



# **Winner School District**

We Are Warriors!! We Have PRIDE!!  
**Prepared - Respectful - Involved - Determined – Empowered**

MIDDLE/HIGH SCHOOL HANDBOOK  
**2025-2026**



# WINNER MIDDLE/HIGH SCHOOL 2025-2026 STUDENT HANDBOOK



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We Are Warriors!! We Have PRIDE!!  
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Along with the members of the Board of Education, faculty, and administration, we want to welcome you to the 2025-2026 school year. We hope that you will take advantage of the many opportunities available to you, and by working together, we may distinguish ourselves as having an outstanding school.

The purpose of this handbook is to give each student a ready reference to the rules, regulations, and general information about Winner Middle/High School. Please read your handbook carefully and have your parents read it also. If there are any questions, do not hesitate to contact school personnel. The school number is 842-8125.

Use your years at Winner Middle/High School in diligent preparation for your future. We are hopeful that your experiences at Winner Middle/High School will provide the opportunity to successfully achieve the goals you have set for yourself. Our staff members are here to serve you and help you attain those goals!

Have a great year!

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## Philosophy of Education

The Winner School District focuses on establishing and revising learning goals, encouraging students to higher levels of achievement and development, and emphasizing the interrelationship among curricular areas as well as communication among all stakeholders.

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## **Academic Excellence Awards Policy (Grades 9-12)**

It is the philosophy of Winner High School to encourage and recognize students who have excelled in academic achievement. The following criteria will be used in determining eligibility for academic excellence awards in grades 9-12. An honors medal and certificate of achievement for any student who maintains a 3.5 grade point average or above, with no grade lower than a "C" for the first three quarters of the current school year. In consideration for this award, grade point averages are not cumulative. A certificate of outstanding performance in a subject area will also be awarded. Students will be chosen during the fourth quarter of each year by the faculty directly involved from each of the subject areas taught.

## **Activity Program**

Parents and students understand and agree that:

The school has provided notification to the parent and student of the existence of potential dangers associated with participation in activities; participation in activities may involve injury of some type; the severity of injuries can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries such as injuries to the body's bones, joints, ligaments, tendons, or muscles. Catastrophic injuries to the head, neck and spinal cord and concussions may also occur. On rare occasions, injuries so severe as to result in total disability, paralysis and death; even with the best coaching, use of protective equipment and strict observance of rules, injuries are still a possibility; and I give consent for our student to compete in approved activities for the school year. I give my permission for our child to participate in organized high school activities, realizing that such activity involves the potential for injury and harm which exists as an inherent element in all activities.

I agree to the participation of my student in school activities subject to all school rule interpretations, and the activities rules of the SDHSAA as a member school.

I understand personally identifiable directory information may be disclosed about my student as a result of participation in school activities. If I do not wish to have such information disclosed, I must notify the school in writing prior to participating in an activity.

I understand that the Winner School District does not have insurance coverage for injuries due to participation in activities. Therefore, the Winner School District is not liable for injuries that occur during an activity.

An important goal of our school is to develop a well-rounded individual who is adequate socially and physically as well as intellectually. We also attempt to provide enjoyment and training toward the development of hobbies or other recreational activities that will carry over into adult life. We offer several activities for our students and urge every student to participate in at least one or more activity.

Students may purchase discounted activity tickets for regular events in the school office. Discounted tickets are not available for tournaments and some special events. Check in the office with any questions regarding event tickets.

Activities for the Middle School students (Grades 6-8) will be based on quarters as follows:

- 1<sup>st</sup> Quarter – Cross Country, Boys Golf, Football & Volleyball
- 2<sup>nd</sup> Quarter – Girls Basketball & Wrestling
- 3<sup>rd</sup> Quarter – Girls Dance & Boys Basketball
- 4<sup>th</sup> Quarter – Girls Golf & Track

## **Addressing Staff Members**

All students are to address the members of the Winner School District staff in the appropriate manner requested by the staff member. Using Mr., Miss, Ms., Mrs., and/or Coach, before the staff member's last name is encouraged as the most appropriate way to address a staff member.

Staff members for the 2024-25 school year at Winner Middle/High School are listed below:

Naasz, Brian	HS Principal/Activities Director
Gardner, Brett	MS Principal
Assman, Kelly	Special Education
Audiss, Mandy	Sixth Grade
Barfuss, Haley	MS Counselor
Calhoon, Austin	Math
Caslin, Sarah	Agriculture
Clay, Karyl	Art/Math
Curtis, Robin	Math
Duffy, Ashley	MS Science
Duffy, Judy	Librarian/E-Learning
Durrin, Diane	Language Arts
Ewing, Val	MS/HS Counselor
Foster, Lindsey	Spanish/Social Science
Fredrick, Lucas	Band/Chorus
Larson, Trevor	Tech Ed
Jankauskas, Elizabeth	Special Education
Jankauskas, Lisa	Family & Consumer Science/Health
Karlin-Storms, Carolyn	Reading
Keiser, Kevin	Physical Education
Knutelski, Molly	6 <sup>th</sup> Grade
Lapsley, Misti	Language Arts
	Math
Vesely, Lisa	Sixth Grade
Novotny, Spencer	Social Science
Olson, Trent	HS Science
Schuyler, Jayd	Social Science
Volmer, Rona	Language Arts
Woods, LaGrande	HS Science
Heenan, Kari	MS/HS Secretary
Assman, Kody	Special Education Aide
Coffman, Lisa	Special Education Aide
Bice, Shayla	Special Education Aide
Meadors, Bailey	Alternative School Aide/ISS
Schroeder, Melinda	Special Education Aide
	Special Education Aide

### **Advanced Placement\Dual Credit Courses (Grades 9-12)**

Advanced Placement courses approved by the College Board and Dual Credit courses approved by the South Dakota Board of Regents are offered to all students at Winner High School who meet the admission requirements of these courses. Winner High School does not pay for the fees associated with AP courses\exams or Dual Credit course or credit fees. Students may be required to take the AP examination for AP courses. AP and Dual Credit course grades earn an additional .25 points weight when calculating GPA as described in the GPA section of this handbook.

## **Alcohol & Other Drug Use by Students**

Board Policy 7.18 covers alcohol and other drug use by students.

## **Alternative School**

Winner High School will offer an alternative school for a select group of students who will be best served by an alternative placement. Student selection will be made by the principal with assistance from the guidance office. Enrollment in the alternative school program will be completed upon agreement of the student and the parent/guardian. Students selected to participate in the alternative school will not attend regular education classes at the high school during the same term. Students assigned to the alternative school will not share a common lunch or passing time with students enrolled in regular education classes. Students in the alternative school will have a closed campus from 8:00 AM until 3:30 PM.

## **Announcements**

Announcements for student activities and events will be read over the intercom at the beginning of 2<sup>nd</sup> period daily. Announcements must be reported to the office by the activity advisor at the beginning of the workday to make sure they are included. Announcements will also be posted on DDN Campus daily.

## **Attendance Procedure**

If a student is absent from school, he or she is to acquire a make-up slip from the office. This requires either a phone call or signed note from the student's parent/guardian. This make-up slip must be presented to the instructor of each class missed by the student. The instructor will then give the student the assignment and sign the slip. Students have the right and responsibility to make up assignments, tests, or other academic work missed when absent. Students have two days for the first day absent and one day for each consecutive absence thereafter. Students are encouraged, but not required to complete made up for absences due to preplanned absences before the absence if possible.

## **Attendance/Truancy**

Board Policy 7.15 covers student attendance.

## **Activity Leave Procedure**

The coach/advisor of a **school sponsored** activity will submit a list of students who will miss part or all of a day of school due to that activity to the office. The student is responsible for completing any work that will be missed during that activity. No blue slips or admit slips will be issued to the student from the office. Time allowed for make-up work will be consistent with absences for other reasons as indicated in the "attendance procedure" portion of this handbook.

## **Administrative Disciplinary Procedures**

It is necessary that students learn to develop self-discipline in order to further their learning. The importance of, and need for, good behavior and a good attitude while at school cannot be stressed enough.

Superintendents, principals, supervisors and teachers have disciplinary authority over all students while the students are in school or while students are involved in school-sponsored activities either on or off school premises. Superintendents and principals may also discipline students for aggressive or violent behavior that disrupts school or affects the health/safety of the school or its programs.

Students who break school rules and cause class disruptions may be sent to the principal and the proper disciplinary action will be taken. Disciplinary action is at the discretion of the school administrator and may include the following actions.

1. Before school detention
2. Lunch detention
3. After school detention
4. In School Suspension (ISS)
5. Alternative In School Suspension
6. Out of School Suspension (OSS)
7. Ineligibility for participation in school sponsored activities
8. Expulsion

Detention – The student will report to the middle/high school office at the time specified by the principal. The student will have no privileges and must bring work to do.

In School Suspension – The student will be denied regular classroom attendance for a period of time and will be assigned to an alternative ISS room. This room will not share a common lunch or passing time with students enrolled in regular education classes and will have a closed campus from 8:00 AM until 3:30 PM.

Out of School Suspension – The student will be denied school attendance for a specified period of time. Make up work will not be sent home and all work will be made up at the time of return following the regular attendance procedure timelines of two days for the first day and one additional day for each consecutive absence thereafter.

### **Appropriate Behavior**

We expect that as a student you will act and behave in an appropriate manner. We expect you to treat your fellow classmates and school personnel with dignity and respect. We believe students are capable of making their own decisions and therefore should be willing to accept the consequences. The following is a partial list of infractions which will not be tolerated under any circumstances and are subject to disciplinary procedures:

1. Fighting on or near the school premises or on the school bus.
2. The use of “hard looks/stare downs” by students toward other students/staff.
3. All forms of bullying and cyber bullying.
4. Insubordination or disrespect of students to staff members.
5. Disrespecting the rights of other students.
6. The use of profanity or vulgar expressions or actions.
7. Possession or use of anything that might be considered to be a weapon.
8. Destruction or defacing of school property.
9. Removing items belonging to the school or any other student/staff without permission.
10. Damage to and abuse of school owned textbooks and property.
11. Loitering in the halls and restrooms.
12. Possession or use of cigarettes or any other tobacco/vape products.
13. Locker misuse.
14. Violation of cell phone and portable media devices policy.
15. Copying assignments or tests from other students and presenting it as his/her own work.
16. Possessing, using, transmitting or being under the influence of alcoholic beverages or drugs, or any substance presented as a drug, in or near the school building and property or at school sponsored events.
17. Possession and/or use of food items such as candy, gum, pop, juice, chips without permission.
18. Providing false documentation/information for reason of tardiness/absence from school.
19. Communication of a terroristic threat or hoax.
20. Repeatedly and intentionally defying the valid authority of supervisors, teachers or administrators and/or causing interruption of the school program.
21. Failure to follow classroom rules and school policies.
22. You as a student must assume complete responsibility for your actions!!

## **Bell / Lunch Schedule**

### **High School**

1 <sup>st</sup> Period:	8:00-8:57	2 <sup>nd</sup> Period:	9:00-9:57
3 <sup>rd</sup> Period:	10:00-10:57	4 <sup>th</sup> Period:	11:00-11:57
Lunch Period	11:57-12:30	5 <sup>th</sup> Period:	12:33-1:30
6 <sup>th</sup> Period:	1:33-2:30	7 <sup>th</sup> Period:	2:33-3:30

### **Middle School**

1 <sup>st</sup> Period:	8:00-8:49	2 <sup>nd</sup> Period:	8:52-9:41
3 <sup>rd</sup> Period:	9:44-10:33	4 <sup>th</sup> Period:	10:36-11:25
Lunch Period	11:25-12:02	5 <sup>th</sup> Period:	12:05-12:54
6 <sup>th</sup> Period:	12:57-1:46	7 <sup>th</sup> Period:	1:49-2:38
8 <sup>th</sup> Period:	2:41-3:30		

## **Backpacks/Book bags**

Backpacks and book bags will not be allowed in the hallways or classrooms during the school day. Backpacks and book bags may be stored in a student's assigned locker. Your computer bag is NOT a backpack and should not be used as such. Use of school computer bags in this manner is one of the leading causes to computer damages which cost students money.

## **Bathroom Use**

Students are encouraged to use the bathroom facilities before school hours and between classes. Students will need to have their planner signed to go to the bathroom facility during class time. This is to be issued only during emergencies. Students who abuse bathroom privileges will be subject to disciplinary procedures.

## **Breakfast / Hot Lunch Program**

Breakfast and lunches are available every day school is in session unless otherwise noted. Students may bring their own lunch if they wish to do so. Students in grades 6-8 who bring their own lunch must go to the lunchroom during their assigned time to eat with the rest of the student body. Students who are eating school lunch in the armory may not have soda at the same time as their lunch due to lunch guidelines. Breakfast is available for purchase in the armory from 7:30 to 7:50 a.m. Breakfast and lunch meals may not be consumed in the classrooms or hallways of the school unless an exception has been granted by the principal for a special event or meeting. Free and reduced meal tickets are available for low income households. The information is available at the district office and on the district web site.

1. Students who eat lunch are to go directly to the armory at their assigned time. Upon finishing students are to clean their trays off and proceed to the bleacher area until released for class by the principal or lunch duty personnel.
2. Students in grades 9-12 who have open campus and choose not to eat lunch at school may leave campus during their lunch break.
3. Students in grades 6-8 who have made arrangements to eat at home may walk home to do so as long as they can make it to and from home within the allotted lunch time.
4. Students are not permitted in the main school building during lunch break until released from the armory by the principal or lunch duty personnel.
5. Students who go through the lunch line and receive a meal are not permitted to have a pop or juice in the lunch area due to lunch guidelines.

## **Bullying Policy**

Board Policy 7.41 covers bullying.

## **Bus Policy**

Students are expected to discipline themselves and comply with the instruction of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbances of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following minimum rules of conduct while riding the bus:

1. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time schedule for tardy pupils.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students must not approach the bus while it is still moving or run behind the bus after release.
4. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
5. Students must occupy the seat assigned to them if seats are assigned.
6. Ordinary conversation is permitted. Shouting, screaming, running, fighting, vulgar talk, and pushing is not permitted.
7. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
8. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Pupils must not throw waste paper or garbage on the floor or out of the windows of the bus.
9. Students will not open or close the windows without permission of the bus driver.
10. Students must not, at any time, put hands, arms, or heads out of the bus window.
11. Be courteous and obedient to the bus driver at all times.
12. Tobacco, alcohol and illegal drugs are prohibited.
13. Dangerous weapons are prohibited.
14. A student may be held liable for any damage inflicted on the bus by them.

### **Violation of Bus Rules**

1. The bus driver will visit with the student about the violation and make seat assignment if necessary.
2. The bus driver may report violation to the building principal. The principal will have a conference with the student about the violation and inform the parent/guardian of the violation. If necessary, the principal may call a parental meeting concerning the violation of the bus rules.
3. For serious violations of the bus rules or repeated violations of the bus rules, the principal, with approval from the superintendent, may suspend a student from riding privileges for a period of 1-10 days.
4. The superintendent may suspend a student from riding privileges for a period of 1-90 days.
5. The school board will make final determination on any suspension of a student's riding privilege over 90 days.

### **Code of Conduct for Events**

Board Policy 1.16 covers code of conduct for athletic events.

### **Cyber Bullying**

Board Policy 7.42 covers cyberbullying.

### **Class Sponsors**

SENIORS: Mrs. Ewing, Mrs. Clay, Mr. Schuyler, Mr. Calhoon

JUNIORS: Mrs. Ewing, Mrs. Lapsley, Mr. Olson, Mrs. Foster

SOPHOMORES: Mrs. Caslin, Mrs. Durrin, Mr. Larson

FRESHMEN: Mrs. Jankauskas, Mrs. Woods,

8<sup>TH</sup> GRADE: Ms. Curtis, Mrs. A. Duffy, Ms. Karlin-Storms

7<sup>TH</sup> GRADE: Mrs. Volmer, Mr. Novotny, Mr. Keiser

6<sup>TH</sup> GRADE: Mrs. Vesely, Mrs. Knutelski, Mrs. Audiss

### **College Visitation Leave Procedure**

Each WHS junior and senior will receive an exempted absence for college visits coordinated through the guidance office prior to the visit.

### **Communicable Disease Policy**

Board Policy 7.08 and 7.09 cover student communicable disease policy.

### **Credit Recovery (Grades 9-12)**

Winner High School is proud to offer an alternative setting for students to complete graduation course requirements. Admission into the course is based on principal approval. Please contact the principal's office with questions. Credit recovery is not an alternative school. Students will be enrolled in the regular classroom setting whenever possible.

### **Dances**

All school dances must be properly chaperoned by the class sponsors and/or other school personnel and must be approved by the principal at least three weeks in advance. Students who leave the dance after they have paid will not be allowed to re-enter. Outside food or drink is not permitted. The school dress code will be enforced. Dances are for students enrolled at Winner High School or Winner Middle School only.

The Winner School District strives to promote an atmosphere of mutual respect and an environment of safety for all students. The Winner School District expects all students to act and behave in an appropriate manner in the hallways, the classroom, on the buses, on school grounds and at all school sponsored activities.

In order to promote a healthy, safe, enjoyable dance for all students, the following procedures will be in place for all MS/HS dances:

Dress Guidelines – Students will not be admitted into the dance if dressed inappropriately for the school function.

Any student who alters his/her dress inappropriately during the dance will be asked to leave at the discretion of the advisor or administrator. Parent/guardian will be notified.

Dancing Guidelines – Sexually suggestive dancing, including but not limited to grinding/freaking will not be allowed.

Students who are dancing inappropriately will be asked to discontinue. If the students continue to dance inappropriately, they will be asked to leave the dance and their parent/guardian will be notified.

### **Dangerous Weapons**

Board Policy 7.13 covers dangerous weapons in school.

### **Distance Education (Grades 9-12)**

Board Policy 7.36 covers distance education.

**Dress Code**

Board Policy 7.01 covers student dress code.

**Electronic Devices**

Board Policy 7.37 covers electronic device use by students.

**Early Graduation (High School)**

Board Policy 7.35 covers early graduation.

**Fire Drill / Tornado Drill / Intruder Drill**

Each teacher will cover Fire, Tornado and Intruder drill procedures with their students. The fire alarm is a loud bell and flashing lights. Every person must leave the building in a quiet and orderly manner as quickly as possible to the designated area. In the event of a tornado or intruder drill students will be instructed by teachers to follow the appropriate drill procedure.

**Fliers and Posters**

The principal must approve any fliers or posters displayed in the building. Approved fliers and posters must have the principal's stamp. If the poster or flier is not approved it will not be displayed.

**Food and Beverages**

Food items and beverages are not to be consumed in the hallways. They may be consumed in the classrooms at the teacher's discretion. An example of this would be for a classroom celebration that has been previously approved by the principal.

**Free Period/Study Hall**

Juniors and seniors may have open campus during their scheduled free period. Students will not be allowed to loiter in the halls, locker area, restrooms, or the office area during their free period. Students may remain in the library, study hall or trophy area as long as their conduct is not disruptive. All other grade levels will be assigned to a study hall during their free periods. Free period is a privilege, not a right, and will be withdrawn at any time if the principal feels it is detrimental to the operation of the school. Failure to follow these guidelines, excessive tardiness, or poor academic performance may result in a loss of privileges on an individual basis for an amount of time determined by the principal. Students who receive 2 or more failing grades may be assigned to study hall and have their free period privileges revoked. Students may also lose their free period privilege and be assigned to study hall by parent/guardian request.

**Gang Related Activities**

Board Policy 7.28 covers gang related activities.

**Grade Point Average (High School)**

High school student grade point averages will be based upon a 4 point scale for all courses offered in the regular high school curriculum. In the 4 point system, an A is valued 4 points, a B is valued at 3 points, a C is valued at 2 points, a D is valued at 1 point, and an F is valued at 0 points. An additional .25 will be added to this point value for all approved dual credit or AP courses that a student is enrolled in through the school. In the instance of these dual credit/AP courses, an A is valued 4.25 points, a B is valued at 3.25 points, a C is valued at 2.25 points, a D is valued at 1.25 point, and an F is valued at 0 points.

**Grading Scale (District)**

A – 92%, B – 83%, C – 74%, D – 65%, F – Below 65%

### **Graduation/Grade Classification (High School)**

All students must be enrolled in the equivalent of 6 credits per year and must earn a minimum of 22 credits to graduate. Students must earn the following minimum number of credits to be advanced in grade classification: (Sophomore - 5 ½, Junior - 11, Senior - 16 ½)

Students and their parents/guardians are encouraged to visit with the school counselor and/or principal with questions regarding the requirements for graduation. The counselor's office routinely audits student transcripts to insure students meet the requirements to graduate on time. Please refer to Winner School District Board Policy 7.02 for more information on graduation.

### **Graduating with Honor and High Honor (High School)**

There will be two areas of recognition in regard to scholarship for students graduating from Winner High School. Students earning a 3.75 grade point average or higher will graduate with High Honor. Students earning a 3.5 to 3.74 grade point average will graduate with Honor. The grade point average will be a cumulative average for seven semesters beginning with grade nine and a check will be done at the end of the 3rd quarter of the grading period of the senior year.

### **Grievance (Student)**

A student grievance policy is in place. Complaints should be handled as close to their origin as possible. The official procedure will proceed through the following steps: the teacher, the principal, the superintendent, and finally to the board of education. This chain of command must be followed. Those who wish to grieve may obtain forms in the principal's office, on the district web site or in this handbook.

The procedures described in Winner School District Board Policy 7.10 will be followed.

### **Guidance and Counseling**

Guidance and counseling services are provided to help each student develop toward social, emotional, and intellectual maturity. The guidance office offers a variety of services that will help advance students to fulfilling their personal goals. These include personal and group counseling, interest inventories, assistance in discovering why he/she is unsuccessful in school work, what factors are producing financial, emotional, social or family difficulties, scheduling and class selection, college planning and testing.

Guidance refers to the part of educational program concerned with helping the student adjust to his/her present situation and plan his/her future in line with their interests, abilities, and social needs. Our guidance program provides the means by which all of our students are given help developing their educational program and to plan for successful careers.

Students wishing to visit the counselor's office may obtain a pass to check out of class after attendance has been taken. Upperclassmen are encouraged to visit the counselor during their free period and underclassmen during their study hall. The counselor is available before and after school for students unable to find time to come to her office during the school day. Every student is urged to visit the Guidance Office at least once per quarter.

### **Hallway Regulations**

Students must remain out of the halls and entryways during classes. You will be allowed to go to your locker only during the interval between periods or with permission from your teacher. Your student planner will contain hallway pass pages and will be considered your hallway pass when signed by your teacher. The building will be closed to students during lunch period unless you have a scheduled meeting in the building. The Armory is open during lunch break. Students with free periods may not loiter in the hallways. The lower level is identified as the MS hallway and HS students should refrain from using that hallway unless they are going directly to a class on the lower level. The upper level is identified as the HS hallway and MS students should refrain from using that hallway unless they are going directly to a class on the upper level.

## **Hazing**

It is the policy of the Winner School District that hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as: "Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy."

No administrator, faculty member, or other employee of the school district will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the school district will be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with state law.

## **Head Lice**

Board Policy 7.43 covers head lice.

## **Homework**

Board Policy 7.21 is the district policy for homework.

## **Honor and Merit Roll**

A student must be enrolled in six or more full time classes with no grade lower than a "C" to be eligible for the Honor or Merit Roll. These rolls will be calculated on the basis of GPA for all current classes at the end of each quarter as follows: Honor - 3.75 to 4.0, Merit - 3.0 - 3.74.

## **Incompletes on Transcripts/Report Cards**

Incompletes may be assigned when a student's work for the term is not complete at the end of a grading term due to illness, accident, or other extenuating circumstances reasons. After 2 weeks an incomplete mark will revert to the actual grade "earned" unless other arrangements have been made between the student, parent, teacher, counselor and principal.

## **Lakota Awareness Policy**

Board Policy 8.21 covers the Lakota Cultural Awareness policy.

## **Leaving School**

When school is dismissed at the end of the day, students will leave the building as soon as possible unless under the supervision of a teacher. No students should leave the school during the school day without checking out through the office.

## **Lockers**

Lockers will be assigned on the basis of one per student. These lockers will accommodate long coats, books, etc. and it will be expected that these items be stored properly in each student's personal locker. Each locker is equipped with a combination lock. All lockers shall be closed and locked to eliminate the loss of valuables by students and improve the appearance of the halls. Do not rig your locker to remain unlocked. The school assumes no responsibility for items lost or stolen from the lockers. Lockers will be treated with care. Any excessive abuse will

result in disciplinary action against the student. Lockers are the property of the school; therefore the administration or their designee has the right to inspect any lockers at any time to prevent their use for illegal or inappropriate purposes.

### **Lost and Found**

All lost and found items should be turned in and claimed at the office. At the end of the school year, unclaimed items will be given to a charitable organization or destroyed.

### **Media Center Regulations**

The media center is open for your convenience and will be open from 8:00 a.m. to 3:30 p.m. It will not be open over the lunch period. The media center will be used for dual credit courses, credit recovery coursework, research and quiet studying. The media center is not a place to gather and visit. Those students coming to the media center during a class period must have a pass. The librarian will be available to assist you in finding resource materials, reference books or any other necessary information. Replacement costs will be assessed for damage or non-returned materials.

### **Medication**

We would like to inform students and parents of the policies that are in place to ensure the health and safety of children needing medication (including over-the-counter medications such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child's health record before any medication is allowed at school.

- Signed consent by the parent/guardian to give medicine
- Signed medication record
- Signed release of responsibility

The appropriate paperwork is available at the school office.

Parents/guardians may also choose to come to the office to personally administer medication to their child.

### **Meetings and Practices**

No student groups or individuals will be allowed to use school facilities (weight room, classrooms, gyms, band rooms, etc) unless they are under the direct supervision of a staff member.

### **Network and Internet Use Policy**

Board Policy 7.29 covers acceptable network and internet use.

### **Personal Computers**

All students in grades 9-12 enrolled at Winner High School will be issued a personal computer for use. 6-8 grade students will be assigned a personal computer for use during the school day.

### **Planners**

Each student will be issued one student planner to be used for organizational tasks as well as serving as their "hallway pass". Students must have their planner signed by their teacher any time they are out of the classroom during the school day. In the event a student loses their planner a replacement may be purchased in the office for a \$3 fee.

**Pledge**

At the start of first period each day, all Winner High School staff and students are asked to stand and honor our flag with the following: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

**Prayer**

The Winner School District will have no policy that prevents or otherwise denies participation in constitutionally protected prayer in the school during the school year.

**Progress/Deficiency Reports / Report Cards**

Deficiency reports will be mailed home for all students with failing grades (1 F or 2D's) at the mid-point of each quarter. It is our hope that bringing attention to a low grade that may exist will improve performance. Please feel free to contact your teacher at any time in order to discuss your grade. Report cards will be sent home during parent teacher conferences or mailed home to parents/guardians for each student at the end of each quarter.

**Protection of Pupil Rights**

Board Policy 7.17 covers protection of pupil rights.

**Public Complaints**

Board Policy 2.11 covers the public complaint process.

**Public Display of Affection**

While in the school facility or on school grounds, students shall refrain from any inappropriate public display of affection.

**Racial/Ethnic Harassment Policy**

Board Policy 7.34 covers racial/ethnic harassment policy.

**Registration (Grades 9-12)**

Registration for classes will be held in the spring of the school year. Students will be expected to remain in the classes for which they have registered. Courses may not be dropped or added after the second week of the semester. Principal/Guidance office recommendation will be the only manner in which a student shall withdraw from a class after the second week of the semester. Should a student drop a class after the second week of the semester, the grade shall be recorded as a WF on the student's official transcript. The student will be assigned to study hall or enrolled in another class. Students enrolling 10 days after the start of the semester with no transfer grades may enroll in credit recovery with principal approval. The guidance office will develop the best possible schedule to meet the needs of students who transfer to our school.

**Respect of Facilities and Property**

Each student is expected to assume responsibility for the proper care and treatment of all school property. The buildings and property are a reflection of you to all members of the community. Please keep them clean and as nice as possible for everyone to see. Take PRIDE in your school and treat the buildings and property as if they were your own.

**Rights of the Individual Student**

In order to maintain the integrity and values of the community and promote the high ideals of education, students enrolled in Winner schools are expected to follow high standards of personal

conduct. By enrolling in and attending this school, you have agreed to abide by the regulations and rules which govern the school environment.

Students have and shall be accorded the following rights:

1. The right to a free and appropriate education.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right of freedom of the press, except where the material in student publications is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress, and length of hair; so long as the symbolic expression does not disrupt the educational process or endanger the health and safety of the student or others.
6. The right of freedom from discrimination.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of grievances.
9. The right of due process. Every student is entitled to due process in every instance of disciplinary action for alleged violations of school regulations for which the student may be subjected to penalty of expulsion, suspension, or transfer.

### **Responsibilities of the Student**

The declaration of human rights implies corresponding responsibilities. The student must accept these responsibilities and not infringe upon the rights of others within the school community.

1. **TO OBTAIN AN EDUCATION.** The student must regard the opportunity of obtaining an education as one of their duties to the community. It is their responsibility to attend class regularly and complete their assignments.
2. **TO FOLLOW SCHOOL RULES.** The student must obey recognized rules and procedures developed by the school community.
3. **TO PRACTICE SELF-CONTROL.** The student must refrain from inflicting bodily harm on other individuals and respect privacy of their person and property.
4. **TO KNOW THE GRIEVANCE PROCEDURE.** The student must inform himself/herself of the proper methods and channel of complaints and make use of them when necessary.

### **Right to Due Process**

Discipline in schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with any student for violation of rules or policies, for misconduct, for disruption and for insubordination. The United States Constitution and the South Dakota Constitution entitles all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student's constitutional rights.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education.

No student may be suspended unless:

1. The student is given oral or written notice of the charges against him or her;
2. The student is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The student is given an opportunity to present his or her version of the incident.
4. Due process procedures shall be fair and apply equally to all.

5. School principals may suspend a student from school for not more than 10 days (short term suspension). The Superintendent of schools may suspend students for a period not to exceed 90 days (long term suspension).

The Winner School District will follow the Administrative Rules of South Dakota Due Process Procedures for suspending or expelling a student as outlined in Board Policy 7.12.

In the event the student and/or parent/guardian wishes to appeal the suspension to the Board of Education the suspension shall be stayed until the Board renders its decision, unless in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice of hearing shall follow as soon as practical.

The Superintendent/School Board may expel a student for the balance of the current school year for conduct that disrupts the educational process or endangers the life, health or safety of the student, other students, or school personnel. Prior to final action, the Winner School Board and Superintendent must follow the requirements of due process.

In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his/her custodial care may appeal the decision of the superintendent to the board of education.

Additional procedures mandated by state and federal law apply to special education students attending schools under the terms of an IEP (Individual Education Program.)

No student under expulsion or suspension from school may transfer to another school district until the suspension or expulsion has expired. The sending district will notify the receiving district in writing of the suspension or expulsion when the student's permanent record is requested by the receiving district.

### **School Lunch Policy**

Board Policy 3.06 covers the school lunch policy.

### **School Make-up Days**

Board Policy 2.23 covers school make up days.

### **Semester Tests**

There will be an examination administered in every course at the end of each semester. This examination may be a comprehensive semester test or a unit/chapter test as appropriate in each course. It is important to maximize every available instructional to promote academic growth. Administration of these examinations will encourage academic accountability for each day.

### **Sexual Harassment Policy/Procedures**

Board Policy 7.16 covers sexual harassment policies/procedures.

### **State Activities/Tournament Participation**

Board Policy 1.11 covers state activities/tournament participation.

### **Student Eligibility Rules: Athletic/Fine Arts Eligibility**

Student eligibility will be determined by following the guidelines of the SDHSAA and the winner activities handbook.

### **Student Records**

Board Policy 7.03 covers student records – release of information.

## **Study Hall Regulations**

It is the student's responsibility to bring all needed books, papers, and materials to the study hall. Study hall is to be a quiet place, which is conducive to study and students are expected to adhere to the following rules:

1. Quietly enter the room, take your assigned seat, and remain there.
2. Students are required to use the period studying by themselves without speaking privileges. Students will not be allowed to check out during this time unless they have acquired a pass from another teacher which will allow them to travel directly to, and work under their direct supervision. These passes must be acquired prior to study hall time and must carry the initials of the teacher issuing the pass and the study hall teachers.
3. Students must have a pass to go to the library and are to give the pass to the librarian upon arrival. Students must have their planner signed by the librarian upon leaving the library to return to the study hall.

There may be exception to these rules, which will be dealt with on a case-by-case basis, by the principal or study hall teacher. If an individual student has an urgent need to spend the entire study hall period in the library or with another teacher for academic purposes the study hall teacher may grant that request.

## **Summer School**

High school students who are in need of credit recovery may be eligible for summer school classes. Summer school registration will be conducted by the guidance office and principal's office in a joint effort to best assist the academic needs of all students.

## **Tardiness**

A student will be counted tardy if he/she is not in the designated room at the time the period is scheduled to begin. When a student is tardy the following will be implemented:

1. When a student is tardy for a class the teacher must enter the time the student arrived in DDN Campus and/or send the student to the secretary's office to obtain a tardy slip to properly document the tardiness and ensure student accountability. Tardy students may be required to meet with the principal before going to class.
2. Tardiness caused by a late bus will be excused and not recorded providing the student was riding the bus.
3. Excessive unexcused tardiness may be subject to additional discipline procedure as determined by the principal.

## **Telephone**

Students will not be called to the telephone unless an emergency exists. A message will be taken by office staff and the students will be notified. Students who need to use the phone during the school day need to use the office phone rather than a cell phone. The office staff will restrict the use of the school phone if they feel that the student is abusing this privilege.

## **Textbooks**

Textbooks are furnished free by the school district. Lost or damaged books will be paid for by the student prior to his/her receiving a final grade. Most student textbooks are also available in an electronic online edition accessed by the personal computer assigned to the students. Use of the electronic version is recommended.

## **Threats - Physical**

The Winner School District will not tolerate the use of physical threats towards any student and/or staff members. Any student using physical threats will be subject to disciplinary procedures.

## **Threats – Terroristic Threat or Hoax**

In accordance to South Dakota law, SDCL 22-14A-24 through 24-14A-27, the communication of a terroristic threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison. Any student involvement in the communication of a terroristic threat or hoax will be reported to local law authorities and the student may be suspended or expelled from school.

## **Training Rules**

Training rules will be implemented in accordance with the activities handbook.

## **Vehicles on School Property**

We shall assume that all students who drive to school have a legal driving permit and obey all regulations. Every student must park in the designated parking lots around the campus.

Student parking is **not allowed** in the following areas:

- Fire lane and handicapped/elderly parking between the administration building and the armory/auxiliary gym
- West side of the armory and designated staff parking area East of the high school
- Athletic stadium/shop parking lots
- In front of the Winner Community Playhouse or along any of the service roads located around Leahy Bowl
- Designated parking area for Winner School District Vehicles
- Handicapped parking spots and garbage dumpster area on North side of the main building

There is ample student parking available! Students parking in the areas above will be called to the office to move their vehicle. If this is not accomplished the vehicle may be towed and moved at the expense of the owner. Any type of careless driving may result in having your vehicle barred from parking on campus permanently. Any acts of vandalism to student vehicles reported to the Winner High School office may be referred to the Winner Police Department for further investigation. All accidents must be reported to the Winner Police Department.

## **Video Surveillance**

Winner Middle/High School utilizes video surveillance technology throughout campus. Please refer to Winner School District Board Policy 2.15 for more information.

## **Visitors**

All visitors are asked to report to the main office upon entering the building. Students may not have friends or relatives visit classes during the school day. Prospective students may be assigned a student to shadow for a day with prior approval of the principal's office.

## **Wellness/Nutrition Policy**

Board Policy 5.03 covers student wellness/nutrition.

## **Withdrawal from School**

Student withdrawal from the Winner School District 59-2 will be classified into two categories: students who transfer to another system (public or private) and those who withdraw from permanent attendance (dropouts).

Drop and transfer slips are to be picked up in the counselor's office. The drop and transfer slips must then be turned in to the counselor's office. Any student leaving the district will be required to complete any necessary forms in the school office. Students seeking re-admittance to the Winner School District who are otherwise eligible will be permitted to do so immediately. Students enrolling during a particular semester are expected to make up any instructional work

so assigned by the teaching staff. Credit recovery coursework may be available during the academic year to meet the needs of students seeking re-admittance.

See Winner School District Board Policy 7.38 for more information.

### **6<sup>th</sup> Grade Vaccination Requirements**

The South Dakota Department of Health and Department of Education now requires that all students entering into the 6th grade must have both Tdap (Tetanus, Diphtheria, Pertussis) and MCV4 (Meningococcal ACYW) vaccines.

School entry requirements for South Dakota students include:

- One dose of Tdap vaccine
- One dose of MCV4
- The requirements apply only for 6th grade and transfer students 6th – 12th grade
- If a child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated.

The Winner School District will be required to report immunization data of 6th grade students yearly to the South Dakota Department of Health.

**Nondiscrimination Statement**

The Winner School District 59-2 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry.

The Winner School District 59-2 provides equal access to Boys Scouts and other designated youth groups.

Inquiries concerning the District's Compliance of Title VI, Title IX, Section 504, The Americans with Disabilities Act (ADA) or Boy Scouts of America Access Act, may be referred to the Superintendent of Schools or Business Manager.

Winner School District 59-2  
431 East 7th Street  
PO Box 231  
Winner, S.D. 57580

The school district's telephone number is: 605-842-8101.  
Individuals may also contact the following regional address:

Office of Civil Rights Midwestern  
Division Kansas City Office  
One Petticoat Lane  
1010 Walnut St., 3<sup>rd</sup> FL Ste 320  
Kansas City, Missouri 65106  
Telephone 816-268-0550

**Complaint Form**

Date: \_\_\_\_\_

Name/Address/Phone of Person(s) Making Complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Being Complained Against:

\_\_\_\_\_

Specific Provisions of Contract or Policy Allegedly Violated:

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Complaint:

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Supportive Evidence and/or Witnesses:

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Action Requested:

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Signature/Address/Phone of Person Making Complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Discipline Matrix

# Winner School District 59-2 Disciplinary Action Guidelines

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case by case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program.

Classroom Pre-Referral Interventions	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense
Examples: Give Warning to student(s)  Contact parent/guardian  Conduct parent/guardian conference	Examples: <ul style="list-style-type: none"> <li>• Disruption/insubordination</li> <li>• Dress code violation</li> <li>• Inappropriate language</li> <li>• Inappropriate behavior</li> <li>• Out of class without permission</li> <li>• Skipping/tardies</li> <li>• Unauthorized use of electronic device</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Cheating</li> <li>• Computer policy issues</li> <li>• Disruption/insubordination</li> <li>• Inappropriate/threatening language</li> <li>• Inappropriate behavior</li> <li>• Encouraging others to fight</li> <li>• Repeated level 1 offenses</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Fighting/Use of physical force</li> <li>• Gang related activity</li> <li>• Harassment, ongoing bullying, intimidation</li> <li>• Sexual harassment</li> <li>• Inappropriate behavior</li> <li>• Theft</li> <li>• False fire alarm</li> <li>• Possession/use of tobacco/alcohol/vape</li> <li>• Vandalism</li> <li>• Repeated level 2 offenses</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Inappropriate behavior</li> <li>• Possession or use of controlled substances</li> <li>• Possession of drug paraphernalia</li> <li>• Premeditated fighting</li> <li>• Offering or selling drugs to others</li> <li>• Bomb threat</li> <li>• Arson</li> <li>• Assault</li> <li>• Knives, weapons, dangerous objects</li> <li>• Physical attack on staff</li> <li>• Group/gang fight</li> <li>• Repeated level 3 offenses</li> </ul>
<b>1<sup>st</sup> Offense</b>	Discipline	Discipline to Short Term ISS	Short Term ISS to Long Term ISS	Long Term ISS to Expulsion
<b>2<sup>nd</sup> Offense</b>	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS	
<b>Further Offenses</b>	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Long Term OSS	

### Definitions:

**Discipline:** Any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, student Friday, loss of privileges

**Short Term ISS:** Denial of regular classroom attendance for more than a period or subject up to and not exceeding five consecutive school days.

**Long Term ISS:** Denial of regular classroom attendance for more than five consecutive school days.

**Alternative ISS:** Denial of regular classroom attendance and assignment to alternative ISS room for a set period of time.

**Short Term OSS:** Denial of school attendance for one to ten consecutive school days.

**Long Term OSS:** Denial of school attendance for eleven to ninety consecutive school days.

**Expulsion:** Denial of school attendance for an indefinite period of time.



WINNER MIDDLE/HIGH SCHOOL  
STUDENT HANDBOOK  
STUDENT/PARENT SIGNATURE PAGE

The 2025-2026 Student Handbook is available online through the District's website or the student's copy. I acknowledge that I have reviewed the handbook and am familiar with the policies it contains.

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Please Print Student's Name

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Signature of Parent/Guardian