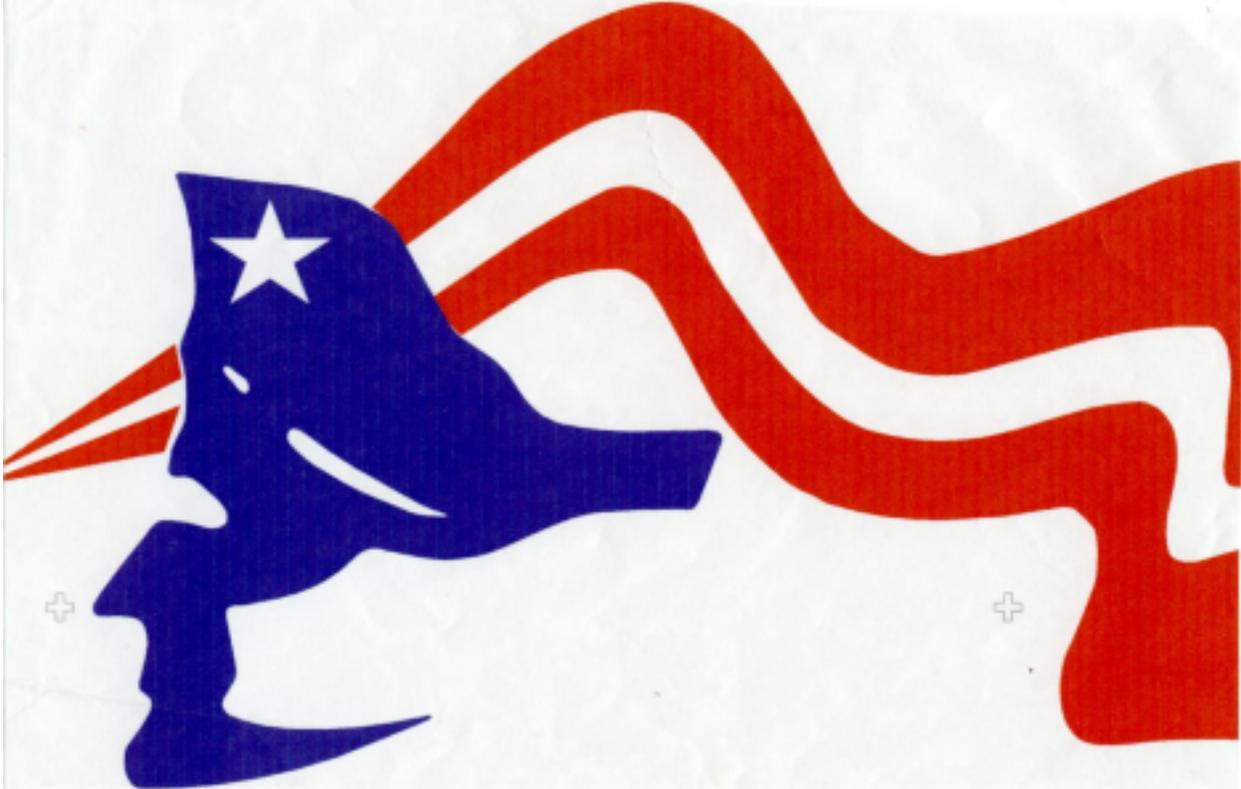


**Win-E-Mac  
Elementary Handbook  
2025-2026**



**Vision Statement**

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

**Mission Statement**

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

**WIN-E-MAC ELEMENTARY SCHOOL  
GRADE K-6**

Dear Parents:

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

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

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

Sincerely,

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

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

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

## *Win-E-Mac Building Goals*

### *Elementary*

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

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

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

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

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

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

*The district will foster an environment which encourages parent involvement. •*

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

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

*phone, or written contact*

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

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### **PROPOSED CHILDREN’S “BILL OF RIGHTS”**

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

#### **ALL CHILDREN HAVE THE RIGHT TO:**

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

### **DATA PRIVACY**

#### **PRIVACY RIGHTS**

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

## **DIRECTORY INFORMATION**

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

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

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

## **ACCESS TO RECORDS**

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

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

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

records of graduates of this school.

## **ARRIVAL AND DEPARTURES**

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

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

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

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

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

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

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

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

## **ATTENDANCE**

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

## **PARENT CONFERENCES**

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

### **REPORT CARDS**

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

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### ***TESTING PROGRAM***

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

### **RETENTION OR PROMOTION**

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

### **NEW STUDENT ENROLLMENT**

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

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

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

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

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

### **CLASSROOM VISITATIONS**

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

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

with the elementary teacher to determine what might work best.

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

### **PARENTAL CONCERNS PROCEDURE**

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

1. Talk directly with the person(s) involved

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

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

### **SCHOOL INSURANCE**

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

### **IMMUNIZATION**

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

### **ILLNESS AT SCHOOL/ACCIDENTS**

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

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

### **MEDICATION**

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

the principal's office.

### **LIBRARY BOOKS/TEXTBOOKS**

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

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

### **INSTRUCTIONAL PROGRAMS**

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

### **FIELD TRIPS**

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

### **PHYSICAL EDUCATION**

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

### **CHURCH SCHOOL/RELEASE TIME**

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

### **WEDNESDAY EVENING ACTIVITIES**

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

### **PARTIES**

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

### **BIRTHDAY PARTIES/OTHER CELEBRATIONS**

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

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

### **LOST AND FOUND**

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

### **MONEY AT SCHOOL**

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

### **CARE OF SCHOOL PROPERTY**

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

### **CARE OF PERSONAL PROPERTY**

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

### **SCHOOL CANCELLATIONS/EARLY DISMISSALS**

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

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

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

### **FIRE AND TORNADO DRILLS**

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

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

### **BOMB THREATS AND EVACUATIONS**

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

procedure. **SCHOOL LUNCH/BREAKFAST PROGRAM**

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

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

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

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

### **CAFETERIA RULES**

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

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

### **GENERAL SCHOOL WIDE RULES**

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

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

### **CLASSROOM DISCIPLINE**

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

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

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

In the case of a "severe infraction":

A "severe infraction" is defined as:

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

"Severe" clause:

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

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

### **APPROPRIATE DRESS**

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

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

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

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

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

### **CELL PHONES**

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

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

### **HEELYS, SPINNERS, ROLLER SKATES**

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

## **WEATHER POLICY FOR OUTSIDE PLAY**

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

## **PLAYGROUND RULES GRADES K-6**

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

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Possible consequences for not following these rules:

Daily consequences:

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

See Principal Immediately:

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

Accumulative consequences per nine-week period: (given only by the principal)  
Step 1 Detention for remainder of the noon period  
Step 2 Two days of noon detention and parents called  
Step 3 Three days of noon detention and parents called  
Step 4 Five days of noon detention and parents called

## **TRANSPORTATION/BUS RULES AND VIOLATION CONSEQUENCES**

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

### **Bus Rules**

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

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

### **Bus Rule Consequences**

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

### **Note:**

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

### **Other Discipline**

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

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### **Records**

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

### **Criminal Conduct**

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

### **BICYCLES**

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

### **STUDENT BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES**

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

### **SEXUAL HARASSMENT AND VIOLENCE SYNOPSIS**

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

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

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

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

### **INTERNET POLICY**

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

### **FORBIDDEN ITEMS**

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

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

**One item that caused a lot of disruptions over the past few years was “Spinners”. Spinners and other such like devices will no longer be allowed in the school building or on school grounds unless required by and IEP or 504 plan approved by the building Principal.**

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

### **LOCKER POLICY**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspections of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## **WEAPONS POLICY SYNOPSIS**

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

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

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

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

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

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

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

