

STUDENT HANDBOOK

Windom Area School District
1400 17th Street • Windom, MN 56101
507.831.6910

School Website

Manual del Estudiante en Español

WINDOM AREA SCHOOL'S MISSION STATEMENT

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WINDOM AREA SCHOOL'S VISION STATEMENT

Learning. Leading. Excelling. Together.

WINDOM AREA MSHS VISION STATEMENT

All students graduate with the knowledge and skills needed to be productive and engaged citizens.

WINDOM AREA SCHOOL'S CORE VALUES

- Safe, Respectful Learning Environment
- High-Quality Education
- Opportunities for All (academic, athletic, arts)
- Collaboration

We sincerely hope that the year ahead will be rewarding and enjoyable. Windom Area Middle/High School is filled with resources for academic and professional growth. We have a helpful and skilled faculty who serve students' curricular and extra/co-curricular needs.

The purpose of this handbook is to provide middle/high school students and their parents with clear policies and procedures for school operations. Please keep this available for reference purposes, but note that the handbook is available on the Windom Area School website. We encourage students and parents to spend time familiarizing themselves with this handbook. We believe that if families understand the policies of the school, the great majority will make every effort to comply.

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, these district-wide policies and procedures have been adopted. If a family has concerns or would like clarification, we encourage contact with our school.

The success of a school is dependent on the support and cooperation of its students and their parents. We thank you in advance for your support of our school's discipline policy and procedures.

Windom Area Middle/High School Administration

Mrs. Jamie Frank, Superintendent of Schools
Mr. Bryan Joyce, Principal Grades 9-12
Mr. Dane Nielsen, Principal Grades 5-8
Mrs. Amanda Wilson, Special Education Administrator
Mr. Jacob Johnson, Activities Director

Board of Education

Angie Klassen, Chair
Joel Bordewyk, Vice-Chair
Brianne Miller, Clerk
Barb Jones, Treasurer
Bruce Mews, Director
Matt Steffen, Director
Lynn Liepold, Director

School Colors

Royal Blue and Athletic Gold

School Mascot

Eagle

School District Website

School Hymn

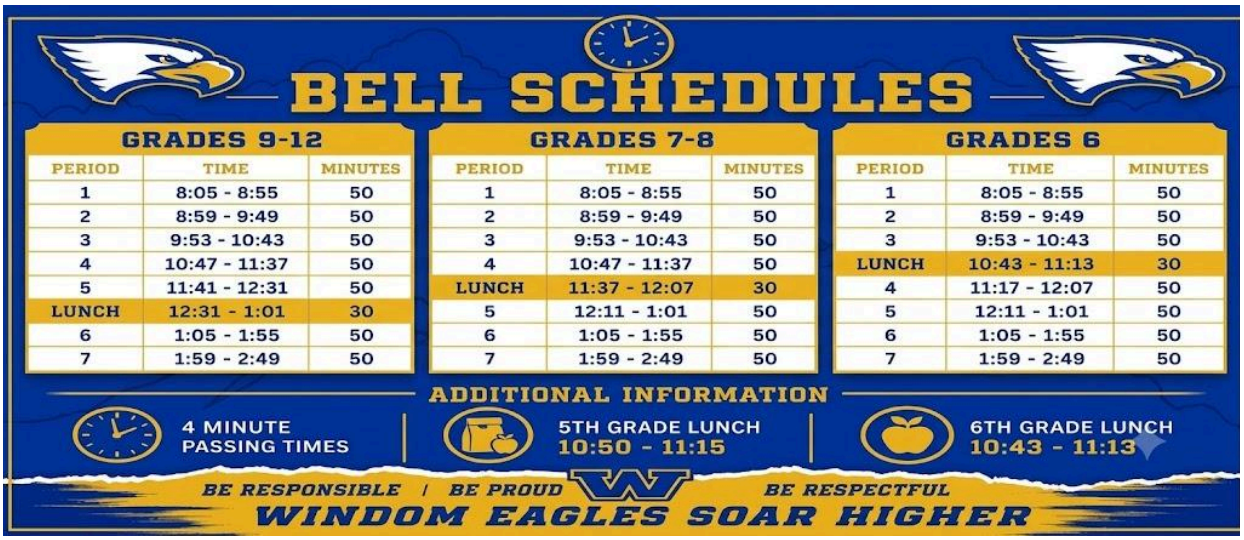
Far o'er the distant hill our voices swell
Praising these hallowed halls we love so well
Here sons and daughters stand faithful and true
Praising our high school and the gold and blue.

School Song



Parent Quick Reference Guide

- Attendance/Office: 507-831-6910, ext. 300 (MS) 309 (HS), Office Cell: 507-221-3511, email: attendancemshs@isd177.com
- Daily Schedule:



- Infinite Campus
- Activities Related Questions: Contact Activities Director Jacob Johnson - 507-831-6910 ext. 303, email: jjohnson@isd177.com
- For inclement weather related announcements - make sure contact information is up to date on Infinite Campus as texts/calls/emails will be the first communication, follow Windom Schools on Facebook and X
- Staff email & contact directory
- Middle/High School Faculty and Staff phone number listing



STUDENT/PARENT HANDBOOK

This handbook was approved by the Windom Area Public Schools' Board of Education at its regular monthly meeting in August. Any changes or amendments made during the year will be posted in the Daily Announcements which is viewable on the school website. If you have any questions about a provision in the handbook, please contact administration.

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Attendance/Absence

Our Philosophy: Attendance is a priority at Windom Area Middle/High School. We believe learning is enhanced by regular attendance. Research indicates that there is a significant correlation between student absences and achievement. Class attendance is critical to the successful completion of coursework and outcomes. The entire process of education requires continuity of instruction, classroom participation and a variety of learning experiences, and consistent study in order to reach the goal of maximum educational benefit for each student. Absent students cannot expect to make the same progress as they would if they were in attendance at school. We firmly believe a course cannot be successfully completed with excessive absence. Teachers are expected to take attendance within the first 10 minutes of each class, and communicate with the office if there are changes to submitted attendance.

Minnesota statutes require the district to monitor students' attendance. School administration will therefore inform parents/guardians of any attendance problems concerning their child. However, we need parents/guardians to be actively involved in resolving any deviations in their child's attendance and to work with the school district to ensure maximum attendance.

Maximum Absence Rule: A student who misses a class more than 10% (roughly 10 days) of the semester is considered chronically absent. ALL absences (including excused absences) will be counted, except those absences which result from participation in school authorized activities, official religious holidays, or a death in the immediate family. To proactively avoid situations of loss of credit, Teachers will communicate with main office staff should absences approach the following checkpoints:
Mid Quarter 1/3 - 3 absences
End of Quarter 1/3 - 6 absences
Mid Quarter 2/4 - 9 absences
End of Quarter 2/4 - 12 absences

Classifications of Absences:

1. School Authorized Absences (Exempt):
    a. These are to be verified at the time of absence and are NOT counted in the Maximum Absence Rule. Make-up work IS required.
        i. Curricular & co-curricular pre-authorized school events & programs.
        ii. Official religious holidays.
        iii. Death of immediate family member (parent, stepparent, guardian, sibling, Grandparent, child).
2. Excused Absences:
    Parents or guardians must verify each hour absent in writing or by phone. Calls should be placed to the school by 10 am the same day. Students should remind the parent to contact the attendance office prior to, the day of, or no later than 10:00 a.m. the day after the absence and when possible to schedule appointments during non-school hours. The number to contact during school hours is 507.831.6910 and extensions 300 (Middle School), 309 (High School) or 311 (Spanish Speaking). You may also email attendancemshs@isd177.com. The after hour answering service number is 507-831-6910 ext.

300 (Middle School) or ext 309 (High School). **Parent excuses will not be honored after 48 hours (two school days) after the date of the absence. Absences not called in for after 48 hours will be coded as unexcused and count toward truancy calculations.** Students (including 18 year olds) must have a parent/guardian communicate all absences to the office. Makeup work is required. The following reasons are valid and should be used by parents and students as guidelines:

a. Illness

i. A day of absence will be counted for each day a student is absent due to illness. In the event of extended (3+ days) or chronic illness, verified by a medical doctor, the student may appeal to the Attendance Committee. The attendance committee will consist of the Principal, Counselor/Social Worker & one of the student's teachers.

ii. In the event you become ill during the day, please go to the nurse's office. Office staff will assist you. If your illness justifies sending you home, arrangements may be made according to the Emergency Contacts information listed in Infinite Campus.

b. Family emergency

c. Medical/dental appts. that cannot be made outside of school time

d. Court ordered appearances

e. Preplanned absences (family trips, etc), which have been arranged and pre-approved by administration. Absences in excess of maximum allowable absences that result due to an out of town family trip may be excused at the discretion of administration. It is the responsibility of the absent student to make all necessary arrangements with teachers prior to the trip so as to remain caught up in courses. Makeup work must be completed within the allowable time period (2 days per day absent.) (Arrangements made prior to the absence in order to be excused; one week ahead recommended.)

h. Driver's license test

i. Seniors who wish to visit a postsecondary school or college may use two (2) days for this purpose. ALL COLLEGE VISITS MUST BE COMMUNICATED TO THE SCHOOL ATTENDANCE SECRETARY.

k. Out-of-School Suspension (OSS): These absences ARE counted in the Maximum Absence Rule. Completion of make-up work is required and credit given. All students meeting or exceeding 10 absences due to an OSS will discuss attendance and may enter into a behavior/attendance contract at the re-entry meeting.

l. All students must report to the office to receive a permit to class pass upon returning to school. This pass must be shown to all teachers. This pass serves as verification of the absence by the office.

m. Parent excused - parents/guardians may excuse an absence for extenuating circumstances not listed in the reasons above up to 2 times per school year.

3. Part-Day Excused Absences:

a. Medical, dental appointments and court ordered appearances: Parents/guardians are requested to telephone and/or write a note. Students must obtain a Permit to Leave School prior to the day of the appointment. Upon return, students must check in with the school office and provide verification of the appointment. Most of these appointments should be scheduled for times when school is not in session.

b. Illness or injury during the school day: The student must sign out through the school office. Parent/guardian authorization is required and a Permit to Leave School is issued.

c. Emergency during the School Day: Student must sign out through the school office and a Permit to Leave School is issued.

d. **Failure to receive a Permit to Leave School may result in the absence being unexcused.**

EXCUSED PARTIAL DAY ABSENCES DO COUNT TOWARD THE MAXIMUM ABSENCE RULE

Consequences for Exceeding Absence Limits:

1. On the third (3) absence for a semester course, the student will be informed in person and the attendance secretary may send an Attendance Letter and a copy of the policy to the student's parent/guardian by mail.
2. If the student has reached six (6) absences from a semester course, the student will be informed in person and the attendance secretary may send, once again, the Attendance Form and an Appeals Form to the parent/guardian. **After 10 excused absences in one semester, a doctor's note may be required.** An administrator/counselor may conduct a conference after the 6th absence with the parent/guardian.
   An attendance contract may be drafted, signed and enforced.
   Upon notification, the student may see the counselor to determine suitable options.
   Should absences reach 20% for a semester class a No Credit (NC) will be issued and the student may need to make up the credit.
   a. In the rare event a student has suffered a long-term (chronic) illness, which can be verified by a doctor's signed statement, the student's record will show an incomplete (I). If the work has been made up according to the Make Up Work Policy guidelines, the incomplete (I) will be changed to a grade. If the work is not done according to Make Up Work Policy guidelines,the incomplete (I) will be changed to (NC) or (F). NOTE: See Make Up Work Policy.

3. The attendance committee will meet with students/parents to address absences exceeding the maximum absence rule. The attendance committee will consist of the Principal, Counselor/Social Worker & 1 of the students teachers.

4. Minimum seat time requirement - loss of credit for a course. Students who do not attend class for 80% of the class periods in session (~68/86 days in a semester) may earn a No Credit and need to retake the course or complete credit recovery to earn full credit.

***Students with a verified medical condition/extenuating circumstance may appeal and earn full credit despite exceeding the maximum absence rule at the discretion of the attendance policy committee (Principal, Counselor/Social Worker & 1 of the students teachers.)

A student receiving a waiver on the maximum absence rule must complete required coursework to earn credit for all impacted courses.

Check Out Procedure

If a student is to leave the school during the regular school day, the following procedure shall be followed:

1. The student shall present the parental request to leave the school to personnel on duty in the high school office before school in the morning. Legitimate reasons for out-of-building passes include such things as medical or dental appointments, court appearances, and special family obligations. The student may present a written request signed by a parent or guardian OR parents/guardians may also make arrangements by calling 831-6910. Student requests without parental consent may not be honored.
2. When the request to leave school is approved, the office personnel may issue a pass stating the time that the student will be excused from class. At checkout time, the student will report to the office, show the pass and sign out. A sign-out sheet/form is provided as an official record.
3. A student who becomes ill or injured during the school day must report to the nurse's office. An evaluation of the student's health status will be made. If it is necessary for the student to go home, the student's parent/guardian (or parent's designee on the emergency call sheet) will be called by the Nurse/main office to come for their student or to authorize the student to drive home. The student will

be given a pass to present to the attendance secretary in the Administration Office. The student will follow the sign out per procedure.

4. Failure to follow check out procedures may result in absences being counted as unexcused at the discretion of administration.

Tardiness

Tardiness is defined as being late to a class by any amount of time after the start of the class up to 5 minutes. Arriving after 5 minutes without an excused pass will constitute an unexcused absence for the class period. Students arriving to class unprepared to learn may be counted tardy at the discretion of the teacher. Teachers will also use discretion in tardiness so as to create a welcoming environment - students who are in seats ready to learn when the teacher begins class shall not be counted tardy.

1. A student may be excused for being late to class only when detained by another teacher or office personnel.
2. The detaining teacher or office personnel will issue a pass/email to the detained student making sure to list the time the student was released on the pass.
3. After receiving a tardy pass, the student will be expected to report to class immediately. Students arriving more than five minutes after the tardy pass was issued will be considered unexcused and the teacher should treat the offense accordingly.
4. Unexcused tardies are to be counted in the Attendance Policy. Upon receiving a 4th unexcused tardy in any class during the quarter, a student will be assigned one (1) detention to be served within 1 week of being assigned the detention and will lose open campus (lunch/TA/Principal's Hour) privileges for the remainder of the quarter. Upon receiving further unexcused tardies during the quarter, consequences for the student will be assigned accordingly: 5th Tardy equals one (1) detention. Consequences for the 6th Tardy and beyond will be determined at the administration's discretion and may include a parent meeting, further loss of privileges, Saturday School and up to In School Suspension.

Make Up Work Policy

The following items are guidelines with the understanding that the completion of school work in a timely manner is of the utmost importance.

1. Students absent one (1) day will have two (2) days to make up work missed for the first (1st) day and two (2) for each succeeding day missed (or shorter/longer if mutually agreed upon by the teacher and student upon the student's return). If a student is unable to turn in the make-up assignments due to another absence, the make-up work from the initial absence will be due the next day the student is in attendance.
2. Teachers may request the assignments missed due to school-sponsored field trips, co-curricular activities, official religious holidays or pre-planned absences be completed in advance by the student.
3. Special arrangements may be made for long term (chronic) illnesses verified by a doctor's signed statement. An incomplete (I) may be given to allow for make-up time.
4. A homework request may be made for absences of more than one school day through the main Office or via email directly to the teacher by parent/guardian. Students' teachers may be asked to email students/parents and/or bring assignments to the main office for parents/guardians to collect.
5. Students with unexcused absences will receive make-up work for the class period(s).

Truancy/Skipping

If a student is willfully absent from school/class without permission, he/she assumes the responsibility and the consequences of violating a right and privilege. Windom Public Schools have adopted the policy of Cottonwood County in regards to truancy. A copy of this policy is found on our district website.

1. Unexcused Absences (Truancy) are defined as a student who is absent from school/class without full knowledge or consent of his/her parents/guardians. The student is absent from school with or without consent of the parent or guardian for reasons unexcused by the school authorities. Makeup work is required.

Examples of unexcused absences may include, but limited to the following:

a. Leaving school without obtaining a Permit to Leave School from the school office.
b. Is absent from school without proper verification from his/her parent/guardian.
c. Is absent from class without permission.
d. Obtains a pass to go to a certain place and does not report there.
e. Becomes ill and goes home instead of reporting to the school office, or staying in the restroom and not returning to classes.
f. Comes to school but does not attend classes.
g. Leaves for lunch without a pass and not returning without parental consent.
h. Oversleeping
i. Personal grooming appointments (hair, nails, tanning, etc)
j. Employment/interview
k. Shopping/errands
l. Family vacations
m. Needed at home/babysitting
n. Missed the bus/car trouble
o. Needing to sleep/rest
p. Interpreting for another person

Administrative discretion may be used in any of the aforementioned situations to excuse an absence.

2. Tardiness: Students who are more than 5 minutes late to a class may be marked with an unexcused absence, not a tardy.
3. Excessive Absences: Request by parent or guardians may be denied or counted as unexcused if they are for excessive absences. Excusing absenteeism and tardiness is at the discretion of the principal/administration.
4. Unexcused absences are made up through detention.
   a. One class (45 minutes) = one 45-minute detention.
   b. A skipped day of school equals eight (8) 45-minute detentions or 1 Saturday School. Students must attempt to check in with the teacher whom class was missed with to make up missing content. This check can be done via email for documentation purposes. Detention supervisor will check for this communication.
   c. A student will lose open campus (lunch/TA/Principal's Hour) privileges for the remainder of the quarter for any unexcused absences.
   d. Students serving a detention to make up class time are expected to touch base with the teacher for whom they missed class prior to detention. Students are expected to work on missing content during the detention period.
5. Students with an unexcused absence will be subject to the school Truancy Policy. (There are no school sanctioned "Skip" days.)

Saturday School Dates, Locations, Supervisors
Consequence for Skipping Saturday School is a 1 Day In School Suspension

Date	Location	Supervisor
September 26, 2026	Media Center/Teacher Determined	Charlotte Suess
October 24, 2026	Media Center/Teacher Determined	
November 21, 2026	Media Center/Teacher Determined	Jeff Huska
January 16, 2027	Media Center/Teacher Determined	Charlotte Suess
February 27, 2027	Media Center/Teacher Determined	Jeff Huska
March 20, 2027	Media Center/Teacher Determined	Lisa Letcher
April 24, 2027	Media Center/Teacher Determined	
May 15. 2027	Media Center/Teacher Determined	

Truancy Policy

According to Minnesota Statutes 120.101, subdivision 5, students under the age of 18 must attend school. If a 16 or 17 year old is in attendance, they must follow the same guidelines as students under the age of 16. In cooperation with Des Moines Valley Health & Human Services, Cottonwood County Court System and local law enforcement agencies, Windom Public Schools has developed the following Truancy Diversion Policy:

Step One

After three (3) unexcused absences, a school letter (Certified with Return Receipt Requested) is sent to the parent of the truant student. Included in this letter will be:

a. Copy of State Truancy Laws
b. Copy of School Truancy Policy
c. Students current attendance report

Step Two

a. Upon the fourth (4th) unexcused absence, a (phone call/letter) parent contact is made.
b. School personnel forward student's most current attendance report, copies of letters sent to parents, any other documentation pertinent to the student's truancy including interactions with the student and/or parents to the County Attorney's office.

c. The County Attorney will forward the appropriate information to the Cottonwood County Family Service Truancy Coordinator to begin the mediation program.

d. The CCFSTC will obtain a release of information and contact the school if the family accepts services.

Step Three

a. Upon the fifth (5th) unexcused absence, a (phone call/letter) parent contact is made.

b. School personnel fax updated attendance to Cottonwood County Attorney and Des Moines Valley Health & Human Services with proper release of information.

c. Upon receipt, the county attorney will write a letter to the parent of the truant student asking them and the student to participate in a diversionary meeting.

Step Four

a. Upon the sixth (6th) unexcused absence, school personnel may make a (phone call and/or letter) parent contact and fax updated attendance to Cottonwood County Attorney and Des Moines Valley Health & Human Services with proper release of information.

Step Five

a. Should the student reach seven (7) unexcused absences and an attempt has been made by the school to address the student's attendance concerns as described above: the school should notify the County Attorney for a CHIPS petition.

Students who are 18 years of age are allowed to "withdraw" from school with their parent's permission.

THE SAME SET OF ATTENDANCE RULES APPLIES TO ALL STUDENTS REGARDLESS OF AGE.

Discipline

Windom Schools take pride in the positive behavior of students and rewards those who show a daily understanding of what we hold as valuable in our daily behavior.

As a school district, we want to see our students soar higher and achieve better and we strongly believe that we will, if we follow this simple belief:

At Windom Area Schools, learning is first. We take pride in our safe & positive environment. Be proud. Be respectful. Be Responsible.

You are an EAGLE!

Eagle Pride Matrix

Restorative Discipline

When students fall short of Eagle Pride expectations, restoration of the strained relationship(s) may be necessary. Restorative discipline practices focus on building back the relationships that were strained as a result of a poor choice in words/actions. Restorative discipline practices are not punitive and are not focused on punishment. Restorative practices focus on teaching the student the ways in which their actions fell short of Eagle Pride expectations, and ways to learn and improve to do better in the future. A major goal of restorative discipline is keeping the student(s) in the classroom for the learning if at all possible. Restorative discipline may look differently for each student as natural consequences for actions are at the core of restorative practices. Windom Schools staff will work with all students to learn from mistakes and repair strained relationships. Restorative practices may include, but are not limited to:

- Mediation conferences (between students and all stakeholders.)
- Corrective action (example; Conflict: student leaves a lunch table a mess. Staff intervention: discussion with students about what happened and why. Action: student apologizes to lunchroom supervisor and lunchroom staff, spends a few minutes cleaning up the area.)
- Time in the office - when the student is not quite ready to be back in class at that time and they need to work with administration to discuss meeting future expectations.
- Time in the student support room (possibly a debrief with the counselor or social worker)
- Detention - when extra time is needed beyond the school day (before or after school, or during lunch) to help the student correct their behavior, or the student was not ready/willing to participate in mediation.
- Suspension - either in school or out - only when the presence of a student in the classroom causes a significant disruption to the learning environment and/or the offense was highly severe.

All of the above measures are intended to be non-exclusionary and work with students to remain in the learning environment.

Behavior Flow Chart

Backpack/Bags

Backpacks/book bags/purses/any handbag/belt bag used to carry items to and from school must be left in lockers during the school day. Backpack searches may be conducted at administrative discretion based on a reasonable suspicion of a policy violation or for building security safety checks.

Refer to District Policy 502 for search procedures. District Policy Manual.

Searches of Student lockers, desks, personal possessions and student's person
In the event of the existence of reasonable suspicion of a violation of school policy, students may be subject to a search by school administration. Searches of lockers, backpacks, persons and possessions may be conducted should reasonable suspicion of a school policy violation exist. When possible, a second adult will be present. When suspicion exists that a student may have in their possession a vaping device on their person, school administration may utilize a metal detecting wand. Students will not be asked to expose any part of their person and should suspicion exist that a device is present, parents will be called to come in and assist in the search, unless the suspicion relates to a direct safety threat to students and staff. Should a locker search be conducted, students will be alerted in a timely manner.

Book Policy
The Windom School District provides students with all textbooks; if necessary. Normal wear is expected on these books. Abnormal wear, however, is not expected and students who intentionally drop, throw, sit on, write on, or otherwise misuse textbooks in any manner will be fined for damages to the book. An amendment to Minnesota Statutes 120.101 provides that schools may charge for lost or destroyed textbooks, workbooks, or library books. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

Chromebooks
The Windom School District provides Chromebooks, a Chromebook charger cable and a Chromebook charger block to each student for educational purposes. Students must adhere to Chromebook use guidelines and pay all appropriate fees as communicated at orientation prior to the start of the school year. Students found to be using Chromebooks inappropriately may be assigned Chromebook use re-education modules to satisfactorily complete prior to receiving Chromebook privileges back. Any fees assessed for Chromebook misuse/breaks/losses must be paid prior to graduation or receiving a Chromebook for the following year. HS Students are issued Chromebooks to take home and care for throughout the school year. Chromebooks are available for MS student use, but Chromebooks will remain in classrooms and students will not carry with them throughout the school day.

Bus Conduct
Bus drivers have the authority to implement and enforce rules of behavior deemed appropriate to assure safety to and from school. Students are responsible for their behavior during the times they are being transported. Students with chronic behavior problems on the bus may lose the privilege of riding the bus. The bus is an extension of the school day. All students will be taught appropriate bus behavior and must submit the acknowledgement of the bus safety test during the first week of school. School disciplinary policy will be enforced.

Please keep in mind that the law says:
Riding a school bus is a privilege, not a right.
While waiting for the school bus, students are expected to:
1. Stay back from the curb, driveway, and yellow lines at the school buildings.
2. Wait for the bus to come to a complete stop before approaching the bus.
3. Never chase or run beside a moving bus. Students who ride the bus shall:
    a. Take a seat promptly and stay seated while the bus is in motion.

b. Be obedient and respectful of the bus driver.
c. Keep their heads, hands, and other parts of the body inside the bus windows at all times.
d. Not throw any objects through open windows.

4. Assure that no litter is left on the bus.
5. Refrain from using or having in possession any tobacco products, alcohol, or other contraband.
6. Do not use any obscene gestures or language.
7. Not verbally or physically harass anyone else.
8. Wear appropriate clothing for weather conditions.
9. No Bullying

Student Parking

Parking a motor vehicle on school grounds is a privilege. Parking is permitted in the designated areas. All vehicles parked on school property are subject to inspection. The use of mini-bikes, snowmobiles, go karts, all-terrain vehicles such as 4-wheelers are prohibited on school grounds. Student parking is permitted in the West Student parking lot only.

Discrimination

It is the policy of Independent School District 177 to comply with state and federal laws, which prohibit discrimination in education programs, activities, or employment on grounds of race, color, creed, religion, national origin, sex, and marital status, status regard to public assistance or disability. Inquiries regarding compliance may be directed to the office of the principal at Windom Area High School, telephone 831-6910.

Food and Drink

Water will be allowed with a secure lid. Food/beverages may be allowed in the classroom at the discretion of the classroom teacher and/or administration. Water may be consumed at lockers in a secure lid. Healthy snacks may be consumed at lockers during passing times.

Student Dress

A dress code serves the purpose of establishing and maintaining a respectful environment conducive to learning. The intent of the dress code is to create an environment grounded in respect for every individual in the building and their right to feel safe, welcome & treated with dignity throughout their educational journey. The responsibility to adhere to the dress code rests with the students and their parents/guardians. Students must use mature judgment when choosing clothing to wear at school and students have the right to choose the manner in which they project themselves in public unless it causes a disruption with work, creates a classroom or school disruption or could be interpreted as harassment by others.

Clothing that is prohibited (not allowed) includes, but is not limited to:

- Sunglasses
- Gang related clothing
- Clothing displaying weapons
- Clothing promoting illegal activity for minors (drug, alcohol, tobacco)
- Clothing promoting profane, suggestive or obscene activity
- Clothing of a racially or ethnically insensitive nature
- Tops that are cut lower than four finger widths (fingers together) of collarbone
- Tops that are cut higher than four finger widths (fingers together) of top of waistband on pants
- Tube Tops
- One shoulder tops
- Blankets
- Coats/jackets - stored in lockers during school hours
- Flags
- Bottoms that do not extend beyond an extended arm at the side (fist closed)
- Bottoms that expose undergarments or private areas
- Hats are not to be worn by students in grades 5-8
- Hats that do not hinder the learning environment can be worn by students in grades 9-12. Teachers reserve the right to ask a student to remove a hat within the classroom. Hoods are not to be worn during school hours.

Students suspected to be in violation of the dress code will be asked to correct the violation by staff. A report to administration will be made should the student not correct the violation in a timely manner. Exceptions to the student dress code can be made at the discretion of administration.

*Dress code is intended to be self-measurable. Students may be asked to demonstrate the four-finger rule (necklines), fist length (shorts, skirts, and dresses), and the four-finger rule (midriff) if they are suspected of violating the dress code. Fingers are to be pressed together when self-measuring.

Weapons

All other weapons policies must be followed. No individual shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. Possession: defined by MN Statute 609.66. Members of the district Clay Target League may possess a weapon at the shooting range. For more information on the WAHS weapons policy, please refer to the Discipline Policy section of this handbook or the Windom School's web page.

UNIFORM GUIDANCE & DISCIPLINE POLICY

Part I: Philosophy and Purpose

Philosophy:
It is the belief of the Board of Education of Independent School District #177 that each individual should be accepted into the educational program as he or she is; that the student shall be provided with a stimulating environment and opportunities for learning designed to assist the student in realizing his or her maximum mental, physical, emotional, and social development.

The Board also believes that the primary obligation for developing self-discipline, responsibility, and respect for other people begins in the home and with the parents/guardians. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, the school strives to work cooperatively with parents/guardians. Teachers want all students to learn, but their efforts can be thwarted by disruptive behavior. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school.

Purpose:
To ensure an atmosphere that is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities for good citizenship. It is in an effort to preserve this proper balance that the school board has adopted this code. The intended effect is to create an educational climate conducive to learning, to responsible and considerate behavior and one in which the safety of students and all persons is assured.

The school district takes very seriously any individual(s) making “terroristic threats.” The school district will take every means possible in conjunction with law enforcement toward the arrest
and conviction of the individual(s) responsible for making a terroristic threat. The person(s) could face felony charges, which carry a maximum penalty of five years in jail and a $10,000 fine. (Policy 121A.55 MN Statute-General Statement.

PART II: DISCIPLINARY POLICIES & PROCEDURES

Introduction:
The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems, which are beyond the scope of the classroom teacher's area of responsibility (i.e. between classes, lunchtime, before and after school) or are of a serious enough nature to require referral to the administration. Through the school-wide discipline program, the principal/assistant principal sets the tone for acceptable behavior throughout the school and campus. Students may be disciplined for off campus conduct, which disrupts, interferes with, or otherwise affects the learning environment,

activities, or operation of the school. The principal/assistant principal also must operate from a carefully developed set of rules and consequences that ensure fair treatment, consistency, and due process.

Part II of this code is designed to describe the approach to classroom and school-wide discipline adopted by the Board of Education.

Detention:
A period of time beyond the regular school day (before/after school) in a supervised area specified by the principal/behavior specialist. The administration assigns detention by use of Infinite Campus and the Detention assignment sheet. If possible, students/parents may be given a minimum of 24 hours advance notice of the serving of such detention. Work/practice is not an excuse for not making up detention. Detention is a time scheduled upon agreement by administration. Students will be responsible for their own transportation home after serving detention.

Administration reserves the right to withhold any student with outstanding detentions from any school activity until all detentions are served.

In-School Support Room:
This room may be used as a cooling down/support room for students after an event has taken place. Students utilizing the In School Support Room will be supported by Student Support staff and will return to class after they have cooled down and are ready to enter the academic environment.

In-School Suspension:
This is the act of prohibiting a student from attending classes while still attending school in person. The student serves the suspension time in the school building in the in-school suspension room.

Out-of-School Suspension:
This is the act of prohibiting a student from attending school for a period of no more than 10 (ten) school days.

Expulsion:
An action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date a student is expelled. Grounds for expulsion include MS. 121A.45, which states a student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation;
2. Willful conduct that significantly disrupts the rights of others to an education;
3. Willful conduct that endangers the student or other students, surrounding persons or the property of the school.

Reasonable Force:
Principals, teachers, and staff may use reasonable force when it is necessary under the circumstances to restrain or correct a student to prevent bodily harm or death to another.

Student Discipline:

1. School Board Policy 506 will be used to address all issues of student discipline.
2. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood expectations and regulations. Because of varying classroom environments, these expectations may differ somewhat from teacher to teacher.
3. Classroom expectations, once established, are to be posted in each classroom.
4. The teacher or designee has the responsibility to act on infractions of classroom expectations. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom and refer him/her to the office and fill out an office Disciplinary Referral form on Infinite Campus.

Progressive Discipline Guidelines:

The classroom is the building block of a disciplined school experience. When classroom attempts to support a learner fall short, it may be necessary to refer disciplinary situations to the principal. To establish continuity and provide for guidance for progressive discipline when behaviors fall short of expectations and violate school policy, the following guidance is provided;

Consequence for Skipping Saturday School is a 1 Day In School Suspension

Offense(s)	1st Offense	2nd Offense	3rd Offense	>3 Offenses
Tardiness	Documentation	Documentation	Documentation	Detention/Saturday School Tardies are documented each quarter and reset after each quarter
Skipping Class	Detention/Saturday School (Per period missed/Skipped) & Loss of privileges as outlined above	Detention/Saturday School (Per period missed/Skipped) & Loss of privileges as outlined above	Detention/Saturday School (Per period missed/Skipped) & Loss of privileges as outlined above	Detention/Saturday School (Per period missed/Skipped) & Loss of privileges as outlined above & Parent Conference/Attendance Contract
Vaping (Nicotine Based)	1-2 Days In School Suspension & Completion of Re-Education Curriculum	5 Days In School Suspension, Referral to Law enforcement	Up to 10 Days Out of School Suspension, Referral to Law Enforcement	Up to 10 Days Out of School Suspension, Referral to Law Enforcement
Drug/Alcohol Use - On Campus	Up to 10 Days In/Out of School	Up to 10 Days Out of School	Expulsion	NA

	Suspension, Referral to Law Enforcement	Suspension, Referral to Law Enforcement, Possible Expulsion		
Disrespect toward peer/staff (including harassment of a racial/sexual nature, verbal abuse, inappropriate language)	If major (referred to office), upon investigation results, the student will complete a restorative assignment in an after school detention. A re-entry conference will be held with staff before the student returns to class.	If 2nd major instance (referred to office), upon investigation results, the student will serve an in school suspension and complete a re-entry meeting with staff before the student returns to class. The student will also have a parent meeting with administration. The student will also be referred to the student support team for potential services that may be needed.	If 3rd major instance (referred to office), upon investigation results, the student will serve a 5 day in school suspension and complete a re-entry meeting with staff before the student returns to class. The student will also have a parent meeting with administration.	If 4th major instance (referred to office), upon investigation results, the student will serve an out of school suspension and complete a re-entry meeting with staff before the student returns to class. The student will also have a parent meeting with administration.
Disruptions to class/school/Non-Compliance	If major (referred to office), upon investigation results, the student will complete a restorative assignment in an after school detention. A re-entry conference will be held with staff before the student returns to class.	If 2nd major instance (referred to office), upon investigation results, the student will serve an in school suspension and complete a re-entry meeting with staff before the student returns to class. Student may be assigned community service within the school setting. The student will also have a parent meeting with administration. The student will also be referred to the	If 3rd major instance (referred to office), upon investigation results, the student will serve a 5 day in school suspension and complete a re-entry meeting with staff before the student returns to class. Student may be assigned community service within the school setting. The student will also have a parent meeting with administration.	If 4th major instance (referred to office), upon investigation results, the student will serve an out of school suspension and complete a re-entry meeting with staff before the student returns to class. Student may be assigned community service within the school setting. The student will also have a parent meeting with administration.

		student support team for potential services that may be needed.		
Bullying: **1. Targeted** **2. Imbalance of Power** **3. Ongoing** **The first report to administration will prompt a re-education conference should there be evidence of the above criteria being met.**	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a cease and desist order and will complete a restorative worksheet in a 2 day in school suspension. A meeting with the student, their parent and administration will also be held.	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a 5 day in school suspension. A meeting with the student, their parent and administration will also be held.	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a 5 day out of school suspension. A meeting with the student, their parent and administration will also be held.	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a 10 day out of school suspension with a potential expulsion referred to the superintendent. A meeting with the student, their parent and administration will also be held.
Weapon	5 Day Out of School Suspension, parent meeting with admin If weapon is a gun or student intends to cause harm on school property the student is suspended for 10 days pending exclusionary proceedings			
Physical assault	5-10 Day in or out of school suspension (depending on disruption and threat, as	10 day out of school suspension. A meeting with the student, their parent(s) and administration will	10 day out of school suspension. Recommendation for expulsion.	

	determined by administration.) A meeting with the student, their parent(s) and administration will also be held. Expulsion may be considered pending severity of the assault.	also be held. Expulsion may be considered pending severity of the assault.		
Terroristic Threats	10 day out of school suspension pending referral for expulsion.			
Fighting	5 Day in or out of school suspension (depending on disruption and threat, as determined by administration.) A meeting with the student, their parent(s) and administration will also be held.	10 day out of school suspension. A meeting with the student, their parent(s) and administration will also be held. Expulsion may be considered pending severity of the situation.	10 day out of school suspension. Recommendation for expulsion.	
Vandalism/Property Damage	If material damages, the student will be assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school.	If material damages, the student will be assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school. Student(s) will be assigned up to a 5 day in school suspension.	If material damages, the student will be assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school. Student(s) will be assigned up to a 5 day out of school suspension.	If material damages, the student will be assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school. Student(s) will be assigned up to a 10 day out of school suspension and potentially referred for expulsion.
Inappropriate touching/physical contact	The student will serve up to a 5 day in school	The student will serve up to a 5 day out of school	The student will serve up to a 10 day out of school	The student will serve up to a 10 day out of school

	suspension and will be assigned restorative community service within the school setting to be completed after school hours.	suspension and will be assigned restorative community service within the school setting to be completed after school hours. The student will be referred to the student services team for potential addition of services to address behaviors.	suspension and will be assigned restorative community service within the school setting to be completed after school hours. Expulsion may be considered pending severity of the situation.	suspension and be referred to the superintendent for expulsion.
Administration will use the table above as a guide, but reserves the right to exercise discretion in the issuance of progressive discipline at any time to maintain the order of the school so all students can learn in a safe and positive environment and all staff can work in the same safe and positive environment. Through PBIS (Eagle Pride) Windom Area Schools strives to help students learn positive, responsible and respectful behaviors. When students fall short of taught expectations, the above list shall serve as a guide to help reinforce to students the importance of their behavior choices. Correcting the undesired behavior is always the goal within our disciplinary proceedings.				

Rights of Appeal

If a student feels a right violation has taken place, they should first bring the matter to the attention of the building principal, unless the alleged violation involves this person. If the principal is involved or an appeal of a principal's decision is desired, the case may be brought to the Superintendent of Schools, and a further appeal may be made to the Board of Education at their next regular meeting. A student may appeal their case in court without going through the administrative process outlined above, but the court may require the student to first exhaust those channels with the local system. The local Board of Education also has the right of appeal. Here is the discipline instance complaint/appeal form.

Rights and Responsibilities:

1. Student/Student Relationships:
   (See Sexual Harassment/Violence Policy also)
   Right: Each student has the right to attend school and school activities and be free from Threats against his or her feelings, physical well-being, and property.
   Responsibility: Each student shall be responsible to respect the feelings, property, and physical well-being of other students.
   Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.
2. Student/Staff Relationships:
   (See Sexual Harassment/Violence Policy also)
   Right: Students and staff have a right to work, study, and teach/learn in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to—or thefts of—property belonging to school staff members.

3. School Property:

Right: Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

4. Protection of the Public Safety:

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

5. Alcohol, Tobacco, Electronic Cigarette (Vaping Devices) and Drugs:

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: It is the policy of this school district to maintain a positive, safe, and secure learning and working environment. In striving to attain such an environment, the district takes the position of "no tolerance" for illegal drug/alcohol possession, being under the influence, consumption, sale or distribution in our schools. In addition, the district takes a position of "no tolerance" for assault in our schools. Students are forbidden to be under the influence, knowingly or voluntarily possess, sell, consume, or distribute illegal drugs/drug paraphernalia, tobacco or electronic cigarette (vaping) devices or alcohol on school grounds, in school vehicles, or at school related activities at any site. **The immediate consequence for a first offense for knowingly possessing or consuming from a vaping device shall be a 1-2 day in-school suspension. The suspended student will have an anti-vaping curriculum to re-educate themselves on the dangers of vaping. Should the student complete the curriculum and have a follow up conversation with administration, the suspension may be reduced to no less than 1 day.**

6. Weapons:

No student shall possess a weapon when in the school building, on school grounds, within 300 feet of school property, or on any school-sponsored trip or activity. Members of the district Clay Target League may possess a weapon at the shooting range. "Possession" 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 trip/activity. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

"Weapons" are identified in two (2) categories:

A. articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles; nunchucks; throwing stars; explosives; stun guns; ammunition; chains; pellet guns; look alike guns; and other non functioning guns that could be used to threaten others;
B. articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses, letter openers, and laser pens. Hunting items in a student's possession on school property will result in ISS.

7. Other Disciplinary Infractions

Suspension Procedures

1. While on suspension, a student may be assigned to the in-school suspension room except when the infraction is serious enough to warrant a mandatory five day out-of-school suspension or when the student's presence in the building poses a threat to the health and safety of the students or staff or to the orderly operation of the school. Students assigned to in-school suspension will request work assignments from their teachers and be allowed to make up missed class assignments and tests receiving credit (please refer to the Attendance Policy regarding unexcused absences for an exception to this rule). All other rules pertaining to conduct in the ISS room are applicable
2. No suspension from school shall be imposed without an informal administrative conference with the student, except where it appears that the student will create an immediate and substantial danger to him or herself or to persons or property around the student.
3. 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 sections 121A.40 to 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect and upon his or her parent or guardian notification by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following the suspension. 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 persons or property around him or her, the written notice shall be served either personally or by mail upon the student and his or her parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
4. Notwithstanding the provisions of subdivisions 2 & 3, the student may be suspended pending the school board's decision in the expulsion to the extent that suspension may exceed five days.

Exclusion and Expulsion Procedures:

1. No expulsion shall be imposed without a hearing, unless the student and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.
2. Written notice of intent to take action shall:
    a. Be served upon the student and his parent or guardian by certified mail;
    b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
    c. State the date, time, and place of the hearing;
    d. Be accompanied by a copy of sections 121A.40 to 121A.56;
    e. Describe alternative educational programs accorded the student in an effort to

avoid the expulsion proceedings; and

f. Inform the student and parent or guardian of the right to:
    i. Have legal counsel at the hearing;
    ii. Examine the student's records before the hearing;
    iii. Present evidence; and
    iv. Confront and cross-examine witnesses.

3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, student, parent or guardian.
4. The hearing shall be at a time and place reasonably convenient to student, parent or guardian.
5. The hearing shall be closed unless the student, parent/guardian requests an open hearing.
6. The student shall have a right to representation of his or her own choosing, including legal counsel; the school board shall advise the student's parent or guardian of available legal assistance.
7. The hearing shall take place before:
    a. An independent hearing officer;
    b. A member of the school board;
    c. A committee of the school board or
    d. The full school board; as determined by the school board.
8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.
9. At a reasonable time prior to the hearing, the student, parent or guardian, or his or her representative, shall be given access to all public school system records pertaining to the student, including any tests or reports upon which the proposed action may be based.
10. The student, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross examine any witness testifying for the public school system.
11. The student, parent or guardian, or his or her representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
12. The student cannot be compelled to testify in the dismissal proceedings.
13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.
14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member of committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Re-entry Procedures:

1. Re-entry conferences following a suspension are required. The conference shall include the administration, parent or parent(s), student, classroom teacher when possible and any other party deemed appropriate by the principal/designee in charge.
2. A written re-entry contract shall be developed and signed by all parties involved upon re-entry from an out of school suspension. The re-entry contract will serve to detail the conditions for re-entry to school. It must be reasonable in the demands placed upon the student and the school. It shall include:

a. A statement by the student reflecting his or her commitment to follow the rules of conduct.
b. A list of requirements the student must complete upon his or her return to school.
c. A listing of any adjustments in the student's program of studies or school day.
d. A statement by the school citing the resources that will be utilized to assist the student's re-entry.
e. A statement relative to procedures or action to be taken if the agreement between the school and students are broken.
f. One copy of the re-entry contact shall be filed in the student's disciplinary file. One copy shall be given to the student and his or her parent/guardian.
g. A student's failure to abide by the re-entry contract or a portion of it may be interpreted as a violation of contract and may lead to further disciplinary action as provided by the terms of the contract.

PART III: STUDENT BEHAVIOR & PARTICIPATION IN SCHOOL ACTIVITIES

Participation in the co-curricular activities offered by Windom Area High School is a privilege earned through maintaining satisfactory progress toward the school's graduation requirements and demonstrating responsible behavior. The Board of Education believes that students involved in disciplinary infractions resulting in suspension should be denied the right to participate in co-curricular and extra-curricular activities during the period of suspension. Students who participate in extra curricular activities are subject to the MSHSL Code of Conduct and must abide by the rules and regulations contained in the code. Violations of the Code of Conduct will result in suspensions from participation in extracurricular activities.

Local Policy:

Any student placed on suspension for a period of a day(s) or any part of a day(s) (in-school or out-of-school) will not be allowed to practice, participate in, attend, or in any other way take part in a school activity sponsored by Windom Area Middle/High School until the suspension is completed. This rule will apply to ALL activities (athletic, music, club, organizations, dances, etc.) sponsored by Windom Area Middle/High School.

Discipline of Special Education Students:

Generally speaking, this discipline code applies to all students of Windom Area Middle/High School. However, a suspension or expulsion of a special education student may be construed as a change of the student's Individualized Educational Plan (I.E.P.) and may not occur without a team meeting.

The team shall:

(a) Consistent with federal law governing days of removal and section 121A.46 of the MN Pupil Fair Dismissal Act, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than ten consecutive school days or ten cumulative school days in the same school year,

and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.;
(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 of the MN Pupil Fair Dismissal Act do not apply to a dismissal of one day or less.
(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.
(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56 of the MN Pupil Fair Dismissal Act, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

Drug and Alcohol Offenses

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, inhalants, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. &812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, or tobacco or electronic cigarette (vaping) devices, before, during, or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicles used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the school district's discipline policy.

Harassment and Violence Policy

I. General Statement of Policy

It is the policy of Independent School District No. 177 (the "School District") to maintain a learning and working relationship 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.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the School District to harass a student, 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.)

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the School District to inflict, threat to inflict, or attempt to inflict religious, racial or sexual violence upon any student, teacher, administrator or other school personnel.
The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment, or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

Any student found to be in violation of the religious, racial, sexual harassment or violence policy listed below will be subject to discipline including, but not limited to, parent phone call, in school suspension, out of school suspension and a behavior improvement plan as outlined in the table above.

II. Religious, Racial and Sexual Harassment and Violence Defined

1. **Sexual Harassment Definition:** Sexual harassment consists of unwelcome sexual advances, request 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.

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 student(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 favor, 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.

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

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

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

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

4. Sexual Violence Definition: 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 Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

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.

5. 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.

6. 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.

7. Assault Definition:

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

III. Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student, 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 student, 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 any reports to be filed using the To Report Bullying Form on the Safe and Supportive Schools link on the school website.

For more information regarding this policy refer to the School District policy manual on the school website. Policy #413 Harassment & Violence.

Bullying Prohibition

See Appendix "A"

Hazing Prohibition

Hazing is an act against a student or coercing a student into committing an act that creates a risk of harm to a person including but not limited to physical brutality, initiation into an unauthorized organization, acts which are demeaning in nature, and activities promoting disrespect for school or community. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. In accordance with Windom School District policy #526 Hazing Prohibition, students guilty of this activity will be dealt with in accordance with school policy.

For more information regarding this policy refer to District Policy Manual on school website policy #526 Hazing Prohibition

Technology Policy

For more information regarding this policy refer to District Policy Manual on the School website Policy #524 or view the Eagle Pride matrix online.

Using the computers/Chromebooks and the internet is a privilege. Violation of the rules will result in loss of computer and internet use. Consequences for inappropriate use of technology will be at the discretion of the administration.

Students and parents/guardians must sign an agreement to these terms prior to using the computers.

1. Equipment and software must be used appropriately. Hardware and software needs to be left the way it was found. If a student finds a computer/Chromebook altered in any way, they should notify the teacher/supervisor immediately.
2. Food and beverages are not allowed in the computer labs.
3. Computers/Chromebooks are to be used for educational purposes; therefore, games; chat lines and chat rooms; inappropriate messages or graphics; and changing passwords, settings, or folder names are not an appropriate use.
4. Proxy sites are not to be used at any time.

Web access is available to students. However, any use of the school's technology resources which are unlawful, failure to follow school board policy and student handbook guidelines, or failure to adhere to local and state statutes can result in discipline, fines, restitution, and referral to outside agencies.

BYOD for college courses policy

Grievance Procedures:
Student complaints and grievances shall be resolved through orderly processes and at the lowest possible level. If a student feels he or she has not been dealt with fairly under the provisions of this code, the student may grieve the matter through the following process:

1. The opportunity shall be provided to any student and his/her parent/guardian to discuss with the teacher (or principal/designee if the difficulty is with the principal/designee) a decision or situation which he or she considers unfair.
2. If the matter remains unresolved, the student and his/her parent/guardian may request the assistance of the classroom teacher or another teacher of the student's choice. That person should strive to resolve the problem within three school days.
3. If the matter remains unresolved, the student, his/her parent/guardian, or the teacher may bring the matter to the principal's/designee's attention for their consideration and action. If the original difficulty were with the principal/designee, it would be taken directly to the superintendent; the principal/designee or superintendent should strive to resolve the problem in one week.
4. If the matter is still unresolved, it may be brought by any of the concerned parties to the superintendent for their consideration; the superintendent shall deal with the matter within a reasonable period of time, not to exceed one week.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Education, to be considered at the next meeting of the Board.

Grades/Honor Roll

Grading System

Windom Area Schools are focused on academic standards that will challenge students to excel beyond their own expectations. Grades communicate student achievement at a point in time. An academic grade based on course content aligned with local and Minnesota Academic State Standards will be communicated at the conclusion of each nine-week period for each subject taken. College courses will be graded as required by the college. The academic grade will be a measure of student growth toward the mastery of standards in that subject. Separate grades for each subject will also be reported that will encompass behaviors related to respect and responsibility such as effort, participation, attendance, and timeliness of homework. Additional comments may also be included on the report card. Although teachers have different styles of grading, grades for the student's report card may follow a scale similar to this:

Student academic grades will be calculated using the following scale:

- 93-100: A = 4.0
- 90-92: A- = 3.5 - 3.99
- 87-89: B+ = 3.25 - 3.49
- 83-86: B = 3.0 - 3.24
- 80-82: B- = 2.5 - 2.99
- 77-79: C+ = 2.25 - 2.49
- 73-76: C = 2.0 - 2.24
- 70-72: C- = 1.5 - 1.99
- 67-69: D+ = 1.25 - 1.49
- 63-66: D = 1.0 - 1.24
- 60-62: D- = .5 - .99
- 50-59: F (Fail)

Changes in Registration
Changes to schedules need to be completed within two weeks of the first day of classes for the semester. College course changes fall under the guidelines of each institution.

Student academic grades are calculated for each term using the following breakdown:

Semester 1

Quarter 1 (50% of Semester 1 Grade):

Academic Grade = 80%

Engagement Grade = 20%

Quarter 2 (50% of Semester 1 Grade):

Academic Grade = 80%

Engagement Grade = 20%

Semester 1 Total:

Academic Grade = 80%

Engagement Grade = 20%

Total_____=100%

Semester 2

Quarter 3 (50% of Semester 2 Grade):

Academic Grade = 80%

Engagement Grade = 20%

Quarter 4 (50% of Semester 2 Grade):

Academic Grade = 80%

Engagement Grade = 20%

Semester 2 Total:

Academic Grade = 80%

Engagement Grade = 20%

Total_____=100%

Employability skills such as attendance, collaboration, respect, responsibility, timeliness, completing work on time & engagement in class are skills that Windom Area Middle and High School students must practice in order to graduate with the skills needed to have success in the 21st century employment climate. To aid students in these areas, and to provide meaningful feedback, an engagement grade will make up 20% of each student's semester grade. This will help comprise the overall academic grade for a student. Teachers will utilize the following rubric to help provide feedback to students in this category.

College classes are always weighted ⅓ higher - example: A student in College Biology who earned a 85% B - 3.0, this would be weighted as a 88% B+ - 3.33 in our grading system. The teacher puts the 85% B in the grading system, the system automatically bumps the grade ⅓ higher for the HS transcript.

Honor Roll

To be eligible for the 'A' or 'B' semester honor roll, students must have the minimum G.P.A. (Grade Point Average) as listed below with at least five (5) subjects carrying letter grades (A-F). All subjects for which letter grades (A-F) are given are included in the determination of honor roll eligibility.

G.P.A. required for 'A' Honor Roll—
G.P.A. of 3.5 to 4.00

G.P.A. required for 'B' Honor Roll—
G.P.A. of 3.00 to 3.49

Academic Excellence
Academic Excellence graduates must have a cumulative GPA of 3.00 or above (starting with grade 9 through Semester 1 of the student's 12th grade year)

Honor Graduates
Honor graduates must have a cumulative GPA of 3.33 or above (starting with grade 9 through Semester 1 of the student's 12th grade year).

Highest Honor Graduates
Honor graduates must have a cumulative GPA of 3.67 or above (starting with grade 9 through Semester 1 of the student's 12th grade year). No valedictorian or salutatorian will be named.

Work Release/Open Campus/Honor Pass Lunch Privilege
QUALIFICATIONS: Any student in grades 11 & 12 who is 16+ & who is not failing a course or currently on the missing assignment list for one week or greater.

RULES:
1. **May leave during lunch period or Principal's Hour only.**
2. **Must exit through the new gym foyer only for open campus lunch.**
3. **Must present a pass to staff when asked to do so.**

4. **Any student serving detention, having an unexcused absence, or having in excess of 3 unexcused tardies to any one class period may lose their Honor Pass for the quarter.**
5. **Irresponsible driving, loitering or any other behavior issues will result in loss of privileges for a time to be designated by administration.**

Open Lunch/ Principal's Hour/Work Release form

Student of the Week

Open to all students in grades 5-12. Each week two students will be selected from the Middle School (gr. 5-8) and High School (gr. 9-12). Student of the week criteria is up to the department, but things considered include: attitude, aptitude, cooperation, enthusiasm and dedication.

Graduation Requirements

Class of 2027:

Graduating students must earn 26 credits in gr. 9-12 to earn a diploma from Windom Area High School. Credits shall include:

(1) Four (4) credits in English. Included in these credits are English 9, English 10, English 11, English 12

(2) Four (4) credits in Social Studies. Included in these credits are Social 9, Social 10, Social 11, Social 12

(3) Three (3) credits in Mathematics: Basic-Int. Algebra, Geometry, Advanced Algebra

(4) Three (3) credits in Science: Earth & Space Science 9, Biology, Chemistry or Physics

(5) One (1) credit in Health and Physical Education

(6) One (1) credit in Arts: Music, Visual Arts or Media Arts

(7) One-half (1/2) credit in Computers/Careers or Ag Pathways

(8) One-half (1/2) credit in Personal Finance

(9) Nine (9) credits in Electives

Complete Eagle Achievement Project

Successfully complete a nationally normed exam.

Students completing the requirements above, and who are in good standing are eligible to participate in the graduation commencement ceremony. Students may be denied the privilege of participating in the commencement ceremony at administrative discretion related to events that may cause the student to not be in good standing at the time of graduation.

Class of 2028:

Graduating students must earn 25 credits in gr. 9-12 to earn a diploma from Windom Area High School. Credits shall include:

(1) Four (4) credits in English. Included in these credits are English 9, English 10, English 11, English 12

(2) Four (4) credits in Social Studies. Included in these credits are Social 9, Social 10, Social 11, Social 12

(3) Three (3) credits in Mathematics: Basic-Int. Algebra, Geometry, Advanced Algebra

(4) Three (3) credits in Science: Earth & Space Science 9, Biology, Chemistry or Physics

(5) One (1) credit in Health and Physical Education
(6) One (1) credit in Arts: Music, Visual Arts or Media Arts
(7) One-half (1/2) credit in Computers/Careers or Ag Pathways
(8) One-half (1/2) credit in Personal Finance
(9) Eight (8) credits in Electives
Complete Eagle Achievement Project
Successfully complete a nationally normed exam.

Students completing the requirements above, and who are in good standing are eligible to participate in the graduation commencement ceremony. Students may be denied the privilege of participating in the commencement ceremony at administrative discretion related to events that may cause the student to not be in good standing at the time of graduation.

Class of 2029, Class of 2030 and onward:

Graduating students must earn 24 credits in gr. 9-12 to earn a diploma from Windom Area High School. Credits shall include:

(1) Four (4) credits in English. Included in these credits are English 9, English 10, English 11, English 12
(2) Four (4) credits in Social Studies. Included in these credits are Social 9, Social 10, Social 11, Social 12
(3) Three (3) credits in Mathematics: Basic-Int. Algebra, Geometry, Advanced Algebra
(4) Three (3) credits in Science: Earth & Space Science 9, Biology, Chemistry or Physics
(5) One (1) credit in Health and Physical Education
(6) One (1) credit in Arts: Music, Visual Arts or Media Arts
(7) One-half (1/2) credit in Computers/Careers or Ag Pathways
(8) One-half (1/2) credit in Personal Finance
(9) Seven (7) credits in Electives
Complete Eagle Achievement Project
Successfully complete a nationally normed exam.

Students completing the requirements above, and who are in good standing are eligible to participate in the graduation commencement ceremony. Students may be denied the privilege of participating in the commencement ceremony at administrative discretion related to events that may cause the student to not be in good standing at the time of graduation.

Incompletes

If a student is absent, he/she is given two days for each day absent in order to complete work that was missed. If the absence occurs near the end of the quarter/semester, the student may receive a grade of "Incomplete" on their report card. The grade of "incomplete" indicates a student has two weeks from the end of the grading period in order to complete required work. In cases of extended illness, the student may be given more time to complete the required work. Teachers are expected to change the "Incomplete" to a letter grade within two weeks of the end of the marking period.

** Students who are failing a class, or have incomplete(s), must be referred to participate in the Extended Learning Period and/or Study Table.

Transfers and Withdrawals
It is the intent of this administration and faculty to give each student the best possible education we can. In order for that to occur, students must be in school on a very regular basis and participate in the activities of the individual classes on a satisfactory basis. However, in a few instances, Windom Middle High School may not be the most appropriate setting for a student's education; therefore, the student or the guidance office may request for a transfer/withdrawal from our school.

Withdrawing from a College Course offered at Windom Area Schools
When students drop a college class they will receive a "W" (Withdrawal) on their high school and college transcript. The drop period is from day one of class until the official drop date given by the college.

Windom Middle/High School Academic Eligibility Policy
Our primary focus at Windom Middle/High School is the academic progress of each student. Because of this, an academic eligibility requirement has been established to promote student academic responsibility.

Academic Eligibility
The criteria for academic eligibility is to maintain a passing grade throughout each quarter of the school year. Students who do not sustain the criteria for academic eligibility will be placed on the Ineligibility List. The Ineligibility List will be generated on the following dates and start the Wednesday immediately following:

- September 22nd - Probationary - Must attend Eagle Elevation/seek help from teachers
- October 13th - Ineligible if grade remains at a Fail - must have an appeals form signed in order to participate
- November 3rd (End Qtr 1) - Ineligible for any failing grade, must have an appeals form signed in order to participate
- November 24th - Probationary - Must Attend Eagle Elevation/Seek Help from Teachers
- December 15th - Ineligible if grade remains at a Fail - must have an appeals form signed in order to participate
- January 19th (End Qtr 2, Semester 1) - Ineligible for any failing grade, must have an appeals form signed in order to participate
- February 9th - Probationary - Must attend Eagle Elevation/seek help from teachers
- March 2nd - Ineligible if grade remains at a Fail - must have an appeals form signed in order to participate
- March 30th (End Qtr 3) - Ineligible for any failing grade, must have an appeals form signed in order to participate
- April 20th - Probationary - Must attend Eagle Elevation/seek help from teachers
- May 11th - Ineligible if grade remains at a Fail - must have an appeals form signed in order to participate
- June 1st (End Qtr 4, Semester 2) - Ineligible for any failing grade, must complete summer credit recovery in order to have full eligibility at the start of the following school year.
- Ineligibility runs from the dates listed above until the next list is run. Within each period an appeals form must be completed in order to maintain eligibility.

Should a student be placed on the Ineligibility List due to academic failure/insufficient progress, she/he will be ineligible based on the guidelines outlined above. Students placed on the Ineligibility List may be removed from ineligibility if a teacher determines the student is making satisfactory academic progress towards a passing grade and the teacher signs the appeals form. A form to verify a student has made satisfactory progress is available in the office. It is the responsibility of the student to have the form completed and present the form to their coach when completed and fully eligible. It is the responsibility of the teacher to communicate any failures to students in a proactive manner. Passing grades may not be overridden to failing grades. Should a student complete credit recovery summer school they will be removed from the ineligibility list and be fully eligible during the subsequent season. While the student is on the Ineligibility List, she/he is not allowed to compete in the activities listed below. The school's ineligibility policy applies to all school activities and events listed below. The ineligibility list shall be pulled from Infinite Campus and any student failing a class at the time of the list being populated will be determined to be ineligible.

Academic eligibility probation Students failing an entire semester or quarter for which they no longer have that course have the opportunity to meet with the high school counselor, activities director and high school principal to discuss the possibility of academic eligibility probation. The high school counselor, activities director and high school principal may meet with a student and discuss terms and expectations for academic probation. Should the student fall short of the expectations laid out in the probationary agreement, they will serve their ineligibility period for one (1) week or one (1) contest whichever is greater.

Category I

Baseball
Basketball, B/G
Cross Country, B/G
Fastpitch Softball
Football
Golf, B/G
Gymnastics
Hockey, B/G
Soccer
Speech
Track, B/G
Volleyball
Wrestling

Category II

Class Trips/Activities/Field Trips*
Clay Target League
Clubs*
FFA*
Knowledge Bowl
Musical*
National Honors Society
Robotics*
Winter Play*
Cheerleading*

*These activities follow the guidelines of the MSHSL, but are not governed by them, thus their penalties do not satisfy the violations of the league. In all situations the punishment can be more than the expectations laid out by the MSHSL, but cannot be less.

1. Students ineligible due to academic failures may be allowed to practice but may not compete or perform. Ineligible students are not allowed to travel with the team.

2. If a student's academic performance is affected by insufficient time being applied to coursework and assignments, students may not be allowed to practice if the teacher, coach/advisor, principal, and/or activities director feel that the student needs to use the practice and or competition time to make up work. If deemed necessary, a parent conference will be held either in person or by telephone to agree on action to be taken.

3. Receiving an incomplete does not make a student ineligible. Teachers and Administration may assign a student an incomplete grade.

The Activities Director will monitor academic eligibility of student participation and will coordinate policy administration with coaches and advisors.

Academic Honesty & Integrity

AI Policy (Implemented Spring 2025)

Academic dishonesty includes, but is not limited to:

- **Plagiarism**: Presenting someone else's work, ideas, or words as your own without proper citation.
- **Cheating**: Using unauthorized materials or receiving unauthorized help during tests, quizzes, or assignments.
- **Fabrication**: Falsifying data, information, or citations in academic assignments.
- **Facilitating dishonesty**: Helping another student commit any form of academic dishonesty.
- **Unauthorized collaboration**: Working with others on an assignment when individual work is required.

Student Responsibilities

- Complete all academic work with honesty and integrity.
- Ask teachers for clarification if unsure whether collaboration or certain resources are permitted.
- Report any observed academic dishonesty to a staff member.
- Properly cite all sources when conducting research or using others' work.

Teacher Responsibilities

- Clearly communicate expectations regarding academic integrity for each assignment.
- Provide guidance on proper citation and research methods.

- Monitor student work for potential dishonesty and address concerns appropriately.
- Report violations to the administration according to school procedures.

Consequences of Academic Dishonesty

Consequences for violations may include, but are not limited to:

1. **First Offense**:
    - Conference with teacher, Parent/guardian notified, Possible loss of credit on the assignment (teacher discretion), Written reflection by student
2. **Second Offense**:
    - Office referral, Parent/guardian meeting with administration, Grade of zero on the assignment, Disciplinary action (e.g., detention or academic probation)
3. **Third or Severe Offense**:
    - Possible suspension, Permanent record notation (in serious cases), Loss of eligibility for honors, awards, or leadership positions

Appeals Process

Students have the right to appeal any disciplinary action related to academic honesty by submitting a written request (via email) to the principal within 5 school days of the decision.

This policy was adapted with assistance from OpenAI's ChatGPT.

OpenAI. *ChatGPT*, 5 June 2025, https://chat.openai.com. Accessed [5 June 2025].

Medication/Drugs

Health Office

Student Medication Policy

I. Purpose

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency medication to students at school.

II. General Statement of Policy

The school district acknowledges that some students may require prescribed medication during the school day to function as near to their potential as possible. The school district's licensed school nurse or school staff member, who has been trained to administer medications under the supervision of the licensed school nurse, will administer the prescribed medications in accordance with law and school district procedures.

III. Requirements

A. Prescription and over-the-counter medications require a signed authorization from the student's parent or guardian which requests school staff to administer medications to the student. Acetaminophen & Ibuprofen- and over-the-counter medication authorization form signed by a parent/guardian is required. Medication will be given per the directions on the bottle. An alternate dose can be given only after a physician's order has been submitted. Grades K-5 over-the-counter medications must be kept in the health office and administered by trained staff. Students in grades 6-12 may carry their own, but a signed parent consent and student agreement must be signed and on file.

B. Both prescription and over-the-counter medications require a signed, written order from a health care professional that is licensed to prescribe medication. The order must indicate the student's name, date of authorization, the name of the medication, the dose to be given, the time to be given, how it is to be given, special instructions pertinent to the child or medication, duration of need for medication to be given at school and possible side effects or adverse reactions to the medication.

C. Over-the-counter cough drops may be used by students to suppress non-productive coughs. The child's teacher will manage cough drop usage. Physician's orders are not required but parental authorization for use of cough drops is appreciated.

D. Prescription medication must be brought to school by the parent or guardian in the current container appropriately labeled for the student by the pharmacy or physician in accordance with law. The following information must be on the label: child's full name, name and dosage of medication, time and directions for administration, physician's name, date that the prescription was filled. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance. A physician's order and a written parent/guardian authorization are required to give prescription medication at school. Please note the directions on the medication bottle must match the order. The pharmacy will split medications into two bottles upon request if needed.

E. Only the amount of prescription medication that is needed to be taken during school should be brought to school. If any medication remains, it must be picked up by the guardian or destroyed by school staff at the end of the school year. Prescription medication will not be sent home with a student.

F. Prescription medications are not to be carried by the student. Prescription medications shall be left with the appropriate school district personnel and will be kept in a locked drawer, cabinet or refrigerator, except as noted in a written agreement between the school district and the parent/guardian or as specified in an IEP (individual education plan), Sec. 504 Plan or IHP (individual health plan).

G. Prescription medication will be taken by the student, under the supervision of authorized school personnel, at the designated time in a manner consistent with the prescribed instructions on the label.

H. Students may be allowed to possess and use inhalers prescribed for asthma or reactive airway disease. Requirements which must be met prior to a student being given permission to carry and self-medicate with asthma medication in school:

1. The parent/guardian has not requested that school personnel administer the student's Asthma Medication.
2. The school nurse receives annual written authorization from the student's parent/guardian for the student to self-administer their asthma medication.
3. An appropriate asthma action plan is developed annually and revised as needed.
4. The inhaler is properly labeled for the student.
5. The school nurse has assessed the student's knowledge and skills to safely possess and use his/her inhaler in a school setting and has entered a plan to implement safe possession and use of the inhaler into the student's school health record.
6. A contract between the student, parent/guardian and school nurse has been signed to indicate agreement with conditions 1-5.
7. Inhalers- An Asthma Action plan completed by the physician must be on file and updated annually.

I. New written physician's orders and written guardian's requests for administration of prescription medication are required at the beginning of each school year. The school nurse must have immediate written notification from the guardian of any change in the student's medication or if the medication is no longer required. For medication dosage or time of administration changes, the school nurse must receive written notification from the physician. A new container labeled with new pharmacy instructions shall be required for each change.

J. Epi-Pens- Each building does stock epi-pens for emergencies. Students requiring an epi-pen for a life-threatening allergy will need an Allergy Action Plan completed by a physician on file and updated annually.

K. The school nurse shall be responsible for supervising the recording of every dose of medication given. Records of medications taken by students along with their physician's order and parental/guardian authorization will be kept in the student health file or cumulative folder.

L. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with the licensed school nurse. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

M. Special health treatments such as, but not limited to, catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine but do require the same written physician's order and guardian's authorization.

N. The provisions of this policy do not apply to medications:

- that are administered by the student's parent or guardian;
- that are used off school grounds except for those needed during a one-day school field trip;
- that are used in connection with athletics or extracurricular activities;

- that is used in connection with activities that occur before or after the regular school day.

Mood Altering Chemicals
The Minnesota State High School League eligibility requirements will be in effect for all extra-curricular activities, athletics, band, choir, dramatics, F.F.A., etc. Listed below are the disciplinary actions for students in activities who are in violation of the MSHSL (Minnesota State High School League) and WAHS rules and regulations regarding mood altering chemicals. Please see the activities director if you have questions.

District Policy 419 Tobacco-Free Environment
Policy 418 Drug Free Workplace/Drug Free School

Student Services/Activities

Activities
Athletics, publications, music, dramatics, and clubs provide a varied program for interested students. A student becomes a part of his school by participating in these activities. A student should choose his/her activities wisely and give their best to those they choose. Some of the activities listed should appeal to every student. In case you are in doubt about any activity, see your counselor for advice.

*These activities follow the guidelines of the MSHSL, but are not governed by them, thus their penalties do not satisfy the violations of the league. In all situations the punishment can be more than the expectations laid out by the MSHSL, but cannot be less.

Category I Activities:
(Includes all athletics, cheerleading, & speech.)

A. Rule

During the school year or during the season of practice, play, or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; possess or consume from a vaping device, use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

B. Penalties

1. First Violation
   Penalty: After confirmation of the 1st violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks or 14 calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation
   Penalty: After confirmation of the 2nd violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third & Subsequent Violations Penalty:
   a) After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
   b) If after the third or subsequent violation, the student on his/her violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

Category II Activities

(All other extra-curricular activities not included in Category I.)

A. First Violation
   Ineligible to participate for a period of two (2) weeks. This two (2) week period must include at least one (1) activity not included in Category I.
B. Second Violation
   Ineligible to participate for a period of six (6) weeks. This six (6) week period must include at least one (1) event not included in Category I.
C. Third and Subsequent Violations
   Ineligible to participate for a period of twelve (12) weeks. This twelve (12) week period must include at least two (2) events not included in Category I.

Code of Conduct

All students who participate in activities are subject to the MSHSL code of conduct as found in the activity participation bylaws and agreed to annually in the pre-activity paperwork. Students who are found to be in violation of the code of conduct may be subject to school disciplinary action.

Activity Attendance

Students who wish to participate in school activities must, on the day of the activity, be in school by 11:30am in order to be eligible to participate in practices, rehearsals, games, concerts, etc. Students who fall ill during the school day and leave school are not eligible to participate in extracurricular activities that day. This rule applies to all areas of the activities program -- music, athletics, and plays. Any special circumstances such as previously scheduled appointments must be approved by the AD/principal. The AD will supervise coaches and advisors monitoring student attendance/participation in activities. Attendance in school the day after an event is expected.

Student Clubs and Organizations

Students that desire to form a Windom Area Schools club or organization shall meet with the building principal to seek approval, receive approval from a Windom Area Schools staff member to supervise the

club/organization, develop bylaws for the club/organization, and present the bylaws to the Windom Area Schools board of education for approval.

Honor Societies

Windom Schools encourages the acknowledgement of student accomplishments through the recognition of Honor Societies. To maintain a uniform guideline for acceptable honor societies, the following procedures and specifications shall be followed:

- Any proposed honor society must be affiliated with Windom Schools. Examples include Windom National Honor Society & Windom Robotics Honor Society.
- Any proposed honor society must have a Windom Schools approved advisor.
- Any proposed honor society must have an advisory process for selecting members.
- Any proposed honor society must establish and maintain standards of acceptance for membership.
- Any proposed honor society applicant shall maintain a GPA of 3.0.
- Any proposed honor society must be open to juniors & seniors, or sophomores who have a GPA of 3.5 and complete a public service component.
- Any proposed candidate must have a clean record from major code of conduct violations.

Any proposed honor society must first meet with the Windom Area High School Principal to discuss the application and receive initial approval. Initial approval qualifies the application to seek school board approval.

Graduation Dress Guidelines

To maintain a consistent look of uniformity among all graduating seniors, Windom Area Schools has established the following guidance for dress and decorum at the commencement ceremony:

- Cords/stoles which are school affiliated (NHS, Robotics Honor Society, Honor Grad) are the only approved cords which may be worn over the graduation gown
- Pins & patches are not to be used to fasten anything to the cap &/or gown
- Semi-Formal under gown - dress will be addressed in school prior to graduation
- No adornments to cap and/or gown
- Graduate will process on their own unless assistance is necessary due to a medical condition
- Students failing to adhere to these guidelines may be asked to sit out of commencement

Announcements

Announcements will be emailed to staff and students by 9:45 AM. They will also be posted on the Windom Schools' website: https://www.windom.k12.mn.us/. Special announcements/changes in schedule will be read over the intercom.

Class Advisors

These are staff members who are appointed to supervise, administer and guide all activities, which are undertaken by the class as a whole. The class advisor sponsors and supervises class elections, activities, social functions, and the financial support of these activities. The purpose of these activities is to teach students how to work together democratically. They are also there to advise on other phases of citizenship training.

Student Services

Students are encouraged to use the Student Services office for guidance. **Students are encouraged to send a Google Calendar invite and have the meeting accepted, or an email that is replied to, in order to leave class.** The counselor's availability does change daily; however, if you would like to talk to a counselor, social worker, nurse or school psychologist, please make an appointment via Google Calendar. Student Services staff

is available to discuss personal matters on a confidential basis or just seek information on class scheduling, occupational information, etc.

Lockers/Padlocks
One padlock for each locker in the middle high school will be provided by the school district on a student's first day of school. These padlocks must be returned to the school district on their last day of school. If a padlock is lost or broken during their enrollment, the student will be responsible for paying $15.00 to have it replaced. ONLY SCHOOL ISSUED PADLOCKS MAY BE USED. ALL OTHER PADLOCKS WILL BE REMOVED UNLESS APPROVED BY ADMINISTRATION.

It is the policy of the state of Minnesota that:
"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. 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." During the course of the school year, a canine unit may be requested to search the school property including lockers, storage areas, and the parking lot without advanced notice.

Students will be responsible for keeping their personal possessions locked in their lockers at all times when they are not needed for class. 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.

Students are each assigned one locker and may only use one locker throughout the school year. This does not include gym lockers.

Lost and Found
Please report all lost and found articles to the high school office.

Media Center
The media center/computer lab will be used for Principal's Hour as well as as a place for students completing online courses through Edmentum. Teachers assistants may also be utilizing space in the media center. Students are encouraged to use the library and its computers for schoolwork. Rules for library use will be posted. Become familiar with the rules and use your library accordingly.

School Dances/Parties
School dances are primarily for the students currently enrolled at Windom Middle/High School. All guests must be in the same age group and accompanied by a student currently enrolled in Windom Middle High School. The same rules of conduct shall apply to all students and guests alike.

All dances are set up through Student Senate or other school organizations with Administrative/Activities Director's approval. A law enforcement officer will be available/present at all dances. Students must complete a School Dance Guest Request form and submit it to the office prior to the end of the school day the day before the dance.The link to the form: School Dance Guest Request Form

Prom

The link to the form: School Prom Guest Request Form.

Homecoming/Winterfest

Students may participate in Homecoming/Winterfest activities as planned by the school. Any student may be withheld from activities should their presence be determined to negatively influence the positive participation of the other participants. Administration retains discretion in determining eligibility for participation in activities, including royal courts. Students may be stripped of titles won (i.e. Homecoming (King/Queen) for violations of school policy.

Miscellaneous

Arriving at School before 7:45

We ask students to arrive at 7:45 or after for the school day. Students arriving at school before 7:45 a.m. that are not working with their teacher are asked to go to their lockers and then report to the commons areas or another supervised area.

Directory Information

Directory information means information contained in an education record of a student which would not generally be considered harmful, or an invasion of privacy is disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include personally identifiable data, which references religion, race, color, social position or nationality. Such information is public and by law must be released upon request that Directory Information not be released on their child by requesting in writing. Persons having questions regarding records may contact the building Principal or Counselor.

A parent whose child received special education services under P.L. 94-142 may request that records be destroyed when they are no longer needed to provide educational services to their child. (NOTE: parents or students may find that these records are needed for social security benefits or other purposes at a later date).

Parents, Please Read:

Occasionally students' photos will be used in connection with the Windom Area Schools. If you would prefer your child's photo not be used, you must submit a request in writing before October 1st to: Windom Area Schools, PO Box 177, Windom, Minnesota 56101. You can also email the principal with your request.

Persons having questions regarding records may contact any of the principals or school counselors. **Here is the notification of rights under FERPA.**

Electronic Devices/Cell Phone/Ear Bud/Nuisance Items Usage Policy
Students in grades 5, 6, 7 & 8 are required to keep cellular phones/smart watches silenced in their lockers throughout the school day (AWAY FOR THE DAY.) Cell phones/smart watches are not permitted in classrooms for students in grades 5, 6, 7 & 8. Violations to the middle school cell phone policy are as follows:

1) Phone/watch brought to office, student gets back at end of the day
2) Phone/watch brought to office, parent must pick up
3) Phone/watch brought to office, parent must pick up, student no longer permitted to bring cell phone/smart watch to school

Students in grades 9-12 may use electronic devices (iPads, iPods, Cell Phones, etc…) at lockers during passing time, and during lunch. Electronic devices (iPads, iPods, Cell Phones, etc…) are prohibited from the classroom. Electronic devices including cell phones and headphones must be kept in lockers throughout each class period. Headphones/earbuds may only be used in a class at teacher discretion and may only be connected to Chromebooks. All electronic devices must be kept silent throughout the school day. Staff reserves the right to collect nuisance items from students that are disruptive to the learning environment at any time throughout the school day. Inappropriate use of cell phones, earbuds, personal audio devices, cameras or video cameras includes, but is not limited to: use during instructional class time; improper use in the Media Center; sending harassing messages/calls to other students or staff; and taking pictures/video without consent or knowledge of the parties involved. The school district reserves the ability to have a student check their electronic devices into the office and return at the end of the school day, or to ask the student, after parent communication, to leave their electronic devices at home.

Students in grades 9-12 who violate the guidelines above will be subject to the following disciplinary actions:

1) Phone/watch brought to office, student gets back at end of the day
2) Phone/watch brought to office, parent must pick up
3) Phone/watch brought to office, parent must pick up, student no longer permitted to bring cell phone/smart watch to school

BYOD for college courses policy

Taking pictures/videos in bathrooms and locker rooms is prohibited by Minnesota Law
Students in violation of Minnesota Law shall receive school disciplinary action and referral to local law enforcement. Electronic devices including Chromebooks and cell phones are not allowed in the locker room or bathroom areas. **ISD 177 is not responsible for any lost, stolen, or damaged technology devices.**

Crisis Management Plan

5 Fire drills, 5 emergency lockdown drills and 1 tornado drill will be conducted annually. These emergency preparedness drills are required by law for the safety and protection of all students and staff. Emergency preparedness plans will be communicated to students by staff during the school year. Parents will be notified of any active shooter drills and given the opportunity to opt students out via communication with the school with 24 hours of notice prior to the drill. Mental health services will be available to any students seeking support following each drill.

Notification of Pesticide Application

Notification of the pesticide application schedule will be published in the District Newsletter annually. Any questions regarding this should be directed to the Director of Building and Grounds.

Hallway Passing During Class

Students wishing to speak with any adult in the building need to send a Google Calendar invite and have that invite accepted, or send an email and receive a reply indicating availability in order to leave a classroom, or receive a paper pass. Students must sign out of the classroom they are leaving and sign back in upon re-entry. Students leaving for the restroom/any passing during class should have the hall pass from the teacher they are leaving from.

Pledge of Allegiance

Since the 2003/04 school year, all public and charter school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted in one of two ways:

1. by each individual classroom teacher or the teacher's surrogate
2. over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Visiting children and students

Students that have out of town friends and relatives visiting school must fill out a guest approval form 24 hours in advance of the visit. Students who are not registered at Windom Area Middle High School may not be permitted to be in the school before, during or after school unless they have official business. If a student has official business, it is recommended they call the school for an appointment prior to that day. All visitors must sign in at the office and wear a visitor's badge while in the building. If a student is in school without official business they will be warned, the policy will be explained to them, and subsequently asked to leave the building. The second time the student is in the building without official business, law enforcement may be called. Parents may eat lunch with their student one time per week but must sign into the office to do so. Parents who wish to visit a classroom must have administrative and teacher approval prior to the visit. Administration reserves the right to deny any parent this privilege at any time.

Student Information Hub

All outside information must be approved by the administration. Once approved, the information may be posted on the Student Information Hub located outside the main MSHS office.

Yearbook

The yearbook advisor(s) must approve all visual images submitted for publication in hard copy or digital version of the yearbook. All visual images and content are subject to review and approval by the school administration.

College Concurrent Enrollment Admission Eligibility

The following criteria will be used to determine eligibility for concurrent enrollment courses. Administration reserves the right to determine the final eligibility for available college course seats.

TIER 1
Step 1. Top 50% of Seniors
Step 2. Top (33% SMSU) (67% MSU) of Juniors

TIER 2
Step 3. Senior 3.0 GPA or ACT of 25 or greater
Step 4. Junior (3.0 SMSU) (3.3 MSU) GPA

TIER 3
Step 5. Senior 21 ACT
Step 6. Junior 24 ACT

TIER 4
Step 7. Eligible Sophomores top 10% and score over 90% on a national normed test

PSEO (post-secondary enrollment options) information is shared with students at the initial registration meetings held with students prior to requesting courses. State PSEO information can be found here.

In addition to state/institutional admission requirements for Concurrent courses, Windom Area Schools requirements are as follows:

- **GPA for courses within a discipline must be a 3.0 or higher**
  - **Example - Biology would be a course within the discipline of College Biology that a student must maintain a 3.0 GPA in**
- **CAPTI/MCA data indicates student readiness for success in Concurrent courses**
  - **Scores in the Meets or Exceeds category within the discipline**
  - **For courses with no immediate CAPTI/MCA data available the Reading MCA test or a Pre-ACT test may be utilized**
- **Students must maintain an attendance rate of 90% for the semester immediately preceding enrollment in a concurrent course**

*****Students who do not meet any/all the criteria listed above may appeal for admission into Concurrent courses by seeking a Letter of Recommendation for a teacher within the discipline they are seeking to take a college course in. Example - should a student fall short in up to 3 categories listed above and wish to take College Algebra, the student must seek a Letter of Recommendation from a HS math teacher in order for admission into a College Algebra course.*****

Students who receive a Failing Grade for a PSEO or Concurrent course, or who drop a course after the 10 day drop period, will pay the school for the cost of books/supplies related to taking the course.

Students who fail to return books/supplies for PSEO courses may lose the privilege of walking in the graduation commencement ceremony.

MCA/MTAS Opt Out

Below is a link to the MCA/MTAS opt-out form. This form needs to be submitted to the office by March 15. If students are not enrolled by March 15 they will have two weeks to submit this form upon their registration date.

Link to MCA/MTAS Opt Out Form - Under Student Participation.

Items Not Covered In Handbook

It would be impossible to address every situation that arises during the school day and its related curricular, co-curricular, and extracurricular activities. School officials reserve the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal may exercise administrative discretion and retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as the principal considers necessary. Each situation is different and will be handled on an individual basis.

ALL School Policies are available on the district web page.

WEIGHT ROOM POLICY

The weight room is a privilege not a right.

Windom 7-12th grade students, and 6th graders who have completed POWER, may use the weight room only if there's a supervisor. If there's no supervisor, the students will be asked to leave. We will have adult supervision from 3:00-5:00 PM on Monday, Tuesday, Wednesday, Thursday and Friday.

The weight room may also be available in the morning as communicated by supervisors. Students must be eligible academically to use the weight room. Students should not use the Weight Room during the school day unless under direct and constant supervision by a supervisor.

If you have any questions, please see Jacob Johnson, Activities Director.

To report bullying, click here

Adopted: 02/14/2011 Policy 514
Reviewed: 08/14/2023 Revised 2023

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

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 a student's ability to learn and/or a teacher's 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages 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 remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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.

J. The school district will act to investigate all complaints of bullying reported to the school district 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

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on

school transportation" 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.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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 witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct

shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, 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. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. 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 who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in

a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR 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 commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. 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 and other prohibited conduct.

D. 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 target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or 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.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school

district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. 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.

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)