

Upsala Area Schools



Mission Statement

It is the mission of Upsala Area Schools to provide a meaningful curriculum within a positive school climate.

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Recognizing our role within the community, we will strive to promote moral and ethically responsible behavior. These experiences will enable students to function successfully in a changing society.

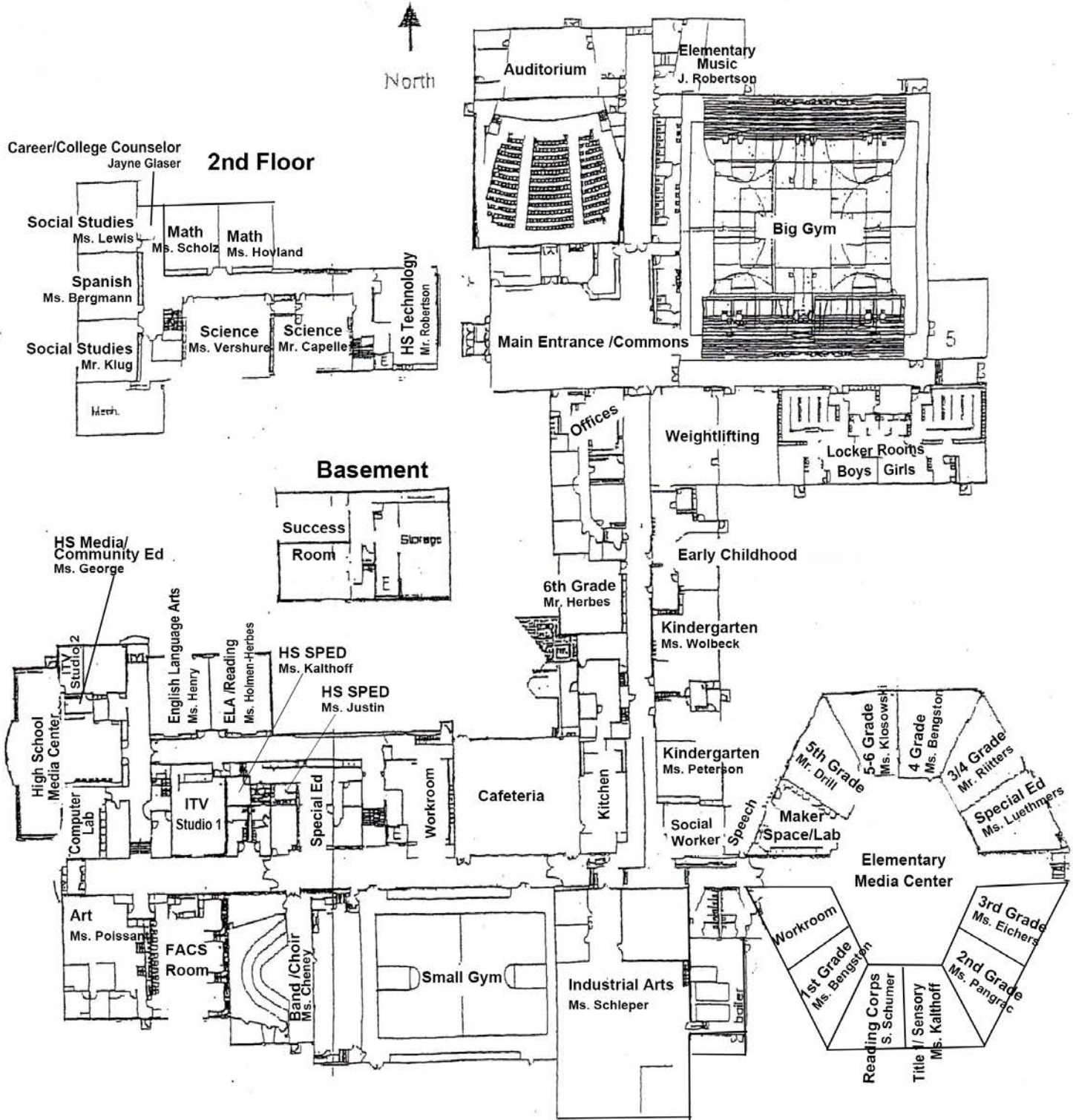
K-12 STUDENT/PARENT HANDBOOK

The Upsala School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinator and/or EEOC coordinator.

Dean of Students: Nick Klug
Title IX Officer/Section 504 Coordinator/ADA Coordinator/EEOC Coordinator
415 S. Main St.
Upsala, MN 56384
Phone: 320 573-2175 Email: nklug@upsala.k12.mn.us

UPSALA AREA SCHOOLS

Vern Capelle, Superintendent / Principal
 Nick Klug, Dean of Students
 Colleen Harren, Business Manager
 Mark Herbes, Activities Director



Upsala Area Schools Personnel

Administration

Vern Capelle Superintendent
Nick Klug K-12 Dean of Students
Colleen Harren Business Mgr.
Mark Herbes Activities Director

Administrative Assistants

Sherry Soltis Superintendent/AD
 Secretary &
 Transportation Director
Rita Herbes Secretary
Jayne Glaser College and Career
 Guidance & Secretary

Social Worker

Kari Prokott

Technology Coordinator

Curtis Robertson

Media Center Specialist

Wanda Erickson

Community Ed

Marisa George

Speech

Emily Kunstleben

Nurse

Helen Rotar

Teaching Staff

Desiree Bengston
Lindsay Bergmann
Jim Drill
Kennedy Eichers
Chelsea Fuchs
Marisa George
Jennifer Henry
Mark Herbes
Holly Holmen-Herbes
Jessica Hovland
Courtney Justin
Amber Kalthoff
Mindy Klosowski
Jonathan Leither
Roxann Lewis
Melissa Luethmers
Melissa Palm
Vicki Pangrac
Anna Wolbeck
Mary Jo Peterson
Dave Piasecki
Kara Poissant
Tom Riitters
Curtis Robertson
Jenna Robertson
Gretchen Schleper
Renee Scholz
Haylee Vershure

Paraprofessionals

Gina Boekermann
Melissa Cramlet
Erica Evoniuk
Jennifer Holmberg
Karen Kobylinski
Marsha Krebs
Jayne Lange
Marilyn Lanners
Marc Rich
Michelle Schumer
Nikki Showalter
Sarah Thomas
Gail Wuebkers

PART I - INFORMATION

'THE CARDINAL RULES'

1. Do nothing that will injure yourself or others.
2. Do nothing that damages the property of another student, staff member, or of the school.
3. Do nothing that disrupts another student's ability to learn or disrupts the teacher's ability to teach.

Generally, this means students should be where they are supposed to be and students should treat all others with respect. In addition, the student is expected to adhere to these behavioral guidelines whether he/she is in school, on the bus, on a field trip, at an athletic event, or at any other school related activity.

Violations of school rules will be penalized on an individual basis. Serious violations may result in suspension from school or referral to law enforcement agencies. Alternative programs will be provided when appropriate. Persistent violators will be referred to the superintendent and the school board who may consider expulsion of the student.

Student chemical use or sexual and religious harassment and violence will result in the penalties prescribed by the Minnesota State High School League and the Upsala School Board.

ARRIVAL and DISMISSAL

School Hours: 8:20 am – 3:07 pm
Office Hours: 6:30 am – 4:30 pm

Students are will not be allowed in the building before 8:00 am or after 3:15 pm unless participating in a school activity, or under the direct supervision of school personnel.

CALENDAR

The school board adopts the school calendar annually. A copy of the school calendar can be found on the school district's website at www.upsala.k12.mn.us

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils papers, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds the minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Dean of Students.

LIBRARY AND MEDIA CENTER

The library/media center is open during school hours. Students may use the library/media center during the school day and before and after school only when there is appropriate supervision by school personnel. Specific guidelines for library/media center use may be obtained from the Media Center Specialist.

LUNCH

Lunch and other food are to be consumed in designated areas only. Lunch times vary by grade. Students will be notified of their assigned lunch times on the first day of school. (Note: Lunch schedules may change at quarter and/or semester breaks for some students. If schedule changes occur throughout the year, notice of lunch schedules will be received with the new schedule). Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Breakfast is provided daily free of charge.

Payments to lunch accounts may be made through the District Office. Cost for lunch is \$2.35 for K-6 and \$2.50 for 7-12. School personnel will monitor lunchroom behavior. Students may bring their own cold lunch to school. However, pop and candy will not be allowed in the lunchroom.

Students may be eligible for free and reduced lunch price lunches. Free and reduced price eligibility forms are available in the District Office and will be published in the District's Fall Newsletter. For more information regarding eligibility for free and reduced price meals contact Sherry Soltis, District Administrative Assistant.

Snacks/Treats

Snacks for students in grades 7-12 will be allowed to be kept in their lockers. All drinks must capped or in a bottle. If snacks become a distraction or if the hallways become a mess, the snack privileges will be revoked. Food in the classroom will be at the teacher's discretion with the exception of 1st period, students may have coffee or cappuccino in the classroom that is purchased at the school coffee shop. Water will be allowed in classrooms if it is capped and bottled. Elementary students may bring in treats to share with their class on their birthdays. Please make sure that the treats are store bought and that there is enough for everyone in their class.

MESSAGES TO STUDENTS

Office and classroom telephones are not for students' personal use without permission from district personnel. Students will not be called out

of class to receive phone messages except in the event of an emergency. Personal cell phone use during the school day must follow the District's policy regarding the use of electronic devices. Messages may be taken by district personnel and delivered to students during the school day providing the message delivery does not disrupt the academic environment.

Telephone Calls

Telephone calls are only to be made before school, between classes, during noon hour or after school, unless there is an emergency. Calls are to be made from the phone in the lobby or a classroom phone may be used if the classroom teacher grants permission. Students may use cell phones in accordance with the District's policy on cell phone use.

NEW STUDENTS AND CHANGE OF ADDRESS

Registration of new students occurs in the district office. Transferring in or out of the district will require a signed permission slip to release student information. Please inform the office if you change your address or your telephone number.

NONDISCRIMINATION

The Upsala Area School District is committed to inclusive education and providing equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Dean of Students Nick Klug as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent/guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records including the data documenting the history of violent behavior. **Any violent behavior will**

result in the immediate removal of the student from the classroom to face proper disciplinary action.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held twice each school year for elementary students (K-4) and four times a year for grades 5-12. Elementary conferences will be scheduled and high conferences are from 3:30-7:30pm and are not scheduled. The dates for Parent/Teacher Conferences will be published in the school calendar. For more information, contact the Dean of Students.

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should contact the Dean of Students.

SCHEDULE – DAILY

The daily schedule is designed to ensure smooth operation of the school day. The elementary (K-6) schedules will vary based on grade level. The daily schedule for Upsala Area High School (7-12) is as follows:

8:00 am –	Students Arrive
8:25 – 9:15 am	Period 1
9:19 – 10:09 am	Period 2
10:13 – 11:03 am	Period 3
11:07 – 11:57 am	Period 4
12:01 – 1:19 pm	Period 5
12:01 – 12:29 pm	Lunch A
12:29 – 12:49 pm	Lunch B
1:23 – 2:13 pm	Period 6
2:17 – 3:07 pm	Period 7

SCHOOL ACTIVITIES

A school is as interesting as its students. Upsala has maintained many fine traditions, not only in athletics and extracurricular activities, but also in academic endeavors. You will be informed as the year goes along of what these traditions are. We hope that you as a student body will preserve these many fine traditions, such as homecoming and prom. Students who participate in school-sponsored activities are expected to responsibly

represent the school and community. All rules and policies pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Upsala High School is a member of the Minnesota State High School League (MSHSL) and has agreed to adhere to its guidelines for eligibility of participation in extracurricular activities. Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director or refer to the MSHSL website located at www.mshsl.org.

Activity Fees

No student may practice or play in a sport until the activity fee has been paid. The fee is \$25 for Junior High sports and \$50 for any Varsity sport. There is a \$250.00 family cap to help keep costs down for families that have many athletes participating.

The refund policy is: 100% refund if an injury forces a student out of participation within the first 4 weeks and no refund after 4 weeks; 80% refund if a student withdraws within the first 2 weeks; 50% refund if the student withdraws after 2 weeks; no refund after 4 weeks. There must be a written request for refund by parents or guardian. There will be no refund when a student has broken a MSHSL rule and no reduction for students entering an activity late in the season.

Class Activities and Advisors

Homecoming is held in the fall and consists of the coronation, class activities, pep fest, football game, and a dance in the evening.

Sno-Daze is held in late winter and consists of class activities.

The junior class is responsible for planning and executing the **Junior/Senior Prom**. The senior class is responsible for planning and executing the senior trip at the end of the school year.

Class advisors provide the classes with guidance and information during the school year. The junior advisors are responsible for prom planning and supervision. The senior class advisors will assist the office with commencement ceremonies.

Student Council

The purpose of the student government is three fold:

1. To provide a broad based representative forum for Upsala students.
2. To provide a vehicle for student learning experiences in the field of government.
3. To provide for student involvement in social and academic affairs, which relate to them.

Students in grades 7-12 elect representatives to the Student Council in the fall of the year. Representatives come from each class and legitimate student clubs. The Student Council has assumed the responsibility for sponsoring and coordinating homecoming activities, occasional school dances and communicating with the school administration on the student's behalf.

A faculty member will serve as the advisor to the Student Council. The Student Council meets on a regularly scheduled basis during the school year to discuss concerns, problems, and its activities.

Student Eligibility

A student must be in attendance a minimum of 1/2 of the school day to participate in any school-sponsored activity for that day (for more detail see "Attendance"). Also, students must be in attendance a minimum of 1/2 of the school day on Friday to participate in weekend student activities. This includes practice, games, concerts, plays, prom and all other activities. At the present time the following activities are offered at Upsala High School-

Band	Baseball
Volleyball	Boys Basketball
Chorus	Speech
Dance Team	Drama Club
FFA	Football
Girls Basketball	Knowledge Bowl
Musical Groups	Softball
Student Council	Tennis
Track	Wrestling

All activities must be planned with the advisor. All events must be scheduled on the master calendar located in the District office. All official school events must be supervised by at least one faculty member with help from other teachers, parents and students as needed.

SCHOOL CLOSING PROCEDURES

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. Weather conditions may also cause early dismissal. School closings, delayed starting times or early dismissal will be announced over several radio stations and KCMT-TV, channel 7 and KSAX -TV channel 42. The radio stations announcing are AM; WCCO (830) Minneapolis; KASM (1150), Albany; KLTF (960), Little Falls; FM; WYRQ (92.1), Little Falls; KFML (94.1) Little Falls; and KCLD (104.7), St. Cloud. Upsala Schools also uses the Remind app as well for a number of school announcements including delays and closings. Please see the instructions at the end of the handbook to subscribe to get the Remind announcements. Reports in the morning will be between 6:30 A.M. and 7:30 A.M. If no report is heard, it can be assumed that school will be in session. Extracurricular events are canceled when school is called off unless specific announcements say other wise.

SEARCHES

In the interest of student/employees safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields

contraband, school officials will seize item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions within a Locker

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

Lockers are located in the halls and locker rooms, and will be assigned to students at the start of each school year. Students will properly use their lockers and keep them in good condition.

Guidelines for Locker Use

1. These lockers are to be used for coats, books, etc. The P.E. /athletic lockers should be used for P.E. /athletic equipment.
2. Students will not change lockers or share lockers without permission of the Dean of Students. Do not share lockers with someone else. Problems arise from this arrangement. In some cases, elementary students will share lockers.
3. Money or valuables should not be kept in your locker. The school accepts no responsibility for articles lost or stolen from lockers. Students should keep their lockers locked at all times to limit the risk

of theft. If a student chooses to not lock their lockers, it is at their own risk.

4. Students are to use school assigned locks. Locks are made available for hall lockers and P.E. /athletic lockers by the school. Lockers are the property of the school district and may be inspected at any time.
5. While visiting teams are using the locker room students are not to be in that locker room for any reason. Students should anticipate the arrival of other teams. Students are not to return to their hallway lockers after extracurricular activities unless supervised by their coach. Bring your gear to your athletic locker, or extracurricular area.
6. Any damage to lockers will result in the student being charged for repair or replacement.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. School officials for any reason may conduct inspection of the interior of desks at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without students consent, and without a search warrant. Students must obey all traffic laws when entering, in, or exiting the parking lot. If a student is found in violation, they may lose their driving privileges on school property.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the school's control upon the request of a school official.

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect the students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the Dean of Students and/of District sponsor. Nonschool-sponsored publications may not be distributed without prior approval by District Administration.

Distribution of Nonschool-sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place in a reasonable manner. For detailed information, see the complete, "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy available in the District Office.

School-Sponsored Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty

advisor and the Dean of Students. "Official school publications" means posters, school newspapers, yearbooks, or materials produced in academic courses as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene in nature, especially to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, a complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the District Office.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations refer to the district's

“Student Surveys” policy, which may be obtained by contacting the District Office.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation of students on all regularly scheduled school days or make-up days. Transportation will not be provided during school breaks, including summer, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked in accordance to the discipline policy, or have been voluntarily surrendered by the students’ parents/guardians.

Extracurricular Transportation

The school district provides transportation for students to and from most extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and field trips at locations other than the school.

Students are expected to travel to and from events with the school team or group when the school district provides transportation. Students who wish to travel separately must request permission to do so in advance and receive the approval of district administration. This includes all contests, practices, and any other event the district is providing transportation for. Permission forms are available from the Dean of Students.

The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities.

VIDEO AND AUDIO RECORDING

School Buses

All school buses used by the school district are equipped with video cameras. The school district will post a notice in a conspicuous location informing students that their conversations and/or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students’ misconduct on the bus.

Places Other Than Buses

The school district building and grounds is equipped with video cameras. Video surveillance occurs in common areas in the district building and on the district grounds.

VISITORS

Parents are always welcome at school, as are visitors who have a legitimate business. We have been fortunate to have many guests from other states and various Minnesota State Senators and Representatives as well as officials from various departments of Minnesota Government to see our technology at work. Our guests often praise Upsala students for their friendliness and behavior. Former students who visit are asked to contact teachers they plan to visit in advance to give notice and get permission to prevent disruption in the school day. Visitors must register in the high school office upon arrival. Students from other schools must receive approval from the principal before coming to visit school. The students who wish to visit our school should expect to have their home school notified of their attendance here. Young children and infants should not be brought to the high school for long visits during the day.

PART II – ACADEMICS

ACADEMIC HONESTY

What does it mean to be dishonest about academic work?

- Copying work from somebody else;
- Allowing your work to be copied;
- Talking during a quiz or test without permission to do so;
- Using notes during a quiz or test (unless allowed by the instructor);
- Implying writing or ideas from a publication or web site are your own (plagiarism).
- Any other actions that show dishonesty.

Academic dishonesty in Upsala Schools will not be tolerated and may result in, but is not limited to, one or all of the following consequences:

First Offense

- Conference with the teacher and Dean of Students;
- Parent notification;

- Detention/Suspension (as determined by the Dean of Students);
- No credit awarded with the confiscation of work;
- Suspension from extra-curricular and/or co-curricular activities based on the seriousness of the offense.

Second Offense

- All of the consequences of the first offense;
- Failing grade for the quarter in that particular course.

The Dean of Students will make the final decision regarding the consequences of the offense after consultation with the teacher(s), students, and parents/guardians of the student.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. At the discretion of the school district, alternative learning options may be provided for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Options for alternative educational opportunities may be discussed with the Dean of Students.

CLASS RANK/ACADEMIC STANDING

Class rank will be determined through Grade Point Average (GPA) calculations at the conclusion of each semester of study. GPA will also be used to determine academic standing for academic awards such as Commencement Awards, Honor Rolls, and National Honor Society.

Honor Roll

Based on a student's grade point average (GPA), the A and B honor rolls will be published at the end of each nine (9) week grading period. To make the A honor roll, a student must have a GPA of 3.60 - 4.0. To make the B honor roll a student must have a GPA of 3.0 - 3.599. Students with any failing grades are ineligible for the A or B honor roll.

Students enrolled in dual-credit courses through Post-Secondary Enrollment Option (PSEO) or College in the Schools (CIS) programs will receive credit for courses according to the State recommended ratio of 4 college semester credits equal to 1.0 high school credit. Courses less than 4 college semester credits will be pro-rated according to the same recommended ratio.

CONTROVERSIAL TOPICS

If a parent has issues, concerns, or objections to materials used in a classroom in the Upsala Area School District, then they need to address this concern to a committee consisting of the teacher involved and the Dean of Students. If the issues are not resolved at this level, then the parent may bring the issue to a special meeting with the Upsala Area Schools Board of Education and the Upsala Area School Curriculum Committee.

Teachers in the Upsala Area School District have the responsibility to use their own professional discretion and judgment to assign books, magazine articles, web materials, etc and to view media presentations for use in their classrooms.

ENROLLMENT OF STUDENTS INTO GENERAL EDUCATION COURSES, CAREER COURSES, & TECHNICAL EDUCATION COURSES

Enrollment into general education courses, career courses, and technical education courses is not limited except by the number of students a particular classroom can accommodate, or if there is a prerequisite to get into a particular class (as described in the course descriptions book). Enrollment into these types of courses is based on the following:

1. The number of students we can safely accommodate in a given classroom or course.
2. If we have a larger number of students register for a course than we cannot accommodate, priority would be given to seniors first, juniors second, sophomores third, and freshmen last.
3. Administrative decision.

EXTENDED SCHOOL YEAR OPPORTUNITIES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Dean of Students.

FIELD TRIPS

Field trips may be offered to supplement student learning. Students going on field trips are to present written parent permission slips to the principal's office unless specifically told to do otherwise. Students may be required to pay a fee to cover the costs incurred in taking the field trip.

It should also be mentioned that just because one large group goes on a field trip does not justify other students staying at home because they feel that nothing will be happening in their other classes. On the contrary, this is a time when more individual teacher time can and should be spent with students.

Local Field Trips & Driving

It is quite common for classes to visit areas of interest locally or in neighboring towns. Transportation is to be arranged by the teacher. Students are to go as part of the group, not as individuals. Driving is not allowed unless the standard procedures for driving are followed.

GRADES

Students' grades will be reported a minimum of eight times per academic year. Grades will be reported through report cards and mid-term progress reports. Report cards and progress reports will be sent to parents/guardians, or eligible students, by the office for review. Online grades may be reviewed through the district's online grading system. For access to the online grading system, please contact the district office.

Grading Policy

The following letter grades and corresponding percentage grades will be the basic grading system for the 7-12th grade students taking Upsala Area high school classes.

A = 93-100%	C = 73-76%
A- = 90-92%	C- = 70-72%
B+ = 87-89%	D+ = 67-69%
B = 83-86%	D = 63-66%
B- = 80-82%	D- = 60-62%
C+ = 77-79%	F = 59% and below
NC = NO CREDIT (class dropped after 10 school days)	

(If a percent is at .5 or higher, then that percent will be rounded up to the next percent.) Example: 92.5 to 92.9% round up to 93%, 89.5 to 89.9% round up to 90%, 86.5 to 86.9% round up to 87% etc.)

Some classes may also be graded by using Pass/Fail grading system, P = Pass and F = Fail. Incompletes typically must be made up within 10 school days or they will become a failing grade. In special situations, such as prolonged illness, the student may petition the Dean of Students for an extension on the 10 days. Students who are teacher assistants will be graded using the Pass/Fail grading system and receive .25 credit for each semester as a TA.

Weighted Grading Policy

Upsala Area High School encourages students to take a rigorous course load. In order to reward students for completing more rigorous coursework, some advanced/honor course will receive a weighted grade. The following courses will be weighted: Advanced Placement courses and H.S. Physics, H.S. Chemistry, H.S. Stats/Probability, H.S. Pre-Calculus, H.S. Calculus. Courses may be added to the list at the recommendation of the Dean of Students and the curriculum committee, with approval from the school board. Any course in which the student receives college credit (PSEO, CIS) will not receive a weighted grade.

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and graduation standards, as established by the state and school board, in order to graduate from Upsala Area High School. All students must also

fulfill the College and Career Readiness requirements as set forth in Mn Statute. Current requirements are:

Grade 8 – EXPLORE

Grade 10 – PLAN

Grade 11 – ACT (optional, but recommended)

If a student does not satisfy the graduation requirement for an assessment during the first administration of the assessment, there will be retest opportunities available.

Course Credits Required

In order to receive a diploma from Upsala Area High School, students must successfully complete at least 24-year credits (48-semester credits) and comply with the following high school level course requirements as determined by the Upsala Area School Board and the State of Minnesota.

(1-year credit = 0.5-semester credit = 0.25-quarter credit)

Academic Standards

In addition to the required credits for graduation, all students must satisfactorily complete the required Minnesota Graduation Standards in English/Language Arts, Mathematics, Science, Social Studies, Physical Education, and Arts. Students may also choose to complete district-adopted standards in Health, Vocational and Technical Education, and World Languages.

Students with an individualized education program (IEP), Section 504 accommodation plan, or limited English proficiency (LEP) needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact the Dean of Students.

Upsala High School Graduation Requirements		
Required: 16-year credits (32 semester credits)		
Subject Area	Credits	Explanation
Language Arts	4.0	1 year course per grade beginning in Grade 9
Social Studies	4.0	Includes courses covering US History, geography, government and citizenship, world history, and

		economics.
Mathematics	3.0	Includes courses covering algebra, geometry, statistics and probability. Algebra I is required for all students by the end of eighth grade. Algebra II is required for all students scheduled to graduate in the 2014-2015 school year.
Science	3.0	Includes 1.0 credit in Physical Science and 1.0 in Biology. Students scheduled to graduate in the 2014-2015 school year or later must have one credit in chemistry or physics. An agriculture science/career and technical education course may fulfill a science credit.
Physical Education/Health	1.0	
Arts/Music	1.0	Credit may be obtained in either Art or Music.
Elective Credits	8.0	

Commencement/Baccalaureate

The purpose of the commencement ceremony is to honor students upon successful completion of the graduation requirements adopted by the Upsala Area School district.

GPA calculations for class rank and academic awards will be calculated after the first semester of the student's senior year. The student with the number one class rank will be designated the Valedictorian and will deliver the Valedictorian address. The student with the number two class rank will be designated the Salutatorian and will

deliver the Salutatorian address. Students honored for Valedictorian and Salutatorian shall have received 51% or more of their educational program from Upsala Area High School.

Students must comply with the dress code policy for commencement/baccalaureate as defined in the district's dress code policy.

HOMEWORK/CLASS ASSIGNMENT/ACTIVITIES AND ACADEMIC ELIGIBILITY

The teachers create homework assignments. The amount of homework varies by teacher and subject area. Upsala Area School asks for parents/guardians to encourage their student(s) to complete homework thoroughly and promptly.

Academic Eligibility

Students are required to make adequate academic progress in order to participate in extra-curricular and non-academic student activities. In order to be considered eligible for extra-curricular and non-academic activities, students in grades 7-12 must be passing their academic classes. Academic eligibility will be monitored on a regular basis to ensure that students participating in extra-curricular and non-academic activities are making adequate progress, and to support those students who may need extra help to do so.

- Student progress/grades will be checked every 4 weeks using progress reports/report cards.
- If a student is receiving a grade of F, the student will be placed on Academic Probation for one week. During this time, they will still be able to participate (practice and events) in their activity.
- If the student is passing after the week, the student will be off of probation, but will continue to be monitored for academic progress.
- If the student is still failing, they will be placed on academic remediation.
- The student will be required to attend homework club during that week, until they are passing.
- If the student is passing, they will allow to fully participate in their activity.
- Students who fail the Spring Semester will be placed on Academic Probation the following fall and will be out for one contest in their next activity.

Appeal Process

If the student and/or his/her parents feel there are extenuating circumstances that prevent the student from making adequate progress, they may file an appeal with the Dean of Students. A written statement must be presented to the Dean of Students, who will then call a meeting with the student, his/her parents, and the Eligibility Committee. The Eligibility Committee will include the Dean of Students, Athletic Director, Classroom Instructor, Academic Advisor, and a School Board Member. The committee will review the student's records prior to the meeting. The student and/or parents will present their appeal to the committee during this meeting and the Eligibility Committee will rule on the appeal. The ruling of the Eligibility Committee will be final. The student will retain his/her eligibility until this committee makes a ruling. The Eligibility Committee will carry out this process as promptly and efficiently as possible.

Homework Club

Homework Club is an opportunity for students to receive academic support from certified teachers in a positive environment. Students who are falling behind and/or struggling in their academic classes may choose to take advantage of this time to receive extra assistance. Homework Club is available to all students in grades 4 -12 and will take place after school on Mondays and Wednesdays from 3:15 – 5:00 pm. Students in grades 4 – 8 must have parent permission to attend. Students in grades 9 -12 do not need parent permission to attend. Transportation is the responsibility of the student and/or parents.

Make Up Work

Students will be allowed to make-up class assignments/activities that the students missed due to an excused absence. Generally, students will be allotted a minimum number of school days equivalent to the number of school days missed due to absence to submit make-up work without penalty. Instructors may extend this time at their discretion. Assignments, activities, or assessments that were scheduled on the first day of absence will be expected to be completed when the student returns, provided the student was

informed of these activities prior to his/her absence. The instructor will communicate make-up work due dates with the student upon the student's return to class.

PERMISSION TO MISS PHYSICAL EDUCATION

Students may be excused from physical education classes only if their medical doctor writes a recommendation that should include the limitations or precautions in the student's activities.

PROCEDURE FOR DROPPING A CLASS

Students may drop a class up to five school days after the start of the class if there is a legitimate reason for doing so and there is room in another class at that time. PSEO/ITV courses may have shorter deadlines. (Special permission to drop a class after the deadline may be granted in special circumstances at the discretion of the Dean of Students). Students will meet with the Dean of Students to discuss the schedule change. Dropping a class after the 5-day period results in no credit for the dropped class and a mark of NC (No Credit) on the student's report card.

PROMOTION AND RETENTION

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

POST-SECONDARY ENROLLMENT OPTIONS/COLLEGE IN THE SCHOOLS

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and College in the Schools (CIS) programs. General information about these programs will be provided to all eighth, ninth, tenth, and eleventh grade students. Qualifying credits granted to a student through these advanced courses/programs that meets or

exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the school district and the state academic standards. Interested students must fill out an application form and submit it to the Dean of Students in the district office by May 30 for enrollment the following school year. The student and his/her parent or guardian must sign the application form. Students interested in taking a PSEO/CIS course should contact the Dean of Students.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduation certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.

PART III – RULES AND DISCIPLINE

ATTENDANCE POLICY

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. Our goal at Upsala School is to have students in the classroom. If a student misses too many classes, s/he may be jeopardizing their graduation by not attaining enough credit hours or passing

their Minnesota Graduation Standards of Achievement. If a student's attendance is affecting his/her grades or graduation standards completion, the Dean of Students will set up a parent conference. **Students in grades 7-12 absent for any reason (other than school related activities) for more than 9 days per semester in any class will not receive credit for that class until they meet with the Attendance Committee and complete the requirements and penalties given to them by the Attendance Committee.**

The following are not counted in the 9 absence maximum rule:

- School related activities
- Medical, dental, or mental health appointments (with a doctor's note presented to the school.)
- Serious family emergency: Ex: Death in the immediate family
- Active duty in the military
- Up to three hours per week of religious instruction conducted by a church (incorporated under the laws of the State of MN, with submission of Church doctrine)

The Attendance Committee will consist of two school board members, and two teachers. Students will receive notification of an Attendance Committee meeting, and will be asked to submit a written appeal to the Dean of Students within three school days following notification of loss of credit. Notification of credit loss will be by letter. During the appeal process and until a decision is made, students shall continue to attend class.

If you are absent from school, ask your parent/guardian to call school at 573-2176 before 9:00 a.m. to clear your absence. *Regardless of the reason for the absence, a note is required from a parent for all absences.* Bring the note to the secretary before school on the day you return. *If you forget your note, you will have until the following school morning to turn the note into the office or that absence will be considered unexcused.* The written note must include the following:

1. The student's first and last name;
2. Dates of the absence;
3. Reason for the absence;
4. Signature of the parent or guardian.

The school will call any student/parent that is on the absence list at the beginning of the day. If there is no communication between the school and a parent/guardian, ***it is the responsibility of the student/parent to call or send in a written excuse for the student.*** Students 18 or over still need a note from a parent/guardian for absences. All students need a note from a parent when they are absent, even if the parent calls school.

Anyone who plans to be absent from school because of a family trip or vacation must pick up a pre-approval form from the secretary in the high school office one week prior to the absence. The pre-approval form must be completed and returned to the office before a make-up slip will be issued. Make-up work must be completed in advance or arrangements made with the teacher.

Unexcused absences

Consequences of unexcused absences will consist of the following:

1st unexcused absence: Verbal warning and parent contact.

2nd unexcused absence: Parent contact, 1-day detention.

3rd unexcused absence: Parent contact, 2 days detention.

4th unexcused absence: Parent Contact, 1 day ISS.

5th unexcused absence: Parent Conference with Dean of Students & 1 day ISS.

6th unexcused absence: Parent Contact, Attendance Committee review & possible loss of credit.

Further disciplinary action as determined by school administration.

*ISS - In School Suspension

Return Times & School Report Times

There are many times during a school year that our students get back to school from a student activity or field trip late at night. This policy is designed to try to alleviate the problem of deciding when students are required to report to school the next day. This policy covers athletic/academic teams, pep band members, fan bus participants; school sponsored clubs (FFA, FLA, etc), and any field trip participants. The following list of return times and school report times shall be used as a guideline for late arrivals from a student activity:

<u>Return Time</u>	<u>School Reporting Time</u>
1:01 a.m. - 2:00 a.m.	9:15 a.m.
2:01 a.m. - 3:00 a.m.	10:12 a.m.
After 3:00 a.m.	12:00p.m.

Tardiness to class/school

A student is tardy when s/he arrives to class within a five-minute period after the tardy bell. The classroom teacher will discipline any student tardy to class. When the student is determined to be tardy by the classroom teacher, that teacher will mark the student tardy in the computer attendance program. If a teacher detains a student, the student must present a pass from that teacher to the next period teacher. If tardies are referred to the office, three unexcused tardies will result in one period of detention. Detention will be assigned according to the detention policy.

Students who are late for school or who return to school after an appointment must report to the office to sign in and obtain an admission slip to class. Three unexcused tardies to school will result in one period of detention.

Closed Campus

Upsala Area Schools is a closed campus. Students, who arrive after school has begun, must check in through the office. Students must stay on the school grounds from the time they arrive, even if they arrive before the first bell, until the last bell, or until they are picked up by parents or the bus. Any student leaving school grounds must check out through the office. Students driving a vehicle without permission during the school day will be considered skipping and will be dealt with accordingly

Permits to Leave School

Students are not to leave the building or grounds after arrival, without a signed pass from the district office. Students who need to leave school during the day require parent/guarding permission to do so. Permission must be in writing and submitted to the district office to receive a Permit to Leave. Students will be required to sign out in the office prior to leaving the building.

College Visits

Seniors will be allowed to make two college visits (one per semester) to the college, technical school or trade school of their choice without having those days count as absences from school. Juniors will be allowed one visit during the course of their junior year. Any other college visits will be counted as excused absences, unless prior approval is granted by the administration. A college visit form can be picked up in the office.

Skipping

Students not in attendance in their assigned area or who are more than 5 minutes late for class without permission to be absent by their parent or school staff are considered skipping. Students who miss class time without a parent or school personnel's permission will be expected to make up the time (typically double the time missed) in such a manner as assigned by the school administrator. An example of a potential skip would be when a Knowledge Bowl student returns to school before the class day ends but fails to return to class.

Truancy

A truancy charge indicates that the student is absent from school without the knowledge and approval of a parent and the school. Students who are found to be truant will be expected to make up the time (typically double the time missed) in such a manner as assigned by the school administrator.

A "Continuing Truant" is a student 12 or under who is absent without excuse for three school days or a student 13 or over that is absent without excuse for one or more class periods on three school days.

A "Habitual Truant" is a student 12 or under who is absent without excuse for seven school days or a student 13 or over that is absent without excuse for one or more class periods on seven school days.

Students who leave school either on foot or in a motor vehicle without a parent or school personnel's permission will be expected to make up the time (typically double the time missed) in

such a manner as assigned by the school administrator.

For more detailed information on student attendance, please contact the Dean of Students.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles, which may be hazardous to the safety of others or interfere in some way with school procedure. Articles prohibited from school include (This list is not intended to be all-inclusive):

Guns	Toy Guns
Squirt Guns/Water Devices	Knives
Electronic Games	Electronic Pagers
Firecrackers	Cell Phones
Stink Bombs	Laser Pointers
Illegal Drugs	Tobacco
Matches	Lighters

Firearms

Minnesota Statute mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. See the District's Assault and Weapons policy in "Appendix A".

Book Bags

Book bags will be allowed into classrooms only with prior approval of the administration. In general, students are to keep them in their lockers until the end of the school day.

Clothing

Clothing, including accessories, with objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group or bearing obscene pictures or language (including double entendres), or that advertise or suggests approval of drugs, alcoholic beverages, or tobacco, or which connotes gang membership is prohibited.

BULLYING PROHIBITION

The Upsala Area School District is committed to providing a safe and respectful learning environment for all students. "Bullying" is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between individuals and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between student, particularly when students are not under the direct supervision of school personnel. However, to the extent that the bullying conduct affects the educational environment of the district and/or the rights and welfare of its students, and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. For detailed information regarding the school district's bullying prohibition policy, please refer to the Appendix or contact the Dean of Students.

BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right, which may be withdrawn at any time for inappropriate behavior. The school district's student behavior rules are in effect for all students on school district buses and vehicles. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to ride the bus/vehicle to which he/she is assigned and follow school district rules for waiting at the school bus stop and rules for riding on a school bus/vehicle.

While waiting for the bus/vehicle, or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

The bus driver is in complete charge of the bus and passengers must comply with all reasonable requests of the driver. To minimize bus conflicts, students will be assigned seating "areas" based on their grade levels. High school students will be in the back area, middle school students in the middle area and elementary students in the front area. Parents who want an older sibling to sit with the younger child need to contact the bus driver to make that arrangement. In those cases, the older child will sit in the younger child's area. While riding the school bus/vehicle, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus/vehicle.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, bullying, or horseplay.
- Do not throw any object.

- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not litter, vandalize, deface, or otherwise damage the school bus.
- No possession of any materials deemed to be inappropriate by the driver and/or school administration.
- Do not use emergency exits or equipment without the permission of the driver.

Consequences for school bus/vehicle and bus stop misconduct will be imposed by the school district under the following adopted administrative discipline procedures:

1st Offense: Written warning sent to parents/guardians.

2nd Offense: Transportation privileges suspended for five days.

3rd Offense: Transportation privileges suspended for ten days, conference with parent, student, and administration.

4th Offense: Transportation privileges revoked for the remainder of the school year.

If bus/vehicle damage occurs during the misconduct, the student/parent/guardian will be required to make restitution for the damage.

Any change in bus stop or bus (such as getting off with a friend or going to grandmas) requires a written note from a parent.

Severe Clause

In extreme cases, students may be assigned consequences at the discretion of school administration. *The school district reserves the right to use the above scale of consequences as it sees fit in order to ensure reasonable, effective, and timely consequences are applied for misconduct to ensure safe ridership for all passengers.*

All Upsala Area School students must ride school provided transportation when participating in out-of-town school activities. Exceptions will be made at the discretion of school district administration and will require written permission from the parents/guardians prior to departing UAS for the activity.

DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school may form a correct attitude toward it and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person. Self-discipline is the most effective kind of discipline. Students are to assume responsibility for their behavior. When student behavior is not acceptable necessary action will be taken.

According to state law, the teacher or school administrator shall have the same right as a parent to control or discipline a student during the time such student is in attendance or in transit to or from school or any school sponsored function. Misconduct will be dealt with immediately. The following is the general discipline process in keeping with the Pupil Fair Dismissal Act 1998, section 127.26-127.39: See Pupil Fair Dismissal Act in Appendix B.

Detention

Detention will be assigned as a consequence for violations to the district's discipline policy and/or for any other violation of school rules. Detention may be assigned before or after school, or during the lunch period at the discretion of teacher and/or Dean of Students. Detention assignments will be made according to the following guidelines:

1. The supervising staff member will determine detention location.
2. Students will be notified at least 24 hours prior to having to report.
3. Students must arrive at the detention location on time with study materials.
4. If students are asked to leave by the detention supervisor because of misbehavior, detention will be doubled.
5. Should a student be absent from school the day assigned for detention, detention will be made up the next day.

6. The "NO'S of Detention": NO pop, food, radios or games. No sleeping or daydreaming.
7. The "Yes' of Detention": Quiet Study!!
8. Students must provide their own transportation to school for detention.
9. If a student skips a detention assignment, then the Dean of Students will assign the student two detentions for make up.
10. If detention becomes a regular occurrence for an individual student, the Dean of Students shall call a meeting with the student and his/her parents to solve the behavior or attendance/tardiness problem.

Suspension

Students assigned to in-school suspension (ISS) will remain in a supervised study room for the period of the suspension. Students will be required to complete all assigned course work presented to them and honor the rules of the ISS room. Students assigned to out-of-school suspension (OSS) will be ineligible to attend school or participate in extra-curricular activities during the term of the suspension and will not be allowed on school property.

DISPLAYS OF AFFECTION

Students are encouraged to maintain a publicly acceptable standard of behavior with regard to school relationships. Any conduct that is disruptive or offensive will be responded to on an individual case-by-case basis. Outward displays of affection include, but are not limited to kissing, embracing, and inappropriate touching.

DRESS CODE

The appearance of the student is primarily the responsibility of the student and his or her parents. While on school grounds or at school activities, students are expected to be clean, well groomed and dressed appropriately for school activities and in keeping with community standards, and are not disruptive to the educational process.

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

- Clothing appropriate for the weather.

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

Students will be allowed to show individuality in dress; however certain things will not be allowed. Inappropriate clothing includes, but is not limited to, the following:

- Clothing or hairstyle that is dangerous in school activities such as in shop, lab, physical education, and art.
- Shoes with cleats, spikes or other material on the soles or heels that mark floors.
- Halter tops, crop tops, bareback shirts, or shirts that expose the navel/midriff, shirts with the sleeves cut off (tank tops/muscle shirts are acceptable as long as they do not expose undergarments, or are not cut too low under the arms).
- Short-shorts and mini-skirts no more than 6" above the knee maximum.
- No Undergarments should be able to be seen; male or female.
- Clothing that reveals any cleavage.
- Clothing with spaghetti straps.
- Clothing or articles with objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group or bears obscene pictures or language (including double entendres) or that advertises or suggests approval of drugs, alcoholic beverages, or tobacco, or which connotes gang membership.
- Clothes that have underwear showing including bra straps.
- Hats or caps may only be worn before and after the school day. Hats should be removed upon entering the building and they will need to be left in the locker during the day.
- Shoes must be worn at all times in the school building.

The School District reserves the right to determine what is considered appropriate or inappropriate. Students who are not dressed appropriately will be sent to the office where they will be expected to turn T-shirts inside out or to change into appropriate clothing or call home for it. Failure to comply with this request or repeated

problems will result in disciplinary consequences such as parental conference, detention or in school suspension.

Students are expected to dress appropriately for special school occasions such as junior-senior prom, baccalaureate, and commencement. Appropriate attire at baccalaureate and commencement for senior males is dress pants, dress shirt, dress shoes and socks. A sport coat, suit, or tie is optional. For senior females appropriate attire is a dress, or dress pants and a dress shirt, and dress shoes. Students not dressed appropriately for prom, baccalaureate, commencement or other special school activities will be excluded from participation in those activities.

DRUG-FREE SCHOOL AND WORKPLACE

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

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance and has completed the appropriate district permission forms. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district may provide an instructional program in the elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Students apprehended for possession or consumption, or who are under the influence of, alcohol or unauthorized drugs, on school property or at a school event will be subject to the following consequences:

1st Offense: Law enforcement notified, 2 days suspension, and an interview with a member of the schools pre-assessment team.

2nd Offense: Law enforcement notified, 3 days suspension, and follows the recommended course of action by a Chemical Dependency Counselor.

3rd Offense: Law enforcement notified, 5 days suspension, and follow recommended course of action by Chemical Dependency Counselor.

If the student refuses to attend a pre-assessment interview and/or a Chemical Dependency Counselor interview and/or refuses to follow recommendations by either source, the following penalties will be imposed in addition to the above:

1st Offense: 2 additional days of suspension.

2nd Offense: 3 additional days of suspension.

3rd Offense: This offense will set in motion the due process procedure under which an exclusion or expulsion will be sought. The hearing outcome will be no less than offense #2 at its least and other options up to and including expulsion at its greatest.

ELECTRONIC COMMUNICATIONS

DEVICE POLICY (Includes, but is not limited to cell phones, camera phones, etc.)

Students are prohibited from using electronic devices during the instructional day, unless using the device is part of the instructional content of a course and supervised by a member of the teaching staff. Students may use cell phones and other electronic devices during passing time at their lockers or during the noon hour in common student areas, provided that such use is respectful and does not disrupt the normal course of school operation. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by the school district policies including, but not limited to, academic dishonesty (as defined by district policy), bullying, harassment, etc. If the school district has reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may confiscate and search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. The cell phone or other electronic device must be in working order when confiscated. In addition, a student's cell phone or electronic device may be, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will

be returned in accordance with the following guidelines:

1st Offense: Confiscated device returned to student at the end of the day.

2nd Offense: Confiscated device returned following conference with parents/guardians.

3rd Offense: Confiscated device returned following conference with parents/guardians. Loss of cell phone privileges.

Students who use an electronic device during the school day in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy.

Electronic communications devices (cell phone, camera phone, etc...) are not allowed in the locker rooms or restrooms at any time.

Pictures/Videos

Students are prohibited from recording content or conversations in the classrooms, or to take pictures/videos of people without their consent. Any picture or video taken on school grounds with a digital camera, cell phone, etc. is the property of the school.

For more information regarding student use of cell phones and electronic communication devices, please refer to the district's "Acceptable Use" policy or contact the Dean of Students.

GROUND'S FOR DISMISSAL

No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or to persons or property around him. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies. A pupil may be dismissed on the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to students that they must conform their conduct to its requirements.

2. Willful conduct, which materially and substantially disrupts the rights of others to an education.
3. Willful conduct, which endangers the pupil or other pupils, or the property of the school.

HARASSMENT AND VIOLENCE PREVENTION

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information regarding the school district's policy on harassment and violence prevention, please contact the district office.

District 487 Policy Against Religious, Racial and Sexual Harassment and Violence

1. Everyone at District 487 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student, or an adult. Harassment may include the following when related to religion, race, sex, or gender:
 - Name calling, jokes or rumors
 - Pulling on clothing
 - Graffiti
 - Notes or cartoons
 - Unwelcome touching of a person or clothing
 - Offensive or graphic posters or book covers or
 - Any works or actions that make you feel uncomfortable, embarrass you, hurt feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Nick Klug or alternate Vern Capelle
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the Main Office upon request

Religious, Racial and Sexual Harassment and Violence are against the law. Discrimination is against the law.

Minnesota State High School League policy

It is a violation of MSHSL policy for a student to harass a person through conduct or communication that is determined to be Sexual Harassment. Sexual harassment is a form of sex discrimination and is illegal but may or may not be criminal. Sexual violence is a violation of the MSHSL policy. Sexual violence is a criminal activity.

Sexual Harassment may include but is not limited to: verbal, written/graphic harassment or abuse, subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against the individual's body, demanding sexual favors by implied or overt threats or promises of preferential treatment regarding an individual's employment or educational status, any unwelcome touching of a sexual nature.

Sexual Violence is a physical act of aggression that involves the touching of intimate parts of one's body either above or under one's clothing or forcing such action.

Sexual Violence may include but is not limited to: touching patting, grabbing, or pinching another person's intimate parts, either same or opposite sex. Coercing or forcing sexual touching or intercourse on another or threatening to force such action.

Assault and Weapons

1. Assault
 - A. A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian

conference and possibly an initial suspension of up to five (5) days for 4th-12th grade students.

- B. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the following section of this policy dealing with “weapons”.
 - C. Students in grades 4-12 who engage in fighting with another person may be suspended from the classroom or from the building for up to three (3) days after an informal administrative conference. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving, or scuffing”. Any type of physical assault or physical aggression will result in the immediate removal from the classroom.
 - D. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the following section of this policy dealing with “weapons”.
 - E. Direct attack on another person: Students in grades 4-12 will be initially suspended for up to five (5) days. Students in grades K-3 will be suspended from class for the rest of the day and a parent/guardian conference will be held before re-admittance to class.
2. Weapons
- A. Student possession of a weapon* (see below) will result in:
 - 1. An initial suspension from school
 - 2. Confiscation of the weapon
 - 3. Notification of the Sheriff’s department
 - 4. May include a recommendation to the superintendent that the student be expelled.
 - 5. Referral to the appropriate District Level Placement Unit for educational disposition, if such disposition does not occur within five (5) school days, the student will be placed on homebound tutoring until such disposition is made.

- B. Appropriate District Level Placement Unit whether mainstream or alternative, will consider return to District 487 School Program after a multidisciplinary team completes an assessment of the situation.
- C. The chair of appropriate District Level Placement Unit will be responsible for formulating the assessment team. The assessment team will be composed of:
 - 1. A licensed psychologist;
 - 2. A county court services agent or a county social services worker or a county law enforcement officer;
 - 3. A school board representative;
 - 4. The superintendent of schools and the student’s principal. The superintendent will serve as the chair of the assessment team;
 - 5. Other people as deemed appropriate.

Weapon* means any firearm, whether loaded or unloaded any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death. Some examples of weapons are: guns (including pellet guns, look - alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles, (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, ammunition, mace, Capstun or other aerosol repellents.

Any student that believes they have been the victim of sexual harassment or violence or any third person with knowledge or belief of conduct, which may be harassment or violence, should report the acts to a responsible school official.

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district’s student discipline policy. For more information, contact the Dean of Students.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district’s computer system and network, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and

professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. For more information, please consult the school district's "Acceptable Use" policy available in the district office.

PARKING ON SCHOOL DISTRICT PROPERTY

Students

Transportation is provided for students to and from school. Most days there is little reason for students to drive to school. Students who do drive must have a valid Minnesota driver's license. Drivers must use extreme caution and low speeds in the parking lot because of the hazard to students, especially the young and the handicapped. All traffic must yield to the busses when exiting the parking lot.

Parking of motor vehicles by students on school district property is subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only. Snowmobiles must be parked on the north side of the school parking lot.
- Students are not permitted to drive, or sit in, motor vehicles during the school day in any school district locations unless and emergency occurs and permission has been granted by district administration.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner/operator.
- Students must obey all traffic laws. Any acts of reckless driving will result in the loss of driving privileges to school.

Students who drive are encouraged to keep their cars locked. Students who for some reason wish to transport another student must provide evidence of holding insurance at the level

prescribed in the district policy and the necessary permission slips in writing. This information must be on file in the superintendent's office. By entering school property a person driving any vehicle is deemed to consent to complete search of the vehicle for any reason, in accordance with district policy.

Students in violation of this policy may be subject to discipline in accordance with district policy and may have their parking privileges suspended/revoked.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

SCHOOL DANCES

A. Grade Level Dances

1. Grade 7-9 Dances - Only students in grades 7-9 will be allowed to attend these dances.
2. Grade 9-12 Dances - Only students in grades 9-12 will be allowed to attend these dances.
3. Grade 7-12 Dances - Homecoming week dance and Snow Daze week dances are the only approved 7-12 grade dances.

B. Dance Guests From Other Schools

1. Upsala dances are usually only for Upsala students unless permission is given in advance by the faculty supervisors and Dean of Students. Guests are to be pre-registered in the District Office at least one day in advance of the dance. Should a specific school be invited i.e. Swanville, approval is needed by administrators from both schools. The visiting school will provide a list of pre-registered students who intend to attend the dance. Upsala School and dance policies apply to visiting students.

C. Guidelines for Planning a Dance

1. Obtain a Student Activity Form from the office or the student council advisor.

D. Complete the form and have your class and have your advisor sign the request after your class has voted to approve your request.

- E. Submit the Student Activity Form to the student council advisor for student council approval. The student council president and the student council advisor must sign the form.
- F. The Dean of Students must give final approval for the dance.
- G. At least 2 faculty supervisors and two other adult chaperones are required for each dance.
- H. There must be a school district administrator on call during the dance to handle any problems.
- I. Dances are to begin at 8:00 p.m. Dances followed by a school day must conclude at 10:30 p.m. Dances followed by a non-school day must conclude by 12:00 a.m. The Dean of Students must approve changes in these dance times.
- J. Guests are to be pre registered in the Secondary Office at least one day in advance of the dance.
- K. Dance music must be appropriate and approved by the supervisors.
- L. All school policies and rules and state and local laws are to be enforced.

STUDENT CONDUCT/EXTRACURRICULARS CODE OF CONDUCT

It is the expectation of all coaches/advisors of all Upsala Area Schools extracurricular teams/activities to promote good citizenship amongst their participants. The participants will be expected to conduct themselves as good citizens within the time frame of the activity itself. In addition, they will be expected to conduct themselves as good citizens while they are away from their activity or activities regardless of where that might be. In the event that a student does not conduct themselves according to expectations, the following will apply:

- 1. Any coach/advisor of a specific activity will have the right to suspend a participant or limit that person's participation time for that activity for up to two (2) games/events immediately following a specific infraction. This can and should be based on the coach's/advisor's expectations for his/her activity which he/she directs. This will also be based on the coach's/advisor's assessment of the total situation as it relates to the alleged infraction.

- 2. Infractions, which, in the mind of the coach/advisor, possibly warrant a more severe penalty than two (2) games/events, should be submitted by the coach/advisor to the Activity Council. The coach/advisor may recommend a desired penalty to the council. After the Activity Council has reviewed the known facts that surround the situation, they will render a decision, which will be final as to the length of the penalty.
- 3. The Dean of Students, Activities Director or any teacher directly involved in the specific infraction, may also submit a participant's infraction to the Activity Council for review.
- 4. Infractions that also involve MSHSL rule violations may have the penalties run concurrently.
- 5. The Activity Council will be made up of the Dean of Students, Activities Director, a non-season coach, a non-season advisor of a non-athletic extra-curricular group and the Superintendent of Schools.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in school buildings, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in school buildings, on school grounds, in any school-owned vehicles, or at any school events or activities. Students apprehended for possession or consumption of any type of tobacco, tobacco-related device, or electronic cigarette in school buildings, on school grounds, in any school-owned vehicles, or at any school events or activities will result in the following consequences:

- 1st Offense: Law enforcement notified, 1-day suspension (option of in school or out of school).
- 2nd Offense: Law enforcement notified, 2 days suspension, and an interview with a member of the schools pre-assessment team.
- 3rd Offense: Law enforcement notified, 3 days suspension, and follows the recommended course of action by a Chemical Dependency Counselor.
- 4th Offense: Law enforcement notified, 5 days of suspension and follow recommended course of action by Chemical Dependency Counselor.

If the student refuses to attend a pre-assessment interview and/or a Chemical Dependency Counselor interview and/or refuses to follow recommendations by either source, the following penalties will be imposed in addition to the above:

1st Offense: 2 additional days of suspension.

2nd Offense: 3 additional days of suspension.

3rd Offense: This offense will set in motion the due process procedure under which an exclusion or expulsion will be sought. The hearing outcome will be no less than offense #2 at its least and other options up to and including expulsion at its greatest.

VANDALISM, THEFT, ETC.

Students guilty of school time or property acts of vandalism, theft, etc, will be punished.

Depending on the nature and severity of the offense, any, all, or a combination of the following will be considered: restitution, detention, suspension, expulsion, loss of eligibility, or law enforcement involvement.

Tampering with alarm boxes, fire extinguishers, etc., by students is not only illegal, but also extremely dangerous. Notification of the Sheriff's Department and suspension from school will be the most likely punishment for such offenses.

VENDING MACHINES

All vending machines will be located in the school commons (main entrance area next to the school office, auditorium, and new gym). The machines will be turned on during the school day. Students 9-12 can use them during lunch period. Students in grades K-8 are not allowed to use the machines during the school day.

PART IV – HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the Dean of Students. Parents/Guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the Dean of Students or other district leader will call 911 or seek medical treatment and then contact the parents/guardians.

ASBESTOS MANAGEMENT UPDATE

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" plan. This plan addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct the following emergency drills during the course of the school year.

Fire Drills

Schools are required to conduct five fire drills during the school year in order that students learn to vacate a building in a quick and orderly manner in case of an emergency. When the fire alarm sounds, each class should follow the directions posted in each classroom.

Silence during drills and emergencies is essential so that directions may be given and heard. Occupants should move away from the building at least 100 feet.

Lockdown Drills

Schools are required to conduct five lockdown drills during the school year. This will prepare students and staff to handle incidents such as armed intruders in the building or area.

Tornado Drills

If a tornado is sighted in the area, the public address system will be used to notify each teacher and classroom of the plan to follow. Students will not be allowed to leave the building but rather should seek shelter as directed by their teacher or other staff persons in the room or area. All teachers are to remain with their students to provide the necessary supervision.

EMERGENCY CONTACT INFORMATION

Parents are requested to provide emergency contact information to the district office every year at the beginning of the school year.

HEALTH INFORMATION

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automatic external defibrillators (AEDs) in the Commons. Tampering with any AED is prohibited and may result in disciplinary action.

Communicable Diseases/Illness

To protect other students from contagious illnesses, students infected with certain diseases, or pathogens, are not allowed to come to school while contagious. If a parent suspects that his/her student has a communicable or contagious disease/infection, the parent should contact the school nurse or Dean of Students so that other student who might have been exposed to the disease/infection can be alerted. For the protection of your child and others, please do not send your child to school if they have the following symptoms. Children who exhibit these symptoms will be sent home:

- Vomiting
- Sore throat with fever
- Fever above 100°F
- Diarrhea
- Red/Crusty Eyes
- Head Lice
- Any other illness with fever

Students with certain communicable diseases/infections will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness/infection to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

Trained members of the district under the direction and supervision of a licensed school nurse will handle student health services. Students who become sick at school should come to the district/health service office. In the event of an emergency, parents/guardians will be contacted and arrangements may be made for students who get sick at school to go home early. Parents/guardians should notify the school if his/her student is unable to attend school because

of illness. Notification should be made to the district office as early on the day of absence as possible.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form, contact the district office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medications or drugs at school requires a completed signed request from the student's parent. An "Authorization for Administration of Medication at School" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an individual health plan (IHP). The school district is to be

notified of any change in a student's prescription medication administration.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children may be requested by contacting the district office.

SAFETY

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Recess

All students (K-4) beginning with Kindergarten are expected to come to school each day prepared for outdoor recess. In the winter this means boots, gloves, hats and gear suitable for even cold weather. Below zero wind chill, rain, or muddy grounds are the exceptions but these judgments are made on a daily basis at school. Sometimes our Physical Education classes will hold classes outside, so students need to be prepared for the weather.

Appendix A
RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT
AND VIOLENCE IS AGAINST THE LAW.

DISCRIMINATION IS AGAINST THE LAW.

Contact: Nick Klug
Phone: 320-573-2174

RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT

It is the policy of Independent School District No. 487 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The School District prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any pupil, of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or person subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

The School District will act to investigate all complaints, whether formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual Harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting pinching, or physical contact, other necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property,
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status.
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
6. Unwelcome behavior or words directed at an individual because of gender.

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

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

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

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

D. Sexual Violence: Definition. Sexual Violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another, or threatening to force or coerce sexual acts, including the touching of anyone's intimate parts.intimate parts or intercourse on another.

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

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

G. Assault: definition. Assault is:

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

H. General Harassment Definition. General harassment consists of physical, verbal, or written conduct which:

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

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by pupil, teacher, administrator, or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence by pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to the appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the School District Office, but oral report shall be considered complaints as well. Nothing in this policy shall prevent any person from

reporting harassment or violence directly to a District Human Rights Officer or to the superintendent.

A. In Each School Building. The Principal is responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult who receives a report of religious, racial or sexual harassment or violence shall inform the Principal immediately.

Upon receipt of a report, the Principal must notify the School Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the principal the complaint shall be made or filed directly with the superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District. The School Board hereby designates Nick Klug as the School District Human Right Officer(s) to receive oral reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the alternate: Vern Capelle

The School District shall conspicuously post the name of the Human Rights officer(s); including mailing addressed and telephone numbers.

In some school districts the Superintendent may be the Human Rights officer. If so, an alternative individual should be designated by the School Board.

C. Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery to disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrator, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. The School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy. Following a meeting of the Harassment Committee, the School District will take appropriate action. Such action may include, but is not limited to:

- Warning
- Suspension
- Exclusion
- Expulsion
- Transfer
- Remediation
- Termination or discharge

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District Policies.

C. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. HARASSMENT OR VIOLENCE AS ABUSE

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

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence, or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The School District will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

Contact Nick Klug Upsala Area Schools
320-573-2174

INDEPENDENT SCHOOL DISTRICT NO. 487
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General statement of policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District No.487 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against is discrimination. All persons are to be treated with respect and dignity. Sexual Violence, Sexual advances, or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Circle as appropriate sexual \ racial \ religious

Name of person(s) you believe harassed or was violent toward you or another person

If the alleged harassment or violence was toward another person(s), identify that person(s)

Describe the incident(s) as clearly as possible, including such things as: what force, if any was used: any verbal statements (i.e. threats, requests, demands, etc.) what, if any, physical contact was involved, etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List of any witnesses who were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

(Received by)

(Date)

APPENDIX B

RECOMMENDED SUPPLEMENT TO MODEL POLICY RELATING TO SEXUAL HARASSMENT AND VIOLENCE, HAZING, RACIAL, AND RELIGIOUS HARASSMENT AND VIOLENCE.

ISD #487 is committed to the elimination and prevention of harassment (sexual, racial and religious) and student or staff hazing. (Minnesota Statue 127.46 and Minnesota Statue 127.465)

To reach this goal, the district will provide (1) staff development for identification and prevention, (2) classroom curriculum and instruction, (3) student services, and (4) student, staff and community participation, All these strategies will be designed to help prevent hazing, harassment (sexual, racial, and religious) and violence.

I. Plan for In-service in the Identification and Prevention of Harassment, Hazing and Violence

After adoption of the Harassment and Hazing policies all of the district employees, contracted program staff and volunteers will receive an initial training, which will include:

- A. Definition of harassment (sexual, racial, or religious), hazing, and violence.
- B. Explanation of the district policies and grievance procedures.
- C. Legal prohibitions and consequences for violations of the policies.
- D. Pertinent examples of sexual, racial, or religious harassment and violence, and hazing.
- E. Overview of harassment, hazing, and violence prevention curriculum and resources for educators and parents.

New employees and others who come into contact with learners will receive initial training soon after they begin their responsibilities with the district. Every effort should be made to include the entire district staff in the initial training: administrators, early childhood through adult teachers, aides, office staff, custodial staff, food service workers and bus drivers, etc.

Each subsequent year, ISD #487's employees, contracted staff and volunteers will be provided with additional training opportunities which will restate the district's commitment to providing harassment and hazing free working and learning environment and provide the staff with opportunities to broaden their knowledge of the issues related to sexual, racial, religious harassment and violence and hazing. Some examples of subjects for in-service training include: "The images of females and males in the media and in advertising," "Societal expectations of males and females and the resulting impact on behavior," "Spousal battering and family violence in the U.S" "What is the role of language in sexism," "Historical influences which perpetuate sexism and heterosexism in the legal system and in American life," "How to make the curriculum inclusive of both females and males," "Progress on the multicultural/gender-fair/disability aware inclusive education plan and implications for improving

the climate in our school,” “Twenty-five years with Title IX, how does our school rate and what did our self-evaluation show?”

II. Plan for Classroom Curriculum and Instruction in the Identification and Prevention of Harassment (Sexual, racial, and religious) and Hazing, and Violence

Upon the adoption of ISD #487’s policies prohibiting harassment and hazing, all students will receive age-appropriate information, which includes the following:

- A. A copy of the district’s policies on harassment and on hazing.
- B. An explanation of the policies and their purpose.
- C. A definition of the terms in the policies.
- D. Instruction in what to do if one is a victim, a bystander, or a person who commits acts of harassment, hazing, or violence.
- E. A clear delineation of the sanctions against anyone found to have been a person who committed acts of harassment, hazing, or violence.
- F. A safe and supportive forum for discussion by the students of the issues involved in harassment, hazing, or violence.
- G. Age appropriate curriculum for the classroom on these topics, which will include how to treat each other with courtesy and respect.

III. Plan for Student Services in the Identification and Prevention of Harassment, Hazing, or Violence.

Upon the adoption of ISD #487’s policies prohibiting harassment, (sexual, racial and religious) hazing and violence, a plan will be made to provide staff and students with student service professionals (such as counselors, school nurses, social workers, and psychologists) who will:

- A. Provide support services to help individuals determine whether or not an experience may have violated any of the school policies.
- B. Provide counseling and other support services to help persons who are the target of these activities to cope with lowered self-esteem.
- C. Provide consultation and support to enable individuals to file a complaint regarding an accusation when appropriate.
- D. Provide support services to perpetrators or victims to deal with their dominance issues.
- E. Provide referral services to other agencies or organizations when needed to meet the needs of individuals.

These services can be provided within the education system or in cooperation with other community agencies.

IV. Plan for Student, Staff, and Community Participation on the Identification and Prevention of Harassment, Hazing and Violence.

Community representatives will be actively involved in the development of policies and programs relating to harassment, violence, and hazing.

Parents will be informed of ISD #487's policy prohibiting these activities by the inclusion of information about the policies and procedures for filing grievances and complaints in printed materials sent home with students who are under 18 years of age.

Members of the community will be informed by the publication of ISD #487's policies in the community or local newspaper.

In addition, there will be a continuing effort to provide opportunities for further community participation on the issues related to harassment, hazing, and violence through its inclusion in Parent Teacher Student Association programs or other public forums. Other organizations such as the Chamber of Commerce, League of Women Voters, American Association of University Women, and various men's organizations could be approached as well.

The Minnesota Department of Children, Families and Learning would appreciate receiving a copy of your hazing policy, and if you have not already done so, as required by M.S. 127.46, we would appreciate receiving your revised sexual, racial and religious harassment and violence policy. Please send them to:

Minnesota Department of Children, Families
Sue Sattel, Equity Specialist
522 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

For questions or assistance: phone 612/297-2792.

APPENDIX C

Adopted: _____

MSBA/MASA Model policy 526
Orig. 1997

Revised: _____

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

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

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. The term "hazing" includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the students to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

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

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or other pending completion of an investigation of hazing.

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

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies,

assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

(NOTE: Proper reference should be made to the appropriate handbooks in each school district.)

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

Legal References: Minn. Stat. ~ 127.465 (Hazing Policy)
Minn. Stat. ~ 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross Reference: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention
[Applicable to Students and staff])

The following two items are provided as examples for your use in dissemination of this policy and in providing training.

A. Simple Test

If you are not sure if something is hazing or not, try answering the following questions.

Does this activity promote or conform to the values of the school or organization?

Will this activity increase respect for the school for the organization?

Is everyone equal in this activity?

Would you be able to defend the activity in a Court of Law?

Does the activity have value in and of itself?

Would you be willing to allow parent to witness this activity?

*Keeping in mind that many hazing activities are "tradition" that parents themselves have Experienced, would you still be willing for all parents to witness this activity?

DISCIPLINE

While still applying the hazing policy in discipline, many other policies can be applied in handling the discipline aspect of a situation in your school district to increase the opportunity to learn. Some of the activities may involve criminal statutes - many hazing incidents involve the use of alcoholic beverages by underage students, and may involve criminal sexual contact or assaults. Sometimes the activities involve sexual, racial and religious harassment and violence, depending upon what statements and behavior are made to the students based on sex, race or religion during the hazing incident. Other activities may involve both criminal statutes and violations of multiple school districts policies.

One example is provided to illustrate how discipline was handled at a mid-western secondary school. The incident involved a target student, a group of students, a group of bystanders and a videotape of the whole event. The target student was duct taped and bound with plastic wrap covered by shaving cream and suspended from a bridge. The student was clearly upset and afraid during the incident as recorded on the videotape. The discipline involved the following: 1) the school district suspended the students who actively participated in the event for seven days. 2.) The bystanders who did not intervene were disciplined on an individual basis to varying degrees depending on the circumstances. Those who were athletes and who were videotaped using alcohol were disciplined using the athletic association's policy. 3.) The contract of the part-time instructor who witnessed the event and did not intervene was terminated. 4.) An act of reprisal that involved scratching the word "bitch" into the side of a car of a student's parents (for "snitching") was treated as a criminal offense and the school district sexual harassment policy was used in addition to the hazing policy. The school district learned of no incidents of hazing the following year.

Adopted: March 21, 1990
522
Revised: November 20, 2007

Related to policies:
401; 402; 521;

Upsala Area School Civil Rights Grievance Procedure

INTRODUCTION

It is the intent of the Board of Education of District Number 487 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, family care leave status, sexual orientation, status with regard to public assistance, veteran status, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to consideration, or selection; therefore, whether full-time or part-time under any education program or activity of the district or employment by the district for which it receives federal financial assistance. School District related policies include: 102 – Equal Educational Opportunity; 401 – Equal Employment Opportunity; 402 – Disability Nondiscrimination in Employment; 521 – Student Disability Nondiscrimination Policy; and 522 – Student Sex Nondiscrimination (Title IX) Policy

The school district shall actively pursue and comply with programs designed to provide equal employment and educational opportunities.

Therefore, the Board of Education of District Number 487 assigns the responsibility for the implementation policy in compliance with civil rights laws to:

1) **TITLE IX Coordinator** for the district is Nick Klug, Dean of Students of Schools assisted by Vern Capelle, Superintendent of Schools. Either or both can be reached at phone number - (320) 573-2174, or at 415 South Main Street, Upsala, MN 56384.

2) **Section 504 Coordinators** for the district are Nick Klug, Dean of Students of Schools assisted by LuAnn Gammon school social worker. Either or both can be reached at phone number - (320) 573-2174, or at 415 South Main Street, Upsala, MN 56384.

GRIEVANCE PROCEDURE PROCESS

- A. Any person who has a complaint alleging that the school district is not complying with district policies may present the complaint in writing along with the reason for such a complaint to the coordinator or his/her assistant, designated to handle complaints.
- B. The coordinator receiving the complaint shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. The designated official shall make a decision and such decision shall be communicated to the complainant within fifteen (15) days of the initial reception of the complaint.
- C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the designated official finds that the complaint is not justified, he /she shall so notify the complainant in written communication.
- E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the board of education. The appeal request must be directed to the Superintendent of Schools no later than fifteen (15) days after receipt of the written decision of the designated official.
- F. A hearing before the Board of Education shall occur no later than thirty (30) days after receipt of a request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its finding no later than fifteen (15) days after the hearing.
- G. If the complainant is not satisfied with the decision of the board, an appeal may be made to one or more of the following offices:

Commissioner of Human Rights
Minnesota Department of Human Rights
190 East 5th Street, Suite 700
St. Paul, MN 55101
800-657-3704

Office of Civil Rights
US Department of Education
500 W. Madison Street Suite 1475
Chicago, IL 60661
Tel. 312-730-1560 Fax 312-730-1576
RDD 312-730-1609

Cross References: MSBA MODEL POLICY 401 – Equal Employment Opportunity;
MSBA MODEL POLICY 402 – Disability Nondiscrimination in Employment;
MSBA MODEL POLICY 521 – Student Disability Nondiscrimination Policy;
and
MSBA MODEL POLICY 522 – Student Sex Nondiscrimination (Title IX) Policy

Adopted: December 21, 2005

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 1999

102 EQUAL EDUCATIONAL OPPORTUNITY

[School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: December 21, 2005

Revised: October 17, 2007

MSBA/MASA Model Policy 402

Orig. 1995

Rev. 2003

402 DISABILITY NONDISCRIMINATION POLICY

[School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Gery Arndt, Superintendent. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Adopted: December 21, 2005

MSBA/MASA Model Policy 521

Orig. 1995

Revised: October 17, 2007

Rev. 2002

521 STUDENT DISABILITY NONDISCRIMINATION

[School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 - 2. Has a record of such impairment; or
 - 3. Is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact Nick Klug, Dean of Students, regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator.

Adopted: December 21, 2005

Revised: October 17, 2007

MSBA/MASA Model Policy 522

Orig. 1995

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

[School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Nick Klug, Dean of Students, 415 South Main Street, Upsala, MN 56373—phone (320) 573-2174 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with Mr. Klug, the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to Mr. Klug.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official

designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify Mr. Klug immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to Superintendent Arndt. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to Superintendent Arndt. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.
- D. The school board hereby designates its Title IX Coordinator Mr. Klug to receive reports, complaints or grievances of unlawful sex discrimination toward a student.

IV. SCHOOL DISTRICT ACTION

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

McKinney-Vento Act

The 2001 reauthorization of the McKinney-Vento Homeless Education Assistance Act ensures the educational rights of homeless Children and youth, which enables them to enroll in school, attend regularly and succeed in educational opportunities.

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes:

Children and Youth who are;

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters
- Abandoned in hospitals; or
- Awaiting foster care placement
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

**Children who are experiencing homelessness
have the right to:**

- Go to school, no matter where the student lives or how long they have lived there.
- Continue in the school they last attended before becoming homeless or the school they last attended, if that is your choice and feasible.
- Receive transportation to the school they last attended before the family became homeless or the school they last attended, if the parent/guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all children served in these programs.
- Receive transportation to school and to school programs.

For complete legislation, regulations, and guidance:

McKinney-Vento Homeless Assistance Act of 1987, Title VII, Subtitle B, as amended, 42 U.S.C. 11431-11435

Adopted: 7/23/14

Revised: _____

MSBA/MASA Model Policy 514
Orig. 2003
Rev. 2014

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

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

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

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.

- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher,

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or

victims of bullying.

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

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § 124D.10 (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 MSBA/MASA Model Policy 423 (Employee-Student Relationships)
 MSBA/MASA Model Policy 501 (School Weapons Policy)
 MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by
Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Students and Parents:

Please return this page with both of your signatures on it. By doing so, the school will know that you have reviewed the guidelines written in this student handbook for the upcoming school year.

Thank you for your cooperation in this matter.

Date _____

Student Name (Please Print)

Student Signature

Parent Signature