

The Patriot Promoter

Distributed by the Win-E-Mac School District

www.wemschools.org

August 2023

**WELCOME BACK TO
SCHOOL!!!!!!**



2023-2024 School Calendar

August

22nd, 29th, 30th, 31st – Staff Workdays
30th – Open House 5:00-7:00 p.m.

September

5th – First Day of School
19th – Board Meeting 5:30 pm

October

12th – Parent/Teacher Conferences
Dismissal 12:30
19th – No School – MEA/NEA
20th – No School – MEA/NEA
21st – Board Meeting 5:30 pm

November

3rd – End of 1st Quarter
6th – Dismissal 12:30 – Staff Development
21st – Board Meeting 5:30 pm
23rd – No School: Thanksgiving
24th – No School

December

19th – Board Meeting 5:30 pm
21st – Early out 12:30
22nd-31st – No School: Winter Break



THINGS TO DO DURING OPEN HOUSE

Wednesday, August 30, from 5-7 pm Every year, Win-E-Mac has an Open House, welcoming students back into the building to meet their new teachers, to visit their new classrooms, to drop supplies off in their desks and lockers, to see friends they haven't seen in a while! Free tailgating meal, bouncy house and inflatables, bus information. Patriot Boosters will have clothing for sale.

7th Grade Orientation at 6 pm

- * Letters are being sent home with more information
- * Devices and class schedule information (Mrs. Aakre and Dr. Anderson's classrooms)

Grade 8-12 Device and Class Schedule Pickup

- * Pick up devices in your first hour classroom

Contact Mr. McKeever for schedule changes.



SUPERINTENDENTS NOTES
Randy Bruer, Superintendent

Supt. Notes
By Randy Bruer

A new school year is just around the corner. The school day will run from 8:25-3:07. **Open House** is slated for Wednesday, August 30th from 5:00-7:00 p.m. Erin Lisburg will be in the District Office answering the phone, MARSS, attendance and welcoming people to our school. Kristi Plante will do correspondence with transportation and sub calling.

School Choice

When reviewing a school choice, parents should consider the programs and opportunities available for students, the school safety, and qualified staff teaching your children. Education is our job and Win-E-Mac school takes this very seriously as students are important to our future. We have added a new activity this year called Esports, which is structured computer gaming, and wrestling. Students must be eligible to participate in this gaming activity. Other programs as Robotics, Lego clubs, extra-curricular sports, performing arts and vocational classes are important for students to choose careers in the future. Public Schools have a lot to offer with numerous opportunities for children.

Fitness Room Renewal

Membership to the School Fitness Center is only good until **August 31, 2023**. You will need to renew the **\$75** membership fee by that date, or your card will be deactivated until a payment is made. If you did not purchase a membership last year and would like one this year, please come to the District

Office to fill out a membership application and fee. Adult members of a family must have their **OWN** access card from the office. Parents can use their card supervising school aged children. Do not access the rest of the school after hours or an alarm will activate law enforcement. The school has video cameras at entrances and hallways of the school to show access. Please call 218-563-2900 for any questions.

Important: Immunizations

Before a student can attend a Minnesota school, a child must have their immunizations up to date before the first day of school. These students include Pre-school age 4, Kindergarten and seventh graders. If you have a question, please call the school for information. Immunizations help every child in school to prevent illness and disease.

Free Lunch and Breakfast is available in all MN Public Schools

IMPORTANT: F & R Application forms

I know you read and hear this announcement time and time again, but I cannot stress enough how important these forms are to the school district to access funding for our school. **This year all students will have a free lunch and breakfast. We still need F & R applications available by paper copy or on-line on the Web page: wemschools.org**

Century 21 After School Program

We are sad to inform parents that the Century 21 after school free program will end on August 30th, 2023. We have had a good 6 years of free programming from this grant. At the open house the Century 21 program wants to sponsor a hot dog and chips lunch for families on August 30th from 5:00-6:00 p.m. **We will be continuing the Century 21 program but there will be a cost for the after-school program.** We will have more information that evening. Make plans to attend.

Patriot Pride Boosters

The Patriot Pride Booster Club helps to support students in academics and activities. This group wants to invite parents and community members to get involved. The club will fund raise, provide volunteers for academics and activities in school, sell Patriot clothing and sponsor some events during the school year.

Win-E-Mac Conducts Strategic Planning

The Win-E-Mac School is in the initial state of developing a strategic plan. The school board is working with the Minnesota School Boards Association (MSBA) to provide guidance and assist with the planning. The school board is seeking input from school district residents and staff to help in identifying the school district's strengths and areas for improvement. School district residents and staff can give the school board feedback by completing the "Win-E-Mac School Strategic Planning Survey". The information gathered from the survey will be analyzed by the MSBA and used to help identify school district strategic priorities. Click the following link to access the "Perception Survey of Win-E-Mac School. The survey is open until 6:00 p.m. on August 31, 2023.

www.wemschools.org



Riding the Bus

There have been a few questions about students riding a school bus. Minnesota Law governs the Transportation by the school district as a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act.

Office Hours & Contact Information

The Win-E-Mac School District Office will be open from 7:00 AM to 4:00 PM Mon-Fri during regular school days. To reach the school, you can use the following numbers:

Erskine: 218-687-2236

McIntosh: 218-563-2900 Fax Line: 218-563-2902

Sports

We would like to welcome everyone back to the new school year. Win-e-Mac has some terrific activities for this fall for everyone to attend. Football and Volleyball activities taking place nightly with junior high and senior high students.

We want every child to have a positive experience in the sport they choose to participate in so we must model and support our athletes with respect and good sportsmanship. We also want everyone to be able to enjoy our student participation in the high school league activities.

"Go Patriots"

WIN-E-MAC SCHOOL WEBSITE

There are many tools parents/guardians have access to via our website: www.wemschools.org

You have the ability to check food service account balances, look at menus for the month, use TITAN/LINQ to pay on your child/children's account, view the school and activities calendars, access teacher daily lesson plans, monitor your child's progress & grade reports, read the daily bulletin, contact teachers and staff via e-mail, find any jobs postings at the school, view information and photos about happenings at the school as well as other website features. If you have any questions or problems concerning the website, please call the school.

2023-24 SCHOOL CALENDARS ARE AVAILABLE AT THE OPEN HOUSE AS WELL AS AT THE SCHOOL OFFICE.

FREE AND REDUCED FOOD SERVICE APPLICATIONS

Breakfast and lunch will be free this year. These forms are very important to access funding for our school. If you are the parent of a child and know you may meet the eligibility requirements of the program, please fill them out and return them to the school. They are confidential

and it does not mean you need to take advantage of what the form has to offer, but we still ask you to fill it out. It does affect our compensatory funding for our school, free or reduced meal money for kids, 0% interest on QZAB loans, reduced phone and internet bills for our school, Title 1 funding, Federal funding, computer, technology and equipment grants, and learning materials. Next year or anytime during the year we ask parents or custodial parents to fill out the free and reduced request forms.



SCHOOL FOOD SERVICE PROGRAM

Win-E-Mac School provides delicious, healthy meals for breakfast and lunch. Applications for Educational Benefits will be in your Back-to-School Packets. Please keep in mind that a new application needs to be completed for **each school year**. All the information on these applications is confidential.

The prices for the 2023-24 school year are as follows:

Elementary Breakfast	FREE
Elementary Lunch	FREE
High School Breakfast	FREE
High School Lunch	FREE
Adult Lunch	\$5.00
Second Helping	\$5.00
Adult Breakfast	\$2.85
Ala Carte Items:	
Extra Milk, Chips, Fruit, Salad,	
Dessert	\$1.00
Main Entrée only, Wrap,	
Sandwich, Soup	\$2.00
Rolls, Juice	\$1.25

Please remember that any items taken from Ala Carte will be charged for, so there would need to be funds in the food service account to pay for these items.

PLEASE TAKE NOTE: THE WIN-E-MAC SCHOOL DISTRICT HAS A NO-CHARGING POLICY. This means there must be sufficient funds in your child/children’s lunch accounts for each time they purchase food. If your account has less than \$7.00 in it, you will get an e-mail, text or phone call once a week. Thank you.



WIN-E-MAC SCHOOL CONTINUES BACKPACK PROGRAM FOR THE 2023-2024 SCHOOL YEAR.

Melissa Smeby, Family Service Specialist, Win-E-Mac School states the Backpack Program provided additional food for children who attended school at Win-E-Mac for the 2022-2023 school year. The children are both elementary and high school age, and often look forward to the boost of food for the weekend or holiday. The food is child-friendly and is easy for the students to prepare themselves without adult support. The number of children participating can fluctuate during the school year depending on the movement of families in and out of the district or the needs of families changing throughout the year. The school staff is really good at referring and expressing any concerns they have about children who show warning signs of not having an adequate amount of food.

If you are interested in learning more about the Program for yourself or others, or if you wish to donate monies to assist in underwriting the Program for the Win-E-Mac School, you can contact Melissa Smeby, Family Service Specialist, Win-E-Mac School at 218-687-2236 or Grace Lutheran Church, 218-687-4035. Checks can be written to the Grace Backpack Program and mailed to Grace Lutheran Church, P.O. Box 124, Erskine, MN 56535.



SCHOOL MESSENGER

In our effort to improve communication between parents and school, Win-E-Mac has a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by **School Messenger**, a company specializing

in school-to-parent communications. Win-E-Mac will continue to report school closings due to snow or weather on area radio and TV stations and will use this system as an overlay to the public announcements.

When used, the service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school employee. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

PLEASE COMPLETE THE EMERGENCY CARD INFORMATION AT THE OPEN HOUSE SO THE SCHOOL HAS CURRENT CONTACTS FOR YOU AND YOUR HOUSEHOLD.

SPORTS CALENDAR

Please review the sports calendar on our school website: www.wemschools.org for the games, times and location of the sport you want to attend.



BOX TOPS/LABELS FOR EDUCATION

Families: Are you looking for a quick and easy way to support our school? HERE'S HOW IT WORKS: Buy participating products and use the Box Tops app to scan your store receipt. The app identifies eligible products and earnings are credited to your designated school online. Even if you are shopping online or doing grocery pickup, you can still submit your digital or email receipt with the Box Tops app and earn. Twice a year, our school gets a check! Thank you for supporting our students!



AFTER SCHOOL HOURS SUPERVISION

As the school year and sports seasons begin, we want to remind parents that when students stay after school for events, we cannot be responsible for them at all times.

Each season, several students walk up town or to the nearest convenience store to pass the time or get snacks. Highway 59 and US Highway 2 are two extremely busy highways that pose considerable risk to pedestrians. If you do not want your child leaving school grounds, please talk to them about this matter. *Unless your child is involved in a school approved after school program, they are to go home on the buses. Then return for evening activities with adult supervision.*

SCHOOL SUPPLY LISTS

The lists of supplies needed for each grade can be found on the website www.wemschools.org and the school office.

CELL PHONES & ELECTRONIC DEVICES

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

ATTENDANCE

Attendance at school continues to be concern to all of us at the school. It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in classes is sequential; therefore, learning requires a continuity of attendance and effort. Regular attendance, an essential cornerstone of learning, is based upon a partnership between home and school in promoting responsible attendance habits. The students, the parents/guardians, and the school share responsibility for student attendance. Students are expected to attend classes regularly and to be on time. We believe that in order to earn credit in a course, a student should not have more than 10 absences during a semester. To adequately communicate this policy with parents, we will mail notices when your child has missed 5, 7 and 10 days respectively from any class period. Reaching the 10 day maximum could result in no credit for that class for the entire semester. We also want to reward good attendance for those students who make every effort to come to school and do their very best. Four years ago, we instituted an exemption policy by which students could be exempt from semester tests based upon their attendance and academic progress. To review either of these policies, please request a handbook from the office or log on to our website at www.wemschools.org to review them in their entirety.



WIN-E-MAC SCHOOL TRANSPORTATION DEPARTMENT

The first day of school is just around the corner and the transportation department is busy preparing bus routes. Transportation post cards will be sent out to each family in the district the last week in August. The post cards will contain information including the name of the bus driver, the bus number your child/children will be riding on and the A.M. pick-up time. All town stops will remain the same unless indicated otherwise on the post card.

If you have moved since the end of the school year, **please call the school immediately** and let them know your new address and phone number. If you are new to the district it is also very important to register your children. It is extremely difficult to develop accurate bus routes until we know exactly where each student is residing.

If your child/children will not be riding the school bus, please contact the school with that information as well.

We would also like to remind you to fill out a child care form for pickups and drop-offs that are different from your home. These are very important so that our staff can pick up and deliver your children to the correct address. The teachers and office staff need to have notes if a child needs to be dropped off somewhere else or be picked up by someone other than the parent or guardian.

If you have any questions or concerns about transportation at Win-E-Mac, please contact Kristi Plante at 218-563-2900 or 218-687-2236.



514 BULLYING PROHIBITION POLICY

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 on school premises, on school district property, at school functions or activities, or on school transportation. 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.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, 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.

- G. 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 as defined in this policy.

- 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. "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.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "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.
- H. "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 Minn. Stat. § 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.

General Pesticide Notice for Parents or Guardians

Dear Parent or Guardian:

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule please contact Superintendent Randy Bruer at Win-E-Mac School District Public School.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family,
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive Notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. *Win-E-Mac* Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Win-E-Mac School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Win-E-Mac School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Win-E-Mac School District will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.
- *Parents/eligible students who believe their rights have been violated may file a complaint with:*
- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, D.C. 20202-4605

**WIN-E-MAC PUBLIC SCHOOLS
INDOOR AIR QUALITY NOTICE**

Win-E-Mac School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school

The Win-E-Mac School District Indoor Air Quality contact person is Randy Bruer, Superintendent. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 218-563-2900.

**MINNESOTA DEPARTMENT OF HEALTH GUIDANCE
CRITERIA**

The MDH/MDE guidance document requires the testing of all water fixtures used in food preparation or used by children, staff, or

pregnant women for drinking water purposed. Lead in water can result from plumbing systems where leaded solder was used to connect copper piping or from lead-lined water cooler outlets. The on again/off again usage patterns within school facilities can create elevated lead concentrations in excess of 15 parts per billion (ppb), particularly after weekend, holidays, and vacations.

WATER SAMPLING RESULTS

All water sample results were below the 15-ppb threshold. There wasn't a sample close to the 15 ppb. Recommended testing in another 5 years.

SAMPLE ANALYSIS

All sample analysis was completed by Twin City Water Clinic by GFAAS using EPA Method Number 239.2 Chain of custody worksheets have been used though out the analytical process. The laboratory analysis report is attached for your review.

NOTICE TO HOME SCHOOL PARENTS

Minnesota Statutes 120a.22-120A.26 and 121A.15 require the person in charge of providing instruction to a child to submit the Minnesota Compulsory Instruction Report to the superintendent of school district in which the student resides. The report is available from the Minnesota Department of Education or the district office.

The Compulsory Attendance Report is due to the district office by October 1st of each year. Students between the ages of seven and

seventeen must be reported in attendance at a school or they are subject to Minnesota truancy laws.

NOTICE TO NON-CUSTODIAL PARENTS/GUARDIANS

Non-custodial parents should contact the school district in which their child is attending to update contact information. Educational records and regular communication such as report cards and conference notices can only be delivered if accurate contact information has been provided by the parent.

NOTICE OF BACKGROUND CHECKS

Win-E-Mac Schools require that applicants for school district positions who receive an offer of employment and all individuals who are offered the opportunity to lead co-curricular or extra-curricular activities in the district, regardless of whether any compensation is paid, submit to a criminal history background check. These are conducted by the Minnesota Bureau of Criminal Apprehension (BCA). The district also reserves the right to conduct additional background checks with other agencies.

MILITARY RECRUITERS

Federal and state laws require all school districts to provide U.S. military recruiters, upon request, with the name, address and telephone number of all 11th and 12th grade students within 60 days of the request unless the parent or a non-dependent adult student, requests that the information not be provided. If you do not want a student's directory information released to a recruiter, you must specifically deny access in writing to Supt. Randy Bruer



*Home of the Patriots
Welcome back to School
September 5, 2023*

**Win-E-Mac ISD#2609
23130 345th St SE
Erskine MN 56535**

**Non-Profit Organization
ECRWSS
U.S. Postage Paid
McIntosh MN 56556
Permit #18**

POSTAL PATRON