

**BOARD OF EDUCATION**

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Todd Cameron  
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Superintendent  
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 Trudy Johnson  
 Rob Anderson  
 Kylie Anderson  
 Daryl Bubbers  
 Rhonda Sweeney  
 Kristen Arneson  
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 Brett Maass  
 Tony Kusske  
 Michael Herbst  
 Marlee Schmidt  
 Lacey Hassett  
 Erin Ellingson  
 Karen Schultz  
 Mark Hemmberger

Ag Education  
 Art  
 Band/Music  
 Chorus  
 Computer / Bus. Ed  
 English  
 English  
 Math  
 Math  
 PE/Health  
 Science  
 Spanish  
 Special Education  
 Special Education  
 Speech  
 Social

**SUPPORT STAFF**

Joy Green  
 Kristie Schneidermann  
 Jocie Herzog  
 Bob Schultz  
 Wendy Fevig  
 Judy Green  
 Mary McClain  
 Val Johnson  
 Shelley Hilde  
 Wanda Wang  
 Nikki Begg  
 Penny Herzog  
 Michelle Jirik  
 Mark Schreiner  
 Therese Vogel

Bookkeeper  
 Cook  
 Cook  
 Custodian  
 Custodian  
 Custodian/Food Service  
 Food Service  
 Instructional Assistant  
 Instructional Assistant  
 Instructional Assistant  
 Instructional Assistant  
 Secretary  
 Secretary  
 Transportation  
 Voc. Guidance Assistant /

## **WELCOME!**

**Welcome to Ulen-Hitterdal High School. This handbook has been prepared for the students and parents of our school. Each student will receive a copy of this handbook on the first day of school. A Ulen-Hitterdal faculty member will review the handbook with the students. Students are to take the handbook home and review it with their parents. We require that the parent(s) read the handbook, sign the last page of this handbook and return it to the school. This is our method of assuring that all parents are aware of the rules, regulations and policies stated in this handbook.**

**A handbook cannot possibly cover all questions and situations that may arise. Therefore, we urge you to seek answers to your questions from the faculty and administration of the Ulen-Hitterdal High School.**

## **MISSION STATEMENT**

**“THE MISSION OF THE ULEN-HITTERDAL SCHOOL DISTRICT IS TO PROVIDE A SAFE POSITIVE LEARNING ENVIRONMENT IN WHICH ALL ARE OFFERED THE OPPORTUNITY TO PARTICIPATE, GROW, AND BECOME LIFELONG LEARNERS**

In compliance with (1) Title IV of the Civil Rights Act of 1964, (2) Title IX of the Education amendments of 1972. (3) Minnesota Statutes Chapter 363.03. 128.21 and 173, (4) EDU 4-1974 amendments, and any other Federal or State laws pertaining to discrimination; it is the policy of Independent School District #914 and its employees not to discriminate against any student or employee because of race, color, creed, religion, National Origin, sex, marital, or economic status, or status with regard to public assistance or disability.

Dear Parent(s) or Guardian:

**We at Ulen-Hitterdal High School recognize the importance of parental support and input as we provide a safe educational environment for our students. Please read and study the student handbook. You may not agree with everything in it, yet we must have order and rules to facilitate this organization we call “school”. Without rules and procedures we would descend into chaos.**

**We appreciate your support! ! !**

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## **ULEN-HITTERDAL HIGH SCHOOL STUDENT CODE OF CONDUCT**

### **STATEMENT OF POLICY**

Ulen-Hitterdal School Board, administrators and staff firmly believe that learning can best take place in an orderly environment. Students can best learn individual responsibility and gain maturity through opportunities within the school setting. Therefore, the school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State statute, State Board of Education regulations and this policy.

Every student should remember that he/she writes his/her record; but once written, that record cannot be changed. Students should also know that their record follows them when securing employment, entering the armed forces or enrolling in a university or college. The importance, therefore, of a good high school record cannot be overemphasized. An excellent record, high marks, good attendance, unquestionable behavior, and a high rating in personality and character traits should be the goal of every student in the Ulen-Hitterdal High School.

Attitude is defined as a manner of acting, feeling, or thinking. Attitudes toward academic subjects, and school in general, should be one of challenge; a challenge that students should do their utmost to meet. Student attitudes toward teachers and others in authority should be one of respect, for the staff are sincerely concerned and interested in preparing students for a worthwhile future.

**SCHOOL HOURS:**

The School Building is open from 8:00 AM to 3:45 PM. If students are in the building any other time school personnel must supervise them.

The school day is divided into 7 periods with 3 minutes passing time between classes. The first class begins promptly at 8:25.

First period	8:25	-	9:10
Second period	9:13	-	9:58
Third period	10:01	-	10:46
Fourth period	10:49	-	11:39
Lunch	11:39	-	12:16
Fifth period	12:19	-	1:04
6 <sup>th</sup> period	1:07	-	1:52
Seventh period	1:55	-	2:40
Titan Time	2:43	-	3:13

**SCHOOL CALENDAR:**

All school activities shall be scheduled on the school calendar in the Principal's Office. With the large number of activities going on during the year, it is important that ALL activities are scheduled as far ahead as possible.

**EXPECTATIONS FOR STUDENTS****Students will:**

1. comply with the teachers' classroom rules;
2. be present in class with the required assignments/activities and materials;
3. participate in class according to teachers' expectations;
4. set aside and use study time to prepare for class;
5. display responsible behavior and attitude in own learning;
6. accept academic assistance from teachers and paraprofessionals;
7. keep track of and complete make up activities within the allotted time . . . two days for each day missed . . . in advance for planned absences.

**Teachers will:**

1. employ an objective and consistent grading system;
2. explain evaluation system to student at beginning of each grading period;
3. periodically apprise students, parents/guardians, and administration of student's academic progress;
4. be available to discuss student's academic progress;
5. follow this procedure when realizing a student's potential to fail a class:
  - a. meet with student,
  - b. notify office, and
  - c. notify parents/guardians.

**EXPECTATIONS FOR PARENTS/GUARDIANS****Parents/Guardians will:**

1. enforce student's attendance;
2. monitor completion of assigned activities;
3. be available to discuss student's academic progress.

**EXPECTATIONS FOR ADMINISTRATION (with School Board support)****Administration will:**

1. provide relevant, appropriate curricula/courses;
2. keep on file a copy of each teacher's evaluation system;
3. be available to discuss student's academic progress;
4. offer remediation counseling.

**ULEN-HITTERDAL ACADEMIC BEHAVIOR POLICY**

\* Every student will follow the provisions of the U-H Academic Behavior Policy unless modifications are otherwise stipulated in a Special Education Individual Education Plan (IEP) or a Section 504 Student Accommodation Plan.

**HONOR ROLL**

A committee of representatives from the school board, teachers, and administration has set the Honor Roll requirements for the Ulen-Hitterdal High School. Students at Ulen-Hitterdal High School are graded on a 4-point scale where: A=4, B=3, C=2, D=1, and F=0. In order for a student to be named to the "B" Honor Roll he/she must have a grade point average of 3.0 to 3.666. Students on the "A" Honor Roll must attain a grade point average of 3.667 to 4.0. Students who have a grade below a C- are not eligible for the Honor Roll. An Honor Roll will be published at the end of each 12-week period as a means of giving recognition to students who do above average work.

**GRADUATION REQUIREMENTS:**

To be eligible for graduation from Ulen-Hitterdal Public School, a student upon entering his/her freshmen year must receive Academic Credit from the following:

**ENGLISH (4 credits)**

- English Nine
- English Ten
- Junior English
- College English or Practical English

**SOCIAL STUDIES (4 credits)**

- Civics
- U.S. History
- One credit of Social Studies Electives
- World Geography and American Government

**SCIENCE (3 credits)**

- Physical Science (Grade 9)
- Biology
- Chemistry, Physics, Adv. Biology, Ag Science

**MATHEMATICS (4 credits)**

- Algebra 1, Standards Algebra 1
- Geometry, Basic Geometry
- Algebra 2, Standards, Algebra 2
- College Math, Math 12

Tech Math  
 PHYSICAL EDUCATION (1 credit)  
 Grades 9 and 10  
 HEALTH (1 credit)  
 Grades 9 and 10

Ulen – Hitterdal students will need 26 credits to graduate.

In order to receive Academic Credit for a class a student must achieve two things:

1. The student must receive a passing grade in the class.
2. The student must meet the attendance requirements.

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 Students planning to graduate from a MN high school must meet ALL mandated state requirements.

## PSEO

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage.](#)

## **JUNIOR HIGH CLASSES**

It is a requirement for earning a high school diploma that each student pass all required Seventh and Eight grade classes taken at Ulen-Hitterdal. Students who fail a required class in the 7<sup>th</sup> or 8<sup>th</sup> grade will need to meet with the teacher to determine a plan to change the failing grade to a “pass status.” All changes to grades must be completed within 2 weeks of the end of the trimester or at a time that is acceptable to the teacher. Students who do not get the grade changed to a passing status must repeat the class (at no expense to the district) or make alternative arrangements with the principal to earn the credit.

## **GRADUATION CEREMONY**

In order to participate in the Graduation Ceremony a student must meet all state and local requirements of graduation. Students, who are missing credits, have time to make, etc. up will NOT be allowed to participate in the graduation ceremony. (In EXTREME cases a student who has not met the requirements for graduation may be allowed to participate in the ceremony. Final decision will be made by the Administration). Student s must also wear the appropriate graduation attire in order to participate. Students must wear an approved (by the school) cap and gown or wear black dress pants and a white button down dress shirt. Girls may choose to wear a black dress as an alternative. Graduation Ceremony is a privilege, NOT A RIGHT.

## **INTERNET/TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY**

NOTE: This policy has been edited for use in the student handbook. A complete school district policy for internet/technology use is available upon request. All district policy provisions apply to all students at all times.

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district 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 suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**



- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other person, or other personally identifiable information including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing the school

district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
- C. Administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during use by an adult, to enable access for bona fide research or other lawful purposes.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

- D. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

### **BULLYING AND OTHER SCHOOL DISRUPTIONS**

Any student or guest of a student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. It is the policy of the Ulen-Hitterdal School District to adhere to a **ZERO TOLERANCE POLICY** toward all unacceptable behaviors.

It is the policy of the Ulen-Hitterdal School District that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

### **UNACCEPTABLE BEHAVIOR:**

The following constitute unacceptable behavior and will not be tolerated:

- 1) Willful conduct, which disrupts the rights of others to an education.
- 2) Willful conduct, which endangers school district employees, the pupil or other pupils, or the property of the school.
- 3) Willful violation of any rule of conduct specified in this discipline policy.
- 4) Bullying or harassment of students and/or staff be it physical, verbal written or sexual.
- 5) Physical assault.
- 6) Inappropriate language at school, school-sponsored activities, or on school grounds.

- 7) Willful refusal to follow a direction/order by school personnel.
- 8) Failure to provide proper identification upon request of a staff member.
- 9) Violation of any federal, state, or local law, i.e., alcohol, tobacco, drug violations.
- 10) Disrespectful towards other students and staff members.

## **STUDENT PERSONAL CONDUCT GUIDELINES**

### Appropriate Touch:

- Holding Hands
- Walking or Standing Arm-in-Arm

### Inappropriate Touch:

- Rubbing or Placing of Hands on the Leg
- Lap-Sitting (Partial or Complete)
- Embracing
- Fondling or Touching of Private Areas
- Kissing of Any Kind

*Adopted: 11.09.12 MSBA/MASA Model Policy 514 Revised: 02.27.12*

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

**A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying and cyber bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' 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 / cyber 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, it is the school district's intent to prevent bullying / cyber bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying / cyber 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, cyber bullying, intimidation, violence, and other similar disruptive behavior.**

### **II. GENERAL STATEMENT OF POLICY**

1. **An act of bullying / cyber bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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, support or are a bystander to another student's act of**

**bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying / cyber bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other type of social media, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.**

- 2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, tolerate or be a bystander to bullying.**
- 3. Apparent permission or consent by a student being bullied does not lessen the**

prohibitions contained in this policy.

4. Retaliation against a victim, good faith reporter, or a witness of bullying/cyber bullying is prohibited.
5. False accusations or reports of bullying / cyber bullying against another student are prohibited.
6. A person who engages in an act of bullying, cyber bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
  1. The developmental 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 / cyber bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

7. The school district will act to investigate all complaints of bullying / cyber bullying 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.

1. “Bullying” means any written (including use of social networking) or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying / cyber bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
  1. harming a student or a group of students;
  2. damaging a student’s or a group of students’ property;
  3. placing a student or a group of students in reasonable fear of harm to person or property;
  4. creating a hostile educational environment for a student or a group of students; or
  5. intimidating a student or a group of students.
2. “Immediately” means as soon as possible but in no event longer than 24 hours.
3. “On school district property or at school-related functions” 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.

### **IV. REPORTING PROCEDURE**

1. Any person who believes he or she has been the victim of bullying / cyber bullying or any person with knowledge or belief of conduct that may constitute bullying 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’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

2. 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.

C. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying 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 by the reporting party or complainant.

4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying / cyber bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying / cyber bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
5. Reports of bullying / cyber bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
6. Submission of a good faith complaint or report of bullying / cyber bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
7. 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**

1. Upon receipt of a complaint or report of bullying / cyber bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
3. 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 try 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.

D. 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 involved in a bullying / cyber bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **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 bullying / cyber bullying 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 bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.**

## **VII. TRAINING AND EDUCATION**

- 1. The school district annually will provide information and any applicable training to school district staff regarding this policy.**
- 2. The school district annually will provide education and information to students regarding bullying / cyber bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.**
- 3. The administration of the school district is directed to implement programs and other initiatives to prevent bullying / cyber bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.**
- 4. The school district may implement violence prevention and character development education programs to prevent and 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.**

## **VIII. NOTICE**

The school district will give annual notice of this policy to students, parents or guardians, and staff, and will provide guidelines and/or this policy in the student handbook.

## **DANGEROUS, HARMFUL AND NUISANCE SUBSTANCES/ARTICLES**

**Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.

**Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.

**Tobacco:** Tobacco possession and or use are prohibited at school, school-sponsored activities, or on school grounds.

**Weapons:** It shall be a violation of the school's policy on violence and weapons for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or at any school-related activity. Weapons are identified in two categories:

- (A) Articles designed or commonly used to inflict bodily harm and/or to intimidate other persons. Examples are: firearms, whether loaded or unloaded, knives, clubs, metal knuckles, numchuks, throwing stars, explosives, stunguns, ammunition, chains, pellet guns, look-alike guns, and other nonfunctioning guns that could be used to threaten others;
- (B) Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. Examples are: belts, combs, pencils, files, scissors, compasses, etc.

The Violence Prevention and Weapons Policy are on file in the school office.

**Harmful or Nuisance Articles:** The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities. It is legal for lockers to be searched.

## **STUDENT DRESS:**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e. physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing That is not in keeping with community standards.
  2. Clothing bearing a message that is lewd, vulgar, or obscene.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e. Student undergoing chemotherapy; medical situations).
- E. It is not the intention of this policy to abridge the rights of students to express political, Religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, and defamatory, profane or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association or group of Three or more persons, whether formal or informal, having as one of its primary activities The commission of one or more criminal acts, which has an identifiable name or Identifying sign or symbol, and whose members individually or collectively engage in or Whose members engaged in a pattern of criminal gang activity. "Pattern of gang Activity" means the commission, attempt to commit, conspiring to commit, or solicitation Of two or more criminal acts, provided the criminal acts were committed on separate date, Or by two or more persons who are members of or belong to the same criminal street gang.
- G. When, in the judgment of the administration, a student's appearance, grooming, or mode Of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- H. The administration may recommend a form of dress considered appropriate for a specific Event and communicate the recommendation to students and parents/guardians.
- I. Likewise, an organized student group may recommend a form of dress for students Considered appropriate for a specific event and make such recommendation to the administration for approval

**WILLFUL DAMAGE OF SCHOOL PROPERTY:**

Willful damage is the intentional cutting, defacing, or otherwise injuring of any property, real or personal, belonging to the school district. Students will be required to pay replacement costs for lost or damaged items, books, etc. Student actions that cause damage to school will result in suspension from school, payment for damages and/or the school's turning the case over to law enforcement officers for investigation.

**DISCIPLINARY ACTION**

Disciplinary actions may include, but are not limited to:

- parent(s) called
- meeting with the teacher, and/or administration, and
- referral to social worker
- detention
- loss of school privileges
- parental conference with staff
- exclusion from extracurricular activities
- modified school programs
- removal from class
- in-school suspension
- suspension from school
- exclusion
- expulsion

It is the responsibility of the student to inform his or her parents/guardian about any disciplinary action and resulting consequences as it affects him/her.

**REMOVAL FROM CLASS:**

Removal is the short-term exclusion of a student from class during which the school retains custody of the student. When the student creates an immediate and substantial danger to himself/herself, other people or property; or disrupts the rights of others to an education; he/she will be removed.

**SUSPENSION**

Suspension is the short-term exclusion of the student from school during which the school is relieved of the custody of the child. Suspension, exclusion, and expulsion shall be utilized in accordance with The Pupil Fair Dismissal Act of 1974 as amended. Parents will be notified in writing and/or personal phone contact when a student is suspended from school.

**PUPIL FAIR DISMISSAL ACT:**

The Pupil Fair Dismissal Act of 1974 is an act relating to public education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071. A copy of this act is available at the high school office. This act shall apply to all pupils. However, in the case of students with Individual

Education Plans (IEP), a team meeting shall occur within five school days of suspension. The team shall determine whether the misconduct is related to the handicapping condition, review any assessments and determine the need for further assessments, and review the IEP and amend the goals and objectives or develop an alternative IEP program. A pupil with an IEP, may be placed in a more restrictive alternative. When it is determined in a team meeting or a Pupil Fair Dismissal Act preceding that a pupil's misconduct is related to the pupil's handicapping condition, then the assessment, IEP, and least restrictive environment shall be reviewed.

**\*\*\*ATTENTION\*\*\***

**DISTRICT #914 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT BULLYING AND VIOLENCE**

1. Everyone at District 914 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.
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Allen Zenor.
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 U-H District office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.**  
**DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT:** Todd Cameron  
**HUMAN RIGHTS OFFICER**  
**Phone: 596-8853**

**INDEPENDENT SCHOOL DISTRICT NO. 914**

**RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM**  
**General Statement of Policy Prohibiting Sexual Harassment**

Independent School District #914 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees 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 you believe harassed or was violent toward you or another person.

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person.

\_\_\_\_\_

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; (Attach additional pages if necessary.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

List 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 \_\_\_\_\_

## POLICY FOR ABSENCES, EXCUSES, & TARDIES

### ATTENDANCE AND TRUANCY

Regular attendance is critical to a pupil's performance and progress at school. Children under the age of 16 in the State of Minnesota are subject to compulsory education. BY law, children are allowed to be absent from school with a valid excuse.

When a student returns to school after an absence, he/she is to report to the office with a written excuse signed by the parent or guardian. The excuse must state the day or days missed and the reason for the absence. If the reason is a valid excuse the absence will be excused. If the excuse fails to include the above information, is not signed by a parent or guardian and/or is not valid, the excuse will be rejected and therefore considered unexcused.

According to Minnesota Statute 260A.02 a child shall be considered **Continuing Truant** if he/she is absent from instruction in a school without a valid excuse within a **single school year for three or more class periods on three days** if the child is in a junior or senior high school.

According to Minnesota Statute 260A.03 the school must notify the parent/legal guardian when a child is **Continuing Truant**. The notification will include:

- notice that the child is **Continuing Truant**
- if there is an excuse it must be presented
- there will be a meeting to solve the problem
- and ultimately the parents as well as the child could end up in court.

**THIS BOOK HAS IMPORTANT INFORMATION IN IT!  
YOU ARE RESPONSIBLE TO KNOW IT!**

### ABSENCES

All students leaving during the course of the school day must get a makeup slip from the office after turning in written or verbal notification. If a student fails to comply, appropriate disciplinary action will be taken. If the administration believes other reasons, other than illness, may underlie the repeated absences medical verification may be requested. In order to receive credit a student cannot be absent more than 10 class periods in a semester. **ALL** absences not school related would count toward the total of 10 (this includes medical appointments, working at home, family vacations etc.) If a student misses more than 10 class periods in a semester, he/she will be

required to make up the time-missed hour for hour up to 13 absences to receive credit. If a student is absent more than 13 class periods in a semester, the student will receive no credit (NC) for that class period. In **EXTREME** cases a waiver may be granted to a student who misses more than 13 class periods. Decisions will be made by the administration on an individual basis. If a student receives NC in a class they will be required to make arrangements to make up for the credits missed. Credit will be accrued on a semester basis.

Example:       First semester----grade of B  
                   Second semester---No Academic Credit (NC,) due to lack of attendance  
                   Final result-----Grade of D, academic credit 1/2

Any student more than 15 minutes late to class will be considered absent.

ALL ABSENCES, EXCUSED, UNEXCUSED, AND HOURLY APPOINTMENTS WILL BE CALCULATED IN DETERMINING IF THE REQUIRED TIME IS ADEQUATE FOR CREDIT ACCORDING TO THE ABOVE GUIDELINES. . The following items will not be considered absences: school sponsored activities, religious release time, and suspension from school.

When a student returns to school after an absence, he/she is to report to the office with a written excuse signed by the parent or guardian. The excuse must state the day or days missed and the reason for the absence. If the excuse fails to include the above information and/or is not signed by a parent or guardian the excuse will be rejected and therefore considered unexcused. Unexcused absences will result in the student receiving no credit for the work missed.

Make-Up Slips are required for all students in order to enter class after an absence. A student will have two school days to complete make-up work for each day missed. Extensions may be granted at the teacher's discretion.

**Attention: Students in Grades 7, 8 and 9 (trimester 1)**

- Teachers will communicate to you all missed assignments on the make-up slip.
- Students in grades 7 -12 will be required to have and carry an assignment book. The assignment book will also serve as a pass

**Make Up Work**

Students themselves are solely responsible for completion of make-up work within the allotted time. Instructors will give assistance to a student who needs help as a result of an excused absence but are under no obligation in the case of an unexcused absence except to provide, orally or in writing, the assignment necessary to complete the work missed.

**Grade value of late assignments and/or unexcused make-up work will be at the discretion of the teacher**



**TARDINESS**

Students are expected to be in the classroom and ready for work when the bell rings. If you are late to school, you MUST report to the office before going to class. Failure to report to the office may result in detention and or ISS. If a student comes late to class unexcused, the student will be considered tardy. After being tardy three times in a twelve week grading period a student will be required to spend one hour in detention. In addition 3 tardies will equal 1 absence.

**INCOMPLETES:**

All incomplete work must be completed at the end of the quarter unless a student has an excused make-up slip, which is not overdue. It is the responsibility of the student to make sure time limits are followed.

**EXTRA CURRICULAR ACTIVITIES**

Students participating in any extracurricular activities must follow the rules of the Minnesota State High School League and Ulen-Hitterdal High School. Any student reported to the office due to unacceptable behavior maybe excluded from an extracurricular activity. Extracurricular activities include athletics, pep band, and all allied activities like FFA, class officerships, musicals, student council, activity officerships, etc. Students who violate any Minnesota State High School League rule will automatically forfeit the privilege of class and activity officerships, homecoming honors, etc.

**ATTENDANCE ELIGIBILITY**

A student must be in school the day of an event for a minimum of four entire class periods in order to participate in an extra-curricular event (The administration has the authority to make exceptions in extreme cases). It is the students responsibility to inform their coach or advisor if they have not met the attendance requirements for that day. Students who are suspended or serving ISS will not be allowed to participate in extra-curricular activities the day(s) of the suspension or ISS. This includes weekends if the punishment carries over to the next week.

**ELIGIBILITY RULES AT UHHS:**

Academic Eligibility Policy

1. Eligibility for all extracurricular and co-curricular activities will be based on failing grades issued by teachers at or near the end of the third, sixth, ninth, and final week of each trimester academic period. Ineligible students who do not participate in any extra or co-curricular activities will lose privileges and Internet use privileges for the same penalty periods stated in the policy.

## **2. Third and Sixth week provisions:**

- a. Should a teacher issue a failing grade for any class for the 3<sup>rd</sup> or 6<sup>th</sup> week of any quarter, the student will be subject to a seven calendar day warning or grace period. During this time, the student remains eligible but must raise the grade to passing status by 3:45 p.m. of the 7th day.
- b. In a time and manner determined by the principal, teachers shall inform the principal of all students receiving a failing grade (s) for the reporting period. As soon as is reasonably possible, the principal shall inform the student and the parents of the dates of the warning period. It is the student's responsibility to raise the grade (s) from failing status to passing status. If the grade becomes a passing grade, the teacher shall sign a form, which the student shall present to the principal verifying that the grade has been cleared.
- c. Should the failing grade remain at the end of the warning period, the student is declared immediately to be ineligible for 7 calendar days. Should the teacher declare the grade to be passing at the end of the 7th day, the student will resume eligibility. Should the grade remain failing, the student shall remain ineligible until such time as the teacher verifies that the grade has become passing.

## **3. End of Quarter Provisions:**

- a. Students who receive a failing grade at the end of any academic quarter will be declared ineligible as soon as is reasonably possible following the end of the quarter. The ineligible period will be fourteen calendar days or two events which ever is greatest. This carry over includes carry over from the end of the school year to the start of the next school year.

### **PASSES:**

Teachers will not grant a pass to have students working on projects unless the teacher is there to supervise. Any teacher may ask to see the student's pass when seen in the hallways.

### **CLOSED CAMPUS:**

We operate a closed campus policy. Students must stay on the school grounds starting with the first period of the day, until dismissal or until they are picked up by the bus. Any student leaving the school grounds must sign out at the office.

Situations involving extreme hardship and those situations that cannot be taken care of at any other time, will be issued a special pass during the lunch period. This pass will be issued by the Noon Supervisor upon approval of a written application from a parent.

### **OPEN NOON HOUR**

Juniors and seniors may leave campus during noon hour and homeroom with prior written approval from their parent or guardian. In order to receive open noon hour/hr privileges students must have 2 or fewer absences and 1 or less tardies per quarter. Students must be in good academic standing as well as chemically eligible. Students MUST report to homeroom before

leaving. No vehicles will be driven during this time. If the privilege is abused, noon hour will be closed. All other students must remain in the commons or outside in front of the school.

### **DRIVING TO SCHOOL:**

Since the school district provides transportation for students, it is ordinarily not necessary for a student to drive a car to school. If it is necessary for a student to drive a car to school, the car is not to be driven at any time during the day. At the time school is dismissed, cars are not to leave until after the buses have left on their routes. This is necessary as a safety precaution because of the number of students outside the school building. Student parking is provided on the south end of the building.

### **BUS RULES for ALL STUDENTS**

**“Don’t lose your riding privilege!” Follow these rules:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.

If you choose inappropriate behavior while riding the bus you will be reported to the administration and the following CONSEQUENCES will occur.

FIRST VIOLATION - The bus driver will state a warning to the student.

SECOND VIOLATION - The driver will assign the student to a specific seat, school and parents may be notified.

THIRD VIOLATION –Student will be given an assigned seat for an extended period of time. Parents will be contacted

FOURTH VIOLATION –Students may be removed from the bus for a trial period

FIFTH VIOLATION - Student will be removed from the bus for an extended period of time.

Serious violations may result in bus privileges being temporarily suspended.

### **BUS REGULATIONS FOR STUDENT ACTIVITIES**

When buses are used to transport pupils on extracurricular trips, each bus will have at least one faculty advisor. The Advisor on each bus must be sure to account for each pupil before permitting the bus to start on a return trip.

All pupils must ride the bus to which they are assigned, both going and returning. No pupil will be granted the privilege of not returning on the bus unless the parents or guardian personally makes arrangements with the faculty advisor for other transportation. The advisor can consider only returning with parents as a legitimate excuse. The parents must be at the bus to pick up their child.

Trips during the school day will be scheduled in advance. Names of students leaving shall be listed with the Office and each student will have a parent sign a permission slip/can attend the event. Students will return signed slips/cards to the teacher/advisor prior to leaving on the trip.

### **PROM**

All high school students must work concessions one time per school year in order to attend the Junior-Senior Prom free of charge. Those juniors and seniors who have not worked concessions a minimum of one time per school year will be charged a fee of \$50 to participate in the banquet, grand march, and dance. If the students don't work concessions and don't pay the fee, they will not be allowed to participate in Prom activities.

### **SCHOOL SPONSORED TRIPS**

Students must be aware that while on school sponsored trips, they are representing the school district and the communities. Any misconduct or violation of any district policy and / or rules in place for the trip will result in denial of one or more future school trips and may result in suspension from school or expulsion from school.

The school district will make every effort to provide reasonable and adequate adult supervision on all school sponsored trips including overnight trips. Reasonable and adequate supervision will be determined by the staff member(s) in charge in consultation with the administration. As a general rule of thumb one supervisor per 15 students will be expected. If in the judgment of the administration, adequate supervision is not in place, the trip will be canceled. All overnight trips must have prior school board approval.

### **SPECIAL NOTE TO 18-YEAR OLDS:**

State law requires schools to enforce the same rules on all students, regardless of their age.

### **TELEPHONE:**

Students are not allowed to receive phone calls during class time. A telephone has been installed in the main entrance lobby. This phone is to be used by students when making calls home, etc.....

**VENDING MACHINES**

Vending machines are located in the commons. The machines will be shut off during breakfast and lunch. Pop and candy are not allowed in the classrooms. Due to the increase in spilling cans of pop are not allowed in the building.

**DAILY BULLETIN**

Announcements for the day will be distributed during the morning and afternoon classes. These will be read to all students. Please turn in your announcements no later than 8:30 AM and 12:00 PM to the Secretary for inclusion in the bulletin.

**ASSEMBLIES**

From time to time we shall have assembly programs, pep fests and concerts. Students, faculty or guests may conduct the programs. **Complete courtesy** is expected from all students during assembly programs. The privilege of attending assemblies may be denied any student exhibiting inappropriate behavior.

**LUNCHROOM:**

The lunchroom, its cleanliness and supervision, is strictly the responsibility of all students. Keep tables free of debris and take trays to the proper place.

**STUDENT TUTOR**

Students are expected to carry a full load of regular class offerings. The use of the student tutor program should be used rarely and only in the case of where the administration deems that using the student tutor program is in the best interest of the student and the school. The final decision of participating in the student tutor program rests with the Principal. All participants in the program will sign an agreement form and keep a journal of their student tutor experiences.

**College Visits**

Juniors will be allowed to make 1 college visit. Seniors will be allowed two college visits. ALL visits must have prior approval and must be arranged through the career office at Ulen-Hitterdal.

**COMMUNICABLE DISEASES**

Students infected with communicable diseases will not be excluded from attending school in their regular classrooms so long as attendance does not create a substantial risk of the transmission of the illness to others in school. Illegal discrimination, hostility, intimidation or offensive behavior is not permitted against any student or employee with a communicable disease. (The complete policy is on file with the Superintendent's Office).

**EYE PROTECTION DEVICES FOR STUDENTS**

Every person shall wear industrial quality eye protective devices when participating or observing in shops, science labs and other labs in which activities are taking place and materials are being used involving:

- hot molten metals;
- milling, sawing, turning, shaping, cutting grinding or stamping of any solid materials;
- heat treatment, kiln firing of metal or other materials;
- gas or electric arc welding;
- repair or servicing of any vehicle or mechanical equipment;
- Any other activity or operation involving work in any area that is potentially hazardous to the eye.

**PESTICIDE NOTICE**

State law requires schools to inform parents and guardians if they apply certain pesticides to school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact Bob Schultz at 218-596-8853

**LIBRARY USE:**

The library is a place to do research, select materials for reading, and to study. Please note the rules and regulations provided by the librarian regarding the use of the library. Cooperation will result in a pleasant experience for everyone. Library materials should be returned to their proper places after you are through using them.

Students are encouraged to read the magazines and newspapers provided. However, sufficient time should be allotted for study time. Please return magazines to their proper places on the rack at the end of each period. Back issues of all magazines are kept on file and may be used for reports and research. Request the issue you want and let the librarian in charge find it for you. Handle the magazines carefully; do not abuse them by writing in them or by any other means of defacing them.

### **LOCKERS:**

The lockers are the property of the school and are provided for your use. It should be used to house your textbooks and other school materials when they are not in use, and any coats, overshoes, or other outdoor garments. Your locker is subject to periodic inspection for cleanliness and may be entered by authorized school personnel at any time it might be suspected of containing alcohol, narcotics, explosives, weapons, or other items considered potentially harmful to other students or to the school building, or unlawfully obtained. Students are not allowed to decorate the outside of their lockers except for school related activities.

Locks will be provided on request. Students are asked not to use their own locks. The school is not responsible for lost or stolen items.

### **TORNADO PROCEDURE:**

Tornado drills will be held at regular intervals during the school term, and like fire drills, are essential in the planning and providing safety precautions for our students and staff. All should concern themselves with the shelter areas in our school, so that you are able to quickly go to any of the shelter areas posted in your classrooms. Procedure for tornado drills is as follows: Teacher will give directions, do not panic. Move quickly, but do not run. Be as quiet as possible so that all students can hear instructions. Follow your supervisor's instructions, and when in the shelter area take this position to protect yourself; Lie face down, draw your knees up under you, cover the back of your head with your hands, and follow the directions of your supervisor at all times. Stay in this position until the teacher in charge instructs you that you may return to your classes.

**VISITORS:**

Students are not to bring visitors to school.

**PETS:**

Due to health concerns animals of any sort are not permitted in the building or on the school grounds. Animals used by staff for curriculum purposes are allowed. Exceptions may be made with prior administrative approval.

**CELL PHONE USE:**

Students are not to use phones during school hours unless they receive permission in advance from the office. The first violation the student will get the device back at the end of the day. 2<sup>nd</sup> violation the student will get the device back at the end of the day and will receive a detention. After the 2<sup>nd</sup> violation the student will receive a detention and the students parent / guardian will be required to come to the school and pick up the phone.

**PRESCRIPTION DRUGS AND MEDICATIONS:**

Any pupil who is required to take medication prescribed for him/her by a physician during a regular school day must take the medication in the office under the supervision of the office personnel. The school must receive a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken and a written statement from the parent or guardian of the pupil. If the doctor changes medication, the office needs to be informed.

**STUDENT RECORDS:**

The school has on file your grades, attendance, standardized test scores and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment to do so with the principal. You or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied you may appeal the decision to the next highest school official, and ultimately to the school board.

Your records or any part thereof cannot be transferred in writing or orally to any other place without the written consent of you or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.



This means that your school cannot, without first receiving a written consent from you or your parent/guardian:

- a. send a transcript of your school record to a college
- b. vocational school or university
- c. give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

All student records will be treated in accordance with the provisions of Public Law 93-380 passed by Congress in 1974 and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

If any student does not want his/her picture in the yearbook, or have his/her name on the honor roll or be considered for any honor, the student should notify the school in writing of his/her wishes. If the student is under the age of 18, the parent or guardian must sign the notification. The above does not include team pictures , group pictures, or team honors.

#### **DIRECTORY INFORMATION:**

The following directory information will be released to authorized agencies unless you have registered an objection.

- a. name
- b. address
- c. phone number
- d. date and place of birth
- e. major field of study
- f. participation in officially recognized activities/sports
- g. weight and height of members of athletic teams
- h. dates of attendance
- i. degrees and awards received
- j. most recent previous educational agency or institution attended by the student,

and other similar information.

M.S. 13.32, Subd. 5a. Military Recruitment

A secondary institution shall release to military recruiting officers

**PLEDGE ALLEGIANCE:**

Any student who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

**RELIGION IN THE ULEN-HITTERDAL SCHOOL:**

The proper role of religion in the public schools is in its educational value and not in religious observation or celebration. Religion is an important cultural element whose effects have been felt throughout history. Since the primary purpose of the public school is to teach about the world that has been and the world that is, the part that religion has played in the historical and social development of humanity is essential to the curriculum. When the subject occurs naturally in studying other topics, it will be treated as a part of that subject. The goal of this policy is not to suppress individual expression, but rather to foster respect for and understanding of the belief and practices of the world. The public schools is a meeting place for children of all backgrounds and beliefs, giving the schools an invaluable opportunity and duty to bring about knowledge, understanding and mutual respect among those in their care.

The choice of what to believe is, and should be, left solely to the individual. Each person is free to choose or reject any belief without interference from either government or other members of a community. The first amendment to the constitution of the United States established this principle in these words; "Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof." The choice made by each person and family is entitled to the greatest respect. The public schools must exercise the utmost care to do nothing that would inhibit or belittle any religious or non-religious beliefs. No student should be put in an embarrassing position because of personal or family choice.

**SUPPORT SERVICES****R.E.A.C.H.**

Rural Enrichment and Counseling Headquarters (R.E.A.C.H.) is a nonprofit agency located in Hawley. Ulen-Hitterdal Schools will provide an excused absence time and transportation during the school day if a student would like to receive counseling services from one of the agencies located at R.E.A.C.H. Confidentiality is maintained as much as possible. For more information contact a social worker or the principal.

**PSYCHOLOGIST:**

The school psychologist works with students referred for testing and possible placement in Special Education.

**SECTION 504:**

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Students eligible for Section 504 assistance are those who 1) have a physical or mental impairment which substantially limits one or more major life

Activities, 2) have a record of such impairments, or 3) are regarded as having such an impairment. Parents may get more information about this program by contacting the Section 504 Coordinator at the school

**SOCIAL WORKER:**

A school social worker is made available to students of UHHS. He/she is available to all students who feel a need for special help with personal or school problems.

**SPECIAL EDUCATION:**

It is the policy of the Ulen-Hitterdal School District to provide a free and appropriate public education for all handicapped children within its legal jurisdiction, regardless of type or severity of the handicapping condition.

The district's special education system in cooperation with the Lake Agassiz Special Education Cooperative provides a total special education's system for the district. This system allows for annual review and evaluation.

Program areas include: Mentally Handicapped, Emotional and Behavioral Disorders, Learning Disabilities, Hearing Impaired, Visually Impaired, Physically Disabled, Preschool Handicapped, Speech Impaired, Autistic and Other Health Impaired.

If you have any questions concerning special education programs, please contact the principal or the Director of the Lake Agassiz Special Education Cooperative.

**SPECIAL EDUCATION FILES**

Often students, their parents, schools / agencies working with students, request special education records following graduation. Sources who request this information include: technical schools, colleges, U.S. Armed Services, Job Cops, MN Division of Vocational Rehabilitation, Social Security Administration and others. The student or their legal guardian is entitled to a copy of these records, but a signed release is required for records provided to other persons or agencies when the student is over age 18.

It is recommended that students / their parents keep copies of the last two IEPs and the most recent three-year evaluation. Request for copies or release of information to other agencies can be made with written authorization by the student, if age 18 or older, or the legal guardian. Minnesota Statutes requires that school districts retain special education records for six years after graduation. After this time, special education records will be destroyed.

#### **VOCATIONAL GUIDANCE:**

Students will participate in the Minn. State Wide Testing Program. The results of these tests will be made available to each student and his/her parents or guardian. The purpose is to help a student understand his/her achievement level, abilities and interests.

Information on colleges, tech. schools, financial aid, etc. will be made available to interested students. The school staff will be available to assist students with post-secondary school plan. Students will be asked to participate in a career assessment program and in career counseling.

#### **GRIEVANCE PROCEDURE:**

A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the person designated to handle complaints. Such complaint must be filed within sixty (60) days of the alleged violation.

B. The person designated to handle such complaints 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 decisions 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 officials find that the complaint is 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 must be requested in a written communication to the Superintendent of Schools no later than 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 30 days after receipt of a written request for such a 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 findings no later than 15 days after the hearing.

G. If the complainant is not satisfied with the decision of the board, appeal may be made to one of the following offices:

Director of the Office for Civil Rights  
300 South Wacker Drive  
Chicago, IL. 60606  
Commissioner of Human Rights  
200 Capitol Square Building  
St. Paul, MN. 55101

Equal Employment Opportunity Commission (EEOC)  
Regional Office  
342 N. Water  
Milwaukee, WI