouraged from bringing cell phones to school. If they must carry one, we ask that they are stored in their locker as to not disturb the classroom environment by unwanted calls during instructional time and/or students receiving or sending text messages. The problem exists in the high school and is continuing to work its way to lower grades. This policy includes Apple Watches, and other watches that serve as cell phones.

Consequences will be the same as in the high school. If the phone goes off in school or a student is viewed to be texting or sending/receiving calls, the phone will be taken away and placed in the office until a parent can come to the school to pick it up. Repeat offenses will be dealt with by the principal.

HEELYS, SPINNERS, ROLLER SKATES

Heelys, spinners or other wheeled shoes will no longer be allowed in the school building or on school grounds. The shoes pose a risk to student injury and also have been causing damage to the commons area and gym floor. Students are asked to not bring these type of shoes to school or wear them to games or to open gym on Sundays.

WEATHER POLICY FOR OUTSIDE PLAY

Students will be outside for noon recess play on days when the temperature/wind chill conditions are not in the danger category or worse. Exceptions to this include rain, snow, sleet etc. Students are always allowed to enter the building at an assigned area to warm up during noon recess.

PLAYGROUND RULES GRADES K-6

1. Be kind to each other! NO FIGHTING – not even “fun” fighting
2. One person down the slide at a time. Go frontward and do not put snow or rocks on the slide
3. No playing by the windows
4. Play only on the playground area
5. No throwing of sand, rocks or snowballs
6. One person on the swing at a time. Do not try to walk close to the swings when someone else is swinging.
7. Keep your hands and feet to yourself.
8. Follow the directions given to you by the playground supervisor.

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Possible consequences for not following these rules:

Daily consequences:

1. 5 minute “timeout” sitting by the building
2. Go to the principal

Go to Office Immediately:

1. Throwing rocks, snowballs or ice
2. Fighting
3. Not following supervisors directions
4. Swearing/disrespect

Accumulative consequences per nine-week period: (given only by the principal)

Step 1 Detention for remainder of the noon period

Step 2 Two days of noon detention and parents called

Step 3 Three days of noon detention and parents called

Step 4 Five days of noon detention and parents called

TRANSPORTATION/BUS RULES AND VIOLATION CONSEQUENCES

Bus drivers are responsible for the students on their buses. Directions given by the bus drivers are very important and should be followed immediately.

Bus Rules

1. Immediately follow the directions of the driver
2. Sit in your seat facing forward
3. Talk quietly and use appropriate language
4. Keep all parts of your body inside the bus
5. Keep your arms, legs and belongings to yourself
6. No fighting, harassment, intimidation or horseplay

7. Do not throw any objects
8. No use of tobacco or drugs
9. Do not bring any weapon or dangerous object on the school bus
10. Do not damage the school bus

Bus Rule Consequences

- 1ST offense Warning
 - 2nd offense 3-school day suspension from riding the bus
 - 3rd offense 5-school day suspension from riding the bus
 - 4th offense 10-school day suspension from riding the bus
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Note:

If any elementary student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

Other Discipline

Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus or bus stop misconduct.

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Records

Records of school bus/bus stop misconduct will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons possession or vandalism), the superintendent, local law enforcement officials and the Department of Public Safety will be informed.

BICYCLES

In the fall and spring of the year, students will occasionally want to ride their bikes to school. The school cannot be responsible for these issues and discourages the riding of bicycles to school by students.

STUDENT BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES

During home athletic events, concerts, etc, you as a parent are responsible for your children. Children are not to be running in and out of the gym, commons area, or any other part of the building. All students are expected to sit and watch the event and to take breaks at the appropriate time.

SEXUAL HARASSMENT AND VIOLENCE SYNOPSIS

The Win-E-Mac School District has adopted a Sexual Harassment and Violence policy for staff

and students. Basically, the policy states that the school district prohibits any form of sexual harassment and violence toward an employee or student. In the event of a complaint, whether formal or informal, written or verbal, the district will investigate and take appropriate action to discipline any employee or student who is found to sexually harass or be sexually violent.

The policy describes a reporting procedure with a time line for the investigation of the allegation. The school district encourages the reporting party or complaint to use the report form that is available from the principal or superintendent. It is the school district's intent to protect victims of sexual abuse, and it will not allow retaliation against any person who reports the alleged sexual harassment or violence or who testifies, assists or participates in an investigation.

The policy further defines sexual harassment and violence. For a detailed copy of this policy, see the copy at the end of this handbook.

INTERNET POLICY

All students using the Internet will need to have reviewed a copy of the District Internet Policy and a signed student-parent agreement must be on file prior to use of the Internet at school. A copy of the Internet policy can be found at the end of this document.

FORBIDDEN ITEMS

The following items have no place at school: knives, weapons of any kind, laser pointers, firecrackers, matches, cigarettes, drugs/alcohol, **lighters**, water guns, and pornography. Items

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that cause disruption or problems at school will be taken from the student and appropriate disciplinary action will be taken, including notification of parents.

One item that caused a lot of disruptions over the past few years was “Spinners”. Spinners and other such like devices will no longer be allowed in the school building or on school grounds unless required by and IEP or 504 plan approved by the building Principal. Squishies have been added to the list. They are distracting and are often traded, stolen, popped, etc. and it disrupts the school day. They will be confiscated.

Students who bring a weapon to school, or any item that is intended to be used as weapon against another person, will be subject to immediate suspension. Law enforcement officials will be notified immediately.

LOCKER POLICY

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. Inspections 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. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched

unless disclosure would impede an ongoing investigation by police or school officials.

WEAPONS POLICY SYNOPSIS

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon and through its use is capable of producing great bodily harm or death, or any instrument that is used to threaten bodily harm or death. (Minnesota Statute 609.02 subd. 6). Some examples of weapons are: guns (loaded or unloaded), including pellet guns, look-alike guns or nonfunctioning guns that could be used to threaten others, knives, clubs, metal knuckles, numchucks, throwing stars, explosives, and blunt objects (hammers, clubs, etc)

“Possession” of a weapon refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

Weapons are not to be used in “school zones”. According to Minnesota Statute, Section 152.01 subd. 4a, a school zone is any property owned, leased, or controlled by a school district where children in grades K-12 attend for the purpose of education or extracurricular activities. This includes the area within a school bus when that bus is being used to transport one or more students.

POSSESSION AND/OR USE OF A WEAPON IN A SCHOOL ZONE WILL RESULT IN THE FOLLOWING:

1. Immediate notification of the student’s parents
2. Confiscation of the weapon
3. An initial suspension of the student from school for 3-5 days
4. Contact of law enforcement officials
5. Possible recommendation to the superintendent of schools that the student be expelled

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6. Report with the Minnesota Department of Children, Families and Learning

This policy is established in accordance with the Minnesota Statutes – July 1994. For a more detailed version of this policy, see the copy at the end of this handbook.

2026- 2028

WIN-E-MAC SCHOOL DISTRICT # 2609



MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT # 2609
(WIN-E-MAC)

AND

EDUCATION SUPPORT PERSONNEL (ESP)

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ARTICLE I PURPOSE

PARTIES: This Agreement is entered into between Independent School District No. 2609, Erskine, Minnesota, hereinafter referred to as the School District, and the EM Local #2423A, hereinafter referred to as the exclusive representative, pursuant to and in compliance with Public Employment Labor Relations Action, hereinafter referred to as PELRA to provide the terms and conditions of employment for lead custodians, custodians, cleaners, food service employees, bus drivers, lead bus driver, secretaries and paraprofessionals during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

SECTION 1. RECOGNITION: In accordance with PELRA, the School District recognizes EM Local #2423A as the exclusive representative for lead custodian, lead bus driver, custodians, cleaners, food service employees, bus drivers, secretaries and paraprofessionals- employed by the School District which exclusive representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

SECTION 2. APPROPRIATE UNIT: The exclusive representative shall represent all such employees of the School District contained in the appropriate unit as defined in ARTICLE II, Section 1. excluding confidential employees, bookkeeper, Superintendent, supervisory employees, essential employees, and part-time employee's whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employees bargaining unit, and such other employees excluded by law. An employee, who is employed by the School District to replace an employee, where that substitute is employed more than 30 consecutive days, is to be considered in this unit.

ARTICLE III DEFINITIONS

SECTION 1. TERMS AND CONDITIONS OF EMPLOYMENT: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance of retired employees or severance pay, and the School District's personnel policies affecting the working conditions of the employees. In the case of school employees, "terms and conditions of employment" includes adult-to-student ratios in classrooms, student testing, and student-to-personnel ratios. The term is subject to the provisions of PELRA.

SECTION 2. SCHOOL DISTRICT: For the purposes of administering this Agreement, the term, "School District," shall mean the School Board or its designated representative(s).

SECTION 3. OTHER TERMS: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

SECTION 1. INHERENT MANAGERIAL RIGHTS: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion of policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

SECTION 2. MANAGEMENT RESPONSIBILITIES: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations, so long as such actions do not conflict with the Master Agreement.

SECTION 3. EFFECT OF LAWS, RULES, AND REGULATIONS: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the rights, obligation, and duty of the School Board and its duly designated officials to promulgate rules deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to state and federal laws, rules, regulations, directives and orders. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

SECTION 4. RESERVATION OF MANAGERIAL RIGHTS: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the School District.

ARTICLE V EMPLOYEE RIGHTS

SECTION 1. RIGHT TO VIEWS: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed and does not interfere with the full faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

SECTION 2. RIGHT TO JOIN: Pursuant to PELRA, employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an

appropriate unit, shall have the right by secret ballot, to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit.

SECTION 3. REQUEST FOR DUES CHECK-OFF: Any member of the bargaining unit may authorize the District to deduct from his/her pay the amount of dues charged by the union. This authorization must be in writing and forwarded to the payroll office not less than two (2) weeks before the payday when it becomes effective. The District also agrees to implement all the terms of the dues check-off authorizations submitted to the District by the Union and agreed to by the employee

When a bargaining unit member has so authorized a dues deduction, such authorization cannot be cancelled except during the month of September each year. Cancellation must be in writing, to the Union local president of the bargaining unit, who will then notify the payroll office within The first week of October.

The Employer shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted, and all other provisions agreed to by the employee as stated in the authorization.

Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in eight (8) equal installments, beginning with the second pay period in October and ending with the second pay period in May.

SECTION 4. NOTICES: The exclusive representative will have the right to place notices, circulars, and other material in employees' mailboxes as long as such placement does not disrupt normal operations of the School District.

SECTION 5. REPRESENTATION: A member of the state or national organization may meet with an employee when such meeting does not interfere with normal school operations, with prior written notification by the representative to the Superintendent or principal.

SECTION 6. PERSONNEL FILES: All evaluations and files generated within the School District related to the individual employee shall be available to the individual employee upon written request. Employees shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any materials contained therein, provided, however, the School District may destroy such files as provided by law.

SECTION 7. USE OF SCHOOL DISTRICT FACILITIES: The exclusive representative shall have the right to use School District facilities in which to hold meetings.

SECTION 8. EMPLOYEE DISCIPLINE: No employee will be disciplined without just cause. All discipline will be subject to the grievance procedure.

SECTION 9: STAFF DEVELOPMENT & TRAINING:

SUBD. 1 **Entry Level Orientation:** The district will offer new employees training regarding their assignment at the time of employment. Training should include, but not limited to, the following: Personnel policies that apply to the employee, A review of the contractual obligations of the District to the employee, relevant statutory obligation of the employee (e.g., mandatory reporting, confidentiality/data privacy, use of force, documentation), therapeutic restraint, specific training regarding their assignment and/or students they will be assigned to, introduction to supervisor, and other topics deemed to be necessary to be prepared for the assigned job.

SUBD. 2: **Ongoing Training:** The District may offer ongoing training to all staff designed to enhance skills, update policies and procedures, renew certifications, and to expand skills that will allow them to work in other settings.

SUBD 3: **Staff Survey:** The District will survey staff on a yearly basis regarding their needs for staff development.

SUBD 4: Employees assigned to support a student or students with Individual Education Plans (IEPs) will be provided with data necessary to implement the student(s)' IEP at the start of the school year, when a new student joins the school or classroom, when an employee's assignment changes, and when the IEP is amended.

ARTICLE VI RATES OF PAY

SECTION 1. RATES OF PAY:

SUBD. 1. **Rate:** The wages and salaries reflected in Schedule A. attached hereto shall be part of the Agreement for the period commencing July 1, 2026 to June 30, 2028, and thereafter until a new Agreement is ratified by the parties.

SUBD. 2. **Withholding:** An individual employee's salary advancement is subject to the right of the School District to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

SUBD 3. **Status of Salary Schedule:** The salary schedule shall not be construed as a part of an employee's continuing contract. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, an employee shall be compensated according to the previous year's compensation until such time that a successor Agreement is executed.

SUBD 4. **Longevity Increment:** Any employee who attains four (4) years of service to the District will receive an additional \$1.00 per hour, above the employee's hourly rate according to their step placement, at the beginning of their fifth (5th) year of service through their ninth (9th) year of service. After the initial longevity increment, employees will receive an increase of \$.50 per hour, above the employee's current hourly rate of pay, at the beginning of the employee's 10th, 15th and 20th year. See

examples below. Employees who complete their 4th, 9th, 14th, or 19th year of service at the start of the 2nd semester or earlier will be eligible for the corresponding tier of longevity at the commencement of the contract year.

<u>Years of experience</u>	<u>Longevity Compensation in addition to hourly rate of pay:</u>
Start of year 5 through year 9	\$1.00
Start of year 10 through year 14	\$1.50
Start of year 15 through year 19	\$2.00
Start of year 20+	\$2.50

SUBD 5. **Step Movement:** For the 2026-2027 and 2027-2028 Contract years, all employees who are eligible for step movement will move one step.

SECTION 2. METHOD OF PAYMENT: Employees shall be paid semi-monthly on the fifth (5th) and the twentieth (20th) of each month. If the 5th or the 20th falls on a weekend or holiday, said employees shall be paid the last scheduled day of work preceding the weekend or holiday as specified in Article IX. The last payment of the school year shall be on the 5th or the 20th of the month.

SECTION 3. METHOD OF PAYMENT: At the option of the employee, a specified dollar amount will be withheld from every paycheck to be held by the employee in their personal account. Amounts will be allowed in equal dollar increments. The specified amounts will be direct deposited by the District into the account of the employee each pay period.

SECTION 4. All summer driving will be paid at the regular route rate of pay or activity rate of pay, whichever is greater. Summer driving occurs between the last student contact day in the spring and the first student contact day in the fall.

SECTION 5. **Night Custodian:** Custodians working the evening shift will earn an additional \$2.00 per hour above their step placement for any given year of the contract.

SECTION 6. Employees who were compensated \$1.00 per hour above step 15 of the 2023-24 wage schedule pursuant to paragraph 2 of the Memorandum of Understanding to resolve Grievance #1002 will be compensated \$1.00 per hour above step 12 of the 2026-27 and 2027-28 wage schedules each respective contract year as well as any longevity pay or pay differentials for which they are eligible.

ARTICLE VII LEAVES OF ABSENCE

SECTION 1. SICK AND SAFE LEAVE:

SUBD. 1. **Earning:** An employee shall earn sick and safe leave annually at the equivalent rate of one and one half (1 1/2) days for each month of service to the School District. Sick and safe leave shall accrue monthly as it is earned on a proportionate basis to the employee's work day. For example:

8 hour employees – 12 hours per month
7 hour employees – 14.5 hours per month
6 hour employees – 9 hours per month
Drivers – 3 routes per month

SUBD. 2. **Accumulation:** Unused sick and safe leave days may accumulate to a maximum credit of one hundred twenty (120) days of sick and safe leave per employee.

SUBD. 3. **Use:** Sick and safe leave with pay shall be allowed in accordance with MN Statutes 181.940 et Seq.

SUBD. 4. **Medical Certificate:** The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick and safe leave pay. In the event that a medical certificate will be required, the employee will be so notified.

An employer may require an employee to provide reasonable documentation of sick and safe leave use only when more than three consecutive days are used. If the employee is unable to secure the requested documentation, in most cases the employee may supply the employer with a written statement indicating the employee is using or used sick and safe leave for a qualifying purpose. The written statement may be written in the employee's first language and does not need to be notarized or in any particular format.

SUBD. 5. **Deduction:** Sick and safe leave allowed shall be deducted from the accrued sick and safe leave days earned by the employee. Sick and safe leave will be deducted in increments of one hour (unit) of a shift rounded to the next highest deduction. The unused remainder of a year's sick and safe leave shall be added to the total accumulation until the maximum is reached.

SUBD. 6. **Approval:** Sick and safe leave pay shall be approved upon the authorized sick and safe leave pay request form and with the signed approval of the Superintendent or immediate supervisor.

SUBD. 7. Sick and safe leave will be subject to the terms of MN Statutes 181.940 et Seq., in addition to the benefits listed in the rest of this section.

SECTION 2. CHILD CARE LEAVE:

SUBD. 1. **Use:** A child care leave shall be granted by the School District, subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full-time basis.

SUBD. 2. **Request**: An employee making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended leave. Leave under this section will be without pay or fringe benefits.

SUBD. 3. **Medical Statement**: If the reason for the child care leave is occasioned by pregnancy, an employee may utilize sick and safe leave pursuant to the sick and safe leave provisions of the Agreement during a period of physical disability. However, an employee shall not be eligible for sick and safe leave during a period of time covered by child care leave. A pregnant employee will also provide, at the time of leave application, a statement from her physician indicating the expected date of delivery.

SUBD. 4. **Duration**: In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

SUBD. 5. **Reinstatement**: An employee returning from child care leave shall be re-employed in a position within classification for which he or she is qualified. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit during child care leave.

SUBD. 6. **Failure to Return**: Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

SUBD. 7. **Insurance Continuation**: An employee on childcare leave is eligible to participate in group insurance programs available and if permitted under the insurance policy provisions but shall pay the entire premium, unless otherwise required by law, for such programs as the employee wishes to retain commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the district pursuant to this section.

SECTION 3: ADOPTION LEAVE: Time off for travel and hearing procedures, not to exceed 10 days, will be allowed without loss of pay. However, days taken off will be deducted from sick and safe leave. Upon written request, the School Board may grant an unpaid leave of absence.

SECTION 4. BEREAVEMENT: Through the duration of this Agreement up to five (5) days of leave per incident shall be allowed for death in the employee's immediate family, with the first three days not to be

deducted from sick and safe leave. The fourth (4th) and fifth (5th) days will be subtracted from sick and safe leave. Immediate family is defined as the employee's spouse, children, parents, siblings, grandparents, grandchildren or spouse's siblings, spouse's parents and spouse's grandparents. Bereavement leave for additional days, or for persons outside the immediate family, shall be granted at the discretion of the Superintendent and subject to a three (3) day total limit per contract year, not to be deducted from sick and safe leave.

SECTION 5. MEDICAL LEAVE:

SUBD. 1. **Eligibility**: An employee, who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick and safe leave credit available or has become eligible for long term disability compensation, if available, may, upon written request, be granted a medical leave of absence, without pay, up to six (6) months. This leave may be renewed at the discretion of the School Board.

SUBD. 2. **Request**: A request for a medical leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

SUBD. 3. **Credit:** An employee who returns from an unpaid leave shall retain experience credit for pay purposes and other benefits, which had accrued at the time leave commenced.

SECTION 6. EXCLUSIVE REPRESENTATIVE LEAVE: The School District will grant ten (10) days of leave to elected officers or appointed representatives of the exclusive representative per contract year i.e. ten (10) people one (1) day or one (1) person ten (10) days or a combination thereof. Individuals certified by the exclusive representative to use this time shall be released without loss of pay. The cost of the substitutes for these days will be borne by the School District (up to ten). For purposes of mediation and arbitration, additional days may be granted. The cost of substitutes shall be borne by the exclusive representative and shall be paid upon receipt of a single itemized statement within 30 days. In addition, upon approval by the School Board, officers or appointed representatives may be granted an unpaid leave of absence.

SECTION 7. JURY SERVICE: An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

SECTION 8. MILITARY LEAVE: Military leave shall be granted pursuant to applicable law.

SECTION 9. LEAVE WITHOUT PAY: Employees shall be granted leave without pay for situations which may arise that are not covered by other leaves of absence in this Agreement. This leave approval will rest with the Superintendent and will be judged on a case-by-case basis. Leave without pay, when allowed, will be according to the following stipulations:

- A) Two (2) blocks of unpaid leave will be allowed per contract.
- B) Application must be made to the Superintendent at least ten (10) scheduled work days in advance, except in cases of emergency.
- C) Total days of unpaid leave are not to exceed ten (10) days.
- D) An employee must use all personal days before being eligible for unpaid leave.
- E) The School Board or designee may grant additional days at their discretion should an employee make an official request.

SECTION 10. PERSONAL LEAVE:

SUBD. 1: Three (3) non-cumulative personal leave days, not to be deducted from sick leave, four (4) for twelve month employees, not to be deducted from sick leave will be granted each year of the agreement. Personal leave will not be granted during the first five (5) days of the instructional year unless authorized by the Superintendent. No reason need be given for the leave, unless such leave occurs immediately preceding or following a school holiday. Unless there are unforeseen circumstances, notification of the leave must be given to the immediate supervisor three (3) days prior to the commencement of the leave. Personal leave may be used in hourly increments under the following provisions:

- 1- Principal is notified and agrees to the leave prior to the absence
- 2- Substitute is not required (If a substitute is required, personal leave will be charged in ½ day increments).

SUBD. 2: No more than 2 employees may be gone on any one-day for personal leave.

SUBD. 3: In the event that an employee does not use the personal leave days within the two-year contract period, the day(s) shall be paid out at the substitute rate of pay on the final pay period of the school year in the final year of the contract. Employees may opt to carry over up to two personal days into the next contract period at the conclusion of the current contract period, one personal day into sick leave at the conclusion of the contract period and remaining days paid out at the substitute rate of pay.

SUBD. 4: For twelve (12) month employee's, personal leave may not be used in combination with paid vacation time.

SUBD 5: Personal days can be used in a cumulative manner over the duration of a contract. If an employee ends his/her employment before the start of the second year of the contract, and said employee has used more than half of the allotted personal days for the two year period, the employee will owe back the daily rate of pay for any personal days taken over half their allotted total for the 2 year contract period.

SUBD 6: If personal leave is denied by the District because of the unavailability of a substitute bus driver, the bus driver will receive compensation at the substitute rate for the denied day in addition to their regular pay. This subdivision applies to bus drivers only.

SECTION 11. EDUCATION SUPPORT PROFESSIONALS (ESP) SICK LEAVE DONATION:

SUBD. 1: Use: The shared leave can only be used for catastrophic situations: Transplant, etc. Shared safe and sick leave days can only be used for the employee, the employee's spouse/partner, or the employee's dependents. Employees must use all of their sick and safe and personal days before they can use days from the shared sick and safe leave days.

SUBD. 2: Request Committee: Upon written request, by the employee or another member of the union, a committee will meet to approve or deny the use of shared sick and safe leave days and make a report to the School Board. The committee will be comprised of the Superintendent, Principal, two (2) School Board members, and three (3) union representatives.

SUBD. 3: Donation of Day(s): An employee will be able to donate up to two (2) full sick and safe leave days per approved request by the committee, with a maximum of two (2) donated days per year, if they meet the qualifications listed in SUBD 3.a. Donated sick and safe leave days will be deducted from the donors accumulated sick and safe leave.

SUBD 3.a. Any employee donating time must have no less than fifteen (15) days of accumulated sick and safe leave.

SUBD. 4: Compensation: The Employee receiving donated days will be compensated at the step 1 rate of the respective salary schedule.

SUBD. 5: Grievance Procedure: The denial of any shared sick and safe leave day use is not a grievable item.

ARTICLE VIII HOURS OF SERVICE AND DUTY YEAR

SECTION 1. BASIC WORK WEEK: The basic work week, exclusive of lunch, shall be prescribed by the School District.

SECTION 2. BASIC WORK YEAR: The work year shall be prescribed by the School District, in conformance with current practice and job descriptions applying to each class of employee.

SECTION 3. PART-TIME EMPLOYEES: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of the other employees.

SECTION 4. SHIFTS AND STARTING TIME: All employees will be assigned starting time and shifts as determined by the School District.

SECTION 5. LUNCH PERIOD: Employees who work more than four (4) hours shall be provided a non-paid, duty-free lunch period of at least thirty (30) minutes.

SECTION 6. UNSCHEDULED CLOSINGS: When the district closes or alters its calendar due to a weather event, public health emergency, or other circumstances, employees will be compensated fully for the time the employee would have worked per Minnesota Statute 120A.416

In the situation where Minnesota Statute 120A.416 is repealed the following will apply:

SUBD 1. All employees will be eligible for up to three (3) days of pay each school year when school experiences an unscheduled closing.

SUBD 2. Examples of unscheduled closings include, but are not limited to: late starts, early outs, closings due to weather conditions, public health emergency, and/or building issues.

SUBD 3. These days apply only to unscheduled closings and do not accumulate year to year. They will be used automatically when an unscheduled closing occurs. The days will be forfeited if not used. In the event that all 3 days are used in the school year, the following shall apply:

1. If school is canceled before the start of the workday, no compensation will be paid.
2. If school is canceled before or during an employee's workday, then only the actual hours worked shall be compensated.
3. If school is cancelled or closed and not officially made up during the regular calendar, employees will be given the opportunity to work, at their daily rate of pay and by their own choice, the missed time

they have lost due to the school closing. Work time will be arranged with the employee for the time they missed. The make-up work may not necessarily be in their area of assignment.

In the event that school is scheduled to start late, these employees shall be expected to begin and end their regular shift accordingly. For example, if school starts one (1) hour late, staff expected to start their day at 8:00am will now start their workday at 9:00am. If the employee believes there is a safety risk, he/she must notify his/her immediate supervisor.

SUBD 4. If the thee (3) days of pay due to unscheduled closing have been used in a given school year and the District declares an e-learning day, the following language will apply. The District must continue to pay the full wages for scheduled work hours and benefits of employees for the duration of the e-learning period. During the e-learning period, employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

SUBD 5. Custodians may elect to come to work on an e-learning day and earn additional vacation time equal to the amount of time worked that day.

SECTION 7. SPORTS DAYS LANGUAGE: The School District reserves the right to modify the school calendar. In the event that school is closed due to a sporting event, the employee shall perform duties on another day(s) as the School Board or its designated representative shall determine. Employees shall be allowed the opportunity to be scheduled or rescheduled for the lost day(s).

SECTION 8. OVERTIME:

SUBD. 1. **Rate:** Employees who work in excess of forty (40) hours in any week will be compensated at the rate of one and one-half (1 1/2) times their normal rate of pay for the additional time worked.

SUBD. 2. **Approval:** No additional hours beyond the regular daily duty day, shall be worked without prior written approval and direction of the Superintendent or supervisor.

SUBD. 3. Compensatory time may be earned by the employee at the direction of the Superintendent. This only applies to employees whose workweek is less than 40 hours per week.

ARTICLE IX HOLIDAYS

SECTION 1. PAID HOLIDAYS: Twelve month employees shall be granted the following paid holidays: New Year's Day, President's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.

Employees who work less than twelve months shall be granted the following paid holidays: New Year's Day, President's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day if the holiday occurs during the employee's regularly scheduled duty year.

SECTION 2. WEEKEND HOLIDAYS: Holidays that fall on weekends will be observed on a day established by the School District.

SECTION 3. SCHOOL IN SESSION: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holiday which falls within an employee's vacation period, shall not be counted as a vacation day.

SECTION 4. APPLICATION: In order to be eligible for holiday pay, an employee must have worked the last regular workday before and the first regular workday after the holiday (unless on an excused paid leave).

ARTICLE X VACATIONS

SECTION 1. ELIGIBILITY: This article shall apply only to employees who are regularly employed on a twelve (12) month basis and forty (40) hour week.

SECTION 2. EARNED VACATIONS: Eligible employees under these provisions shall accrue vacation as follows:

SUBD. 1. **Accrual**: After six (6) months of full-time, consecutive service from the date of hire, an employee shall be eligible for five (5) days of paid vacation

<u>Completed years of service</u>	<u>Vacation days</u>
6 months - 1.5 years of service in the School District	5 days
1.5 years - 8 years of service in the School District	10 days
8 years and beyond of service in the School District	15 days

SUBD. 2. **In Relation to Unpaid Leave**: Should any year of service be less than full-time due to unpaid leave of absence, vacation days for subsequent years shall be prorated accordingly.

SUBD. 3. **Maximum**: Unused vacation days may be accumulated to a maximum of no more than ten (10) days.

SECTION 3. APPLICATION:

SUBD. 1. **Eligibility**: Vacations shall be determined on the hire date by the completed years of service of the employee.

SUBD. 2. **Resignation**: If the employee resigns before completing a full year of service, the employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken

deducted from the final check. An employee who has completed at least one year of service shall be entitled to receive the prorated pay for unused vacation time provided such employee provides the School District with at least two (2) weeks, advance, and written notice of resignation.

SUBD. 3. **Scheduling**: The scheduling of all vacation time shall be determined among the employee, the supervisor, and the Superintendent.

ARTICLE XI SENIORITY

SECTION 1. PROBATIONARY PERIOD: An employee under the provisions of this Agreement shall serve a probationary period of one full work year (nine (9) or twelve (12) months depending on job duties) of continuous service during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge, or other discipline is concerned.

SECTION 2. TRANSFERS: If a position opens the position would be posted and employees of District 2609 would have five (5) working days after the posting to apply. In filling such vacancies, consideration shall be given to qualified persons employed by the District. The School Board reserves the right to the final approval. The employee will begin a six (6) months probationary period after which time the employee would be considered permanent or recalled back into his/her original position in this new position (assuming that this new position is in a new classification).

SECTION 3. DISCIPLINE/DISCHARGE: After the probationary period is completed, disciplinary action against an employee or discharge of an employee shall be subject to the grievance procedure.

SECTION 4. SENIORITY DATE: Employees shall acquire seniority, within their classification, upon completion of the probationary period as defined in this Agreement, and, upon acquiring seniority, the seniority date shall relate back to the first date of continuous service in a position governed by this Agreement. If more than one employee commences work on the same date, the employee working the greatest number of hours per day shall be senior. If still tied, the employee who has the lowest PERA file number shall have the most seniority.

SECTION 5. REDUCTION IN FORCE: The parties recognize the principle of seniority in the application of this Agreement, within classification, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position as determined by the School District. An employee on layoff shall retain seniority and right to recall, within classification, in seniority order for a period of three (3) years after the date of layoff. The employee must send notice of availability of employment to the School District by April 1 of each year to be eligible for recall the following school year.

ARTICLE XII GRIEVANCE PROCEDURE

SECTION 1. Definitions: **Grievance**: A “grievance” shall mean an allegation in writing by an employee that the employee has been injured as a result of a dispute or disagreement between the employee and the School

District as to the interpretation or application of specific terms and conditions contained in this Agreement. The exclusive representative may file on behalf of an employee or group of employees.

SECTION 2. Representative: The grievant, exclusive representative, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in that party's behalf.

SECTION 3. Definitions and Interpretations:

SUBD. 1. Extension: Time limits specified in this Agreement may be extended by mutual written agreement.

SUBD. 2. Days: Any reference to days regarding time periods in this procedure shall refer to working days. A "working day" is defined as all week days not designated as holidays by state law.

SUBD. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

SUBD. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

SECTION 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted in writing, signed by the grievant, to the School District's designee, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date that the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

SECTION 5. Adjustment of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of that employee within the School District in the following manner:

SUBD. 1. Level I: If the grievance is not resolved through informal discussion, the School District designee shall give a written decision on the grievance to the parties involved within fifteen (15) days after receipt of the written grievance.

SUBD. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within five (5) days after the receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the

Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

SUBD. 3. **Level III:** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after the receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations back to the School Board. The School Board shall then render its decision.

SECTION 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure, provided the School Board or its representative(s) notifies the parties of the intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

SECTION 7. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time period provided herein shall constitute a denial of the grievance, and the employee may appeal it to the next level.

SECTION 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as explained herein:

SUBD. 1. **Request:** A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

SUBD. 2. **Prior Procedure Required:** No grievance shall be considered by the arbitrator which has not first been duly processed in accordance with the grievance procedure and appeal provisions.

SUBD. 3. **Selection of Arbitrator:** Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided herein shall constitute a waiver of the grievance.

SUBD. 4. **Hearing:** The grievance shall be heard by a single arbitrator, and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

SUBD. 5. **Decision:** The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

SUBD. 6. **Expenses:** Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally the fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of a transcript shall pay for such a copy.

SUBD. 7. **Jurisdiction:** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement.

ARTICLE XIII SEVERANCE

SECTION 1. SEVERANCE PAYMENT:

SUBD. 1. **Eligibility:** Employees who have completed at least five (5) years of employment in the School District and who resign shall be eligible for severance pay pursuant to the provisions of this article upon submission of written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged or terminated for cause.

SUBD. 2. **Calculation:** Eligible employees, upon their resignation being accepted shall receive as severance pay, the amount representing up to twenty-three (23) days, for those with five (5) to nine (9) years of experience, up to forty-eight (48) days, for those with ten (10) to fourteen (14) years of experience and up to eighty-three (83) days, for those with fifteen (15) or more years of experience of their unused leave sick and safe days, but in no event to exceed eighty-three (83) days, times their daily rate of pay at the time of resignation. Should there be a change in job classification at any time during employment; total days will be calculated based upon the accumulation of units in each classification worked. In applying these provisions, an employee's daily rate of pay shall be the basic daily-rate at the time of the severance and shall not include any additional compensation for co-curricular activities, extended employment, or other compensation.

SUBD 3. Post Retirement Health Care Savings Plan (PRHCSP)

On behalf of all employees eligible for the severance pay, the School District will contribute 50% of the said payment into a “Post Retirement Health Care Savings Plan” (PRHCSP). The exclusive representative and the School District will agree on a specific provider for the PRHCSP and attach a plan document for informational purposes only. This benefit will be placed into a VEBA or VEBA-like trust assented to and ratified by the parties. If a VEBA trust is agreed to, the parties intend to for this arrangement to constitute a voluntary employees’ beneficiary association under Section 501 ©(9) of the Internal Revenue Code.

SUBD 4. Tax Deferral of Severance Pay

Part 1. Subject to the limitations listed below, the School District will contribute 50% of the eligible incentive payment into the retiree's 403(b) account. The retiree will not receive any direct incentive payment from the School District.

Part 2. The School District's annual contribution into the retiree's 403(b) account must not exceed the IRS contribution limit. If the retiree has any unused incentive remaining after the limit is reach in the year of separation, the School District will make a contribution up to the IRS maximum into the retiree's 403(b) account in the following year(s).

SUBD 5. Beneficiary

If an employee dies before all or a portion of the severance pay has been distributed, that balance due shall be paid to a named beneficiary or, lacking the same, to the deceased’s estate.

ARTICLE XIV PHYSICAL EXAMINATIONS

SECTION 1. PAYMENT: Each employee may, prior to employment (and subsequently) in the School District, be required, through a license requirement, law, or as so required by the District, to take a physical examination. The School District shall pay the lesser of the difference of the services necessary for such diagnosis that is not covered by the individuals insurance or the rate established by the District in accord with rates established between a clinic or physician. The School District shall assume the full cost of physical examinations required of employees working with asbestos removal.

ARTICLE XV INSURANCE

SECTION 1. LIFE INSURANCE: The School District shall provide each employee a life insurance policy with coverage of ten thousand (10,000) dollars.

SECTION 2. WORKERS’ COMPENSATION: Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers’ compensation insurance may draw sick and safe leave and receive full salary from the School District, the salary to be reduced by an amount equal to any insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick and safe leave.

SECTION 3. HEALTH INSURANCE: Twelve month employees (custodians) shall have a single health insurance premium paid by the School District if they are enrolled in the School District's group health insurance plan. GROUP INSURANCE:

Subd. 1. SELECTION: The selection of the insurance carrier and policy shall be made by the School District as specified by law.

Subd 2. HEALTH AND HOSPITALIZATION INSURANCE: Employee and District contributions to meet the premiums due shall be contributed to the Flexible Benefit Plan.

(A) **Single-** The School District shall contribute an amount equal to \$14,400.24 of the single premium for individuals selecting individual coverage for the 2026-27 contract year and up to a 15% increase in premium for the 2027-28 contract year. Any premium amount due above the District contribution will be the responsibility of the employee and collected by payroll deduction.

(B) **Dependent-** The School District shall contribute an amount not to exceed the cost of a single premium.

(C) **Election-** Employees must either waive coverage or select single/dependent coverage by the beginning of each contract year. If a status change occurs, employees can submit this change to the insurance carrier through the business office.

Subd. 3. ESTABLISHMENT OF A VEBA: Effective 07/01/2007 Employer shall adopt the Minnesota Service Cooperatives VEBA Plan and the Employee Benefits Trust Agreement for the benefit of for qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c) (9) of the Internal Revenue Code.

Subd. 4. BENEFITS PROVIDED THROUGH THE VEBA. Employer shall provide the following welfare benefit arrangement through the VEBA Plan:

The Health Reimbursement Arrangement for Active Employees.

Subd. 5. PAYMENT OF ADMINNISTRATIVE FEE: Administrative fees allocable to individual accounts of active employees shall be paid from the account. Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA Plan is terminated.

Subd. 6. EMPLOYER CONTRIBUTIONS TO THE HEALTH REIMBURSEMENT ARRANGEMENT FOR ACTIVE EMPLOYEES:

(A) **Contributions to the Active Employees' Plan:** Employer will make an annual contribution to individual accounts under the Health Reimbursement Arrangement for Active Employees for qualifying employees who are members of this Collective Bargaining Agreement in accordance with the following schedule: **\$0 for each of the contract years covered by this agreement** for each qualified employee who elects coverage under the group health plan described in Subdivision 2; and

(B) **Group Health Plan:** Employer shall make available the group health plan described as **VEBA option** in the summary attached hereto. With respect to qualifying employees who are members of this Collective Bargaining Agreement, Employer shall contribute an amount not to exceed 100 percent towards the monthly premium cost for single group health coverage.

Subd 7. ALTERNATIVE GROUP HEALTH PLAN. Employer shall also make available the group health plan described as Comprehensive Major Medical Plan in the summary attached hereto. With respect to qualifying employees who are members of this Collective Bargaining Agreement, Employer shall contribute 100 percent of a single premium cost in each year of the contract 2010-11 and 2011-12 for single group health coverage.

Qualifying employees who elect coverage in the group health plan described this Sub. 7. shall not be entitled to participate in the Health Reimbursement Arrangement for Active Employees. Thus, they will not become members of the voluntary employees beneficiary association (unless otherwise enrolled under the Postretirement Health Care Savings Arrangement), and they will not receive contributions to individual accounts in the VEBA Plan.

Subd. 8 ENTIRE AGREEMENT. This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

Subd. 9 NO PRECEDENT. This agreement does not set any precedent for any future issue, or for the ability to open the contract.

Subd. 10. CLAIMS AGAINST THE SCHOOL DISTRICT: The School District's only obligations are to purchase an insurance policy and pay such amounts as agreed to herein. No claim shall be made against the School District as a result of denial of insurance benefits by an insurance carrier.

Subd. 11. DURATION OF INSURANCE CONTRIBUTION: An employee is eligible for School District contribution as provided in this article as long as the qualifying employee is employed by the School District. Upon termination of employment, all School District contribution shall cease.

Subd. 12 INSURANCE APPLICATION: A employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance, unless otherwise specified by law, commencing with the beginning of the leave and shall pay to the School District the monthly premium by the last day of the previous month.

SECTION 4. GROUP HEALTH INSURANCE: The School District shall provide a Minimum Value Insurance Plan to staff working a minimum of thirty (30) hours weekly. The District will follow the federal poverty line safe harbor affordability rate of employee contribution for the year which does not exceed nine and one-half (9.5) percent of the federal poverty line for a single individual for the applicable calendar year. This rate may/not change on an annual basis and will be calculated based on current rates available at the time of renewal.

SECTION 5. LONG TERM DISABILITY INSURANCE: The school district shall contribute the total cost of purchasing a Long-Term Disability program coverage for members covered by this Agreement who work at least 600 hours per year. The basic provisions of this plan shall be:

1. A waiting period of 90 consecutive working days.
2. 60% of an employee's basic salary to a maximum of \$30,000 annual benefits.

SECTION 6. WELLNESS BENEFIT

SUBD 1. The District will contribute an additional \$500.00 each year which the employee may select from the following options when determining how to utilize the wellness dollars: All wellness dollars will be 1) placed on a WEX card, or 2) contributed to the employee's HRA/HSA or 3) put towards the employee's share of a District offered health insurance plan the employee has elected to take.

SUBD 2. In order to be eligible for this benefit, the employee must have worked at least one semester of the school year. In the case of 12-month employees, they must have worked at least 5 months of the year. Existing, eligible employees will receive this benefit on the 1st pay period in October. New employees will receive this benefit once they become eligible.

ARTICLE XVI DURATION

SECTION 1. TERM AND REOPENING NEGOTIATIONS: This Agreement shall remain in full force and effect for a period commencing on its date of execution, retroactive from July 1, 2026 through June 30, 2028, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice to the other party of such intent no later than 60 days prior to said expiration.

SECTION 2. EFFECT: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules or regulations concerning terms and conditions of employment, inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

SECTION 3. FINALITY: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

SECTION 4. SEVERABILITY: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Win-E-Mac ESP Local #2423A

For the Win-E-Mac School District

President

Chairperson

Secretary

Clerk

Dated this ____ day of _____, 2026.

Dated this ____ day of _____, 2026.

2026-2028 Schedule – ESP Master Agreement

PARA STEP PLACEMENT			CLEANER STEP PLACEMENT			CUSTODIANS STEP PLACEMENT		
	2026-27	2027-28		2026-27	2027-28		2026-27	2027-28
1	\$ 18.06	\$ 18.51	1	\$ 15.81	\$ 16.20	1	\$ 17.69	\$ 18.13
2	\$ 18.50	\$ 18.96	2	\$ 16.13	\$ 16.54	2	\$ 18.17	\$ 18.63
3	\$ 18.92	\$ 19.39	3	\$ 16.47	\$ 16.88	3	\$ 18.61	\$ 19.08
4	\$ 19.37	\$ 19.86	4	\$ 16.81	\$ 17.23	4	\$ 19.09	\$ 19.56
5	\$ 19.83	\$ 20.33	5	\$ 17.12	\$ 17.55	5	\$ 19.60	\$ 20.09
6	\$ 20.30	\$ 20.80	6	\$ 17.46	\$ 17.89	6	\$ 20.11	\$ 20.61
7	\$ 20.76	\$ 21.28	7	\$ 17.79	\$ 18.24	7	\$ 20.61	\$ 21.13
8	\$ 21.14	\$ 21.66	8	\$ 18.18	\$ 18.64	8	\$ 20.99	\$ 21.52
9	\$ 21.56	\$ 22.09	9	\$ 18.56	\$ 19.03	9	\$ 21.38	\$ 21.92
10	\$ 21.92	\$ 22.47	10	\$ 18.95	\$ 19.43	10	\$ 21.76	\$ 22.30
11	\$ 22.30	\$ 22.86	11	\$ 19.33	\$ 19.81	11	\$ 22.15	\$ 22.70
12	\$ 22.67	\$ 23.24	12	\$ 19.71	\$ 20.20	12	\$ 22.51	\$ 23.07
COOKS STEP PLACEMENT			SECRETARIES STEP PLACEMENT			BUS DRIVERS STEP PLACEMENT		
	2026-27	2027-28		2026-27	2027-28	Per Trip	2026-27	2027-28
1	\$ 16.82	\$ 17.24	1	\$ 17.28	\$ 17.71	1	\$ 66.35	\$ 68.01
2	\$ 17.16	\$ 17.59	2	\$ 17.63	\$ 18.07	2	\$ 67.27	\$ 68.95
3	\$ 17.56	\$ 18.00	3	\$ 17.98	\$ 18.43	3	\$ 68.18	\$ 69.89
4	\$ 17.90	\$ 18.34	4	\$ 18.37	\$ 18.83	4	\$ 69.10	\$ 70.82
5	\$ 18.30	\$ 18.75	5	\$ 18.71	\$ 19.17	5	\$ 70.02	\$ 71.77
6	\$ 18.69	\$ 19.15	6	\$ 19.11	\$ 19.58	6	\$ 70.94	\$ 72.71
7	\$ 19.13	\$ 19.60	7	\$ 20.26	\$ 20.77	7	\$ 71.86	\$ 73.66
8	\$ 19.50	\$ 19.98	8	\$ 20.65	\$ 21.17	8	\$ 72.76	\$ 74.58
9	\$ 19.89	\$ 20.38	9	\$ 21.03	\$ 21.56	9	\$ 73.69	\$ 75.53
10	\$ 20.28	\$ 20.79	10	\$ 21.42	\$ 21.96	10	\$ 74.61	\$ 76.47
11	\$ 20.65	\$ 21.17	11	\$ 21.80	\$ 22.35	11	\$ 75.51	\$ 77.40
12	\$ 21.02	\$ 21.55	12	\$ 22.18	\$ 22.74	12	\$ 76.22	\$ 78.12
						Activity Trips	\$ 23.25	\$ 23.75

**CERTIFICATION OF MINUTES
RELATING TO**

INDEPENDENT SCHOOL DISTRICT NO. 2609 (WIN-E-MAC), MINNESOTA

KIND, DATE, TIME AND PLACE OF MEETING:

A regular meeting held Tuesday, August 18, 2026, at 6:30 o'clock a.m., in the Win-E-Mac Conference Room, Erskine, MN.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO CONSTRUCTION OF A COOPERATIVE
FACILITY AND THE FINANCING THEREOF; APPROVING INTENT FOR
THE AWARD OF A LEASE PURCHASE AGREEMENT AND THE SALE OF
CERTIFICATES OF PARTICIPATION THEREIN**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of August 2026.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 2609
(WIN-E-MAC), MINNESOTA**

HELD: August 18, 2026

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 2609 (Win-E-Mac), Minnesota, was held on August 18, 2026, at 6:30 o'clock a.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO CONSTRUCTION OF A COOPERATIVE
FACILITY AND THE FINANCING THEREOF; APPROVING INTENT FOR
THE AWARD OF A LEASE PURCHASE AGREEMENT AND THE SALE OF
CERTIFICATES OF PARTICIPATION THEREIN**

WHEREAS, pursuant to a Cooperative Agreement for Area Special Education Cooperative dated as of July 1, 2021 (the "Cooperative Agreement"), Independent School District No. 2609 (Win-E-Mac), Minnesota (the "District") is a member of Area Special Education Cooperative #997 (the "Cooperative");

WHEREAS, the Governing Board of the Cooperative ("Governing Board"), on behalf of its members, has determined that it is necessary and expedient for the Cooperative to (i) enter into a Ground Lease (the "Ground Lease"), a Lease Purchase Agreement (the "Lease"), an Indenture of Trust (the "Indenture") and other related legal agreements, documents, instruments and certificates as may be necessary or appropriate in connection therewith (collectively, the "Lease Documents"), and (ii) to sell and issue certificates of participation evidencing a proportionate interest of the registered owners thereof in lease payments to be made by the Cooperative pursuant to the Lease (the "Certificates");

WHEREAS, proceeds of the Certificates will be used for the purpose of (i) financing the acquisition or construction of, and installment and improvement of, a facility to house a future regional educational program for students with autism, cognitive disabilities, emotional and behavioral disorders, and other students with specific educational needs, including space to house a Level IV setting regional special education program, subject to Minnesota Statutes, section 16A.695 (the "Project") to be located on a site to be determined by the Cooperative and (ii) financing the costs of the Lease and issuance of the Certificates;

WHEREAS, by adoption of a resolution on August 13, 2026 (the “Governing Board Resolution”), the Governing Board approved its intent to enter into the Lease and initial parameters for the sale of the Certificates;

WHEREAS, it is expected that future amendments to the Cooperative Agreement or separate a joint powers agreement for construction and maintenance of the Project (a “Project JPA”), which establishes the framework to finance the acquisition, construction and equipping of the Project by and among the members of the Cooperative will be proposed by the Governing Board for consideration by the Member Districts of the Cooperative;

BE IT RESOLVED by the Board of the District, as follows:

Section 1. Concurrence with Issuance of Certificates and Plan of Finance. The Board hereby finds and declares that is necessary and expedient for the Cooperative to enter into the Lease Documents and to sell and issue the Certificates for purposes of financing the Project and the costs of the Lease and issuance of the Certificates in accordance with the Governing Board Resolution. Such actions by the Governing Board are hereby approved in accordance with the Governing Board Resolution.

District administration is hereby authorized and directed to submit, and/or work with the Cooperative to submit, to the Commissioner such documents as may necessary from time to time to obtain lease levy approval for the Project in accordance with Minnesota Statutes, Section 126C.40.

The motion for the adoption of the foregoing resolution was duly seconded by Member and, upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.