

Upsala Area Schools



Mission Statement

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

....

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.

2010-2011

STUDENT 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.

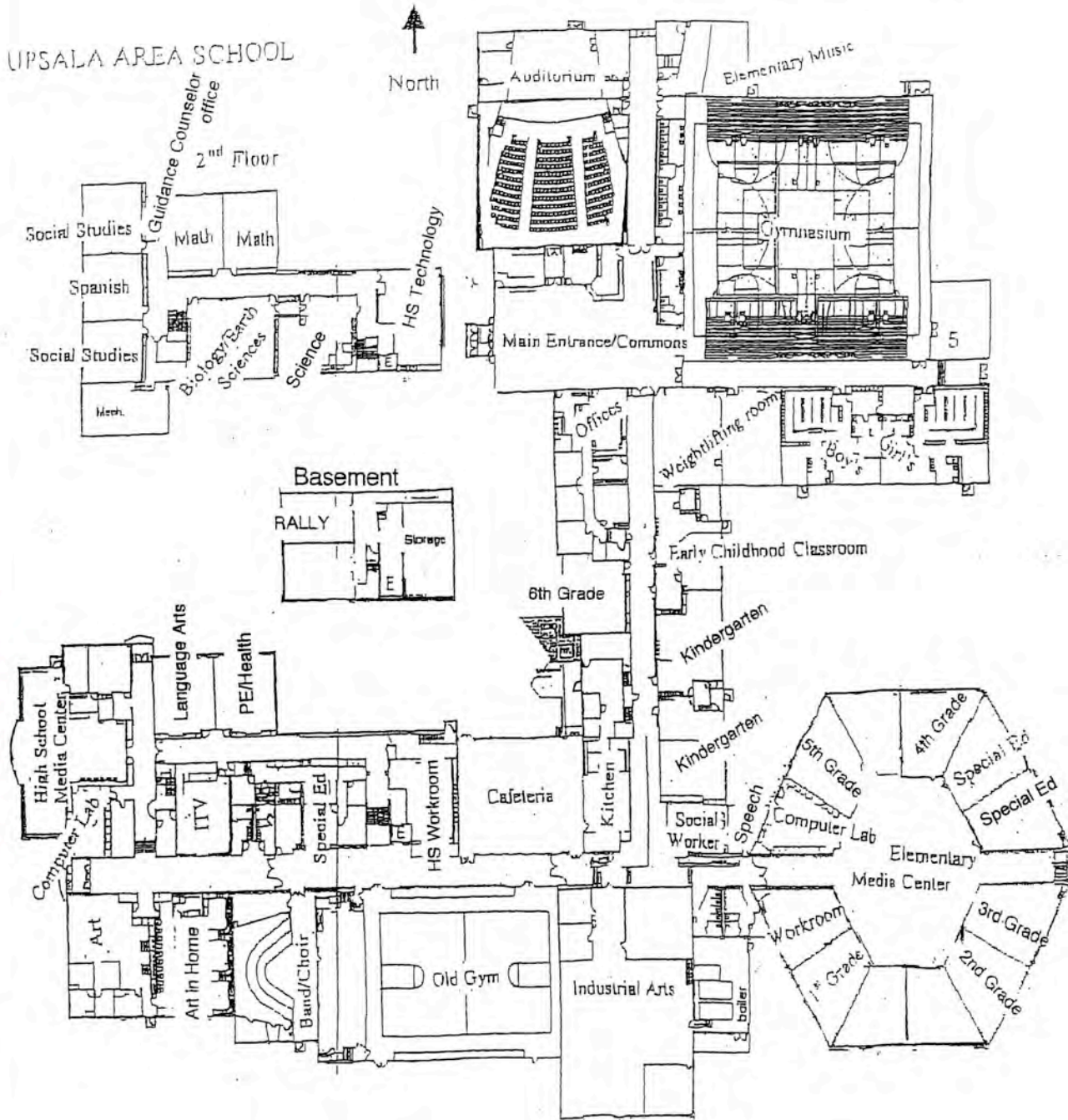
Superintendent Gery Arndt
Title IX Officer/Section 504 Coordinator/ADA Coordinator/EEOC Coordinator
415 S. Main St.
Upsala, MN 56384
Phone: 320 573-2175
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ADMINISTRATION

Gery Arndt, Superintendent

Tim Pahl, Principal

Ken Solarz, Bookkeeper/Athletic Director



Upsala Area Schools Personnel

Administrators

Gery Arndt	Superintendent
Timothy Pahl	K-12 Principal
Ken Solarz	Book Keeper/Athletic Director

Administrative Assistants

Colleen Harren
Rita Herbes
Jayne Glaser

Social Worker

LuAnn Gammon

Technology Coordinator

Curtis Robertson

Media Center Specialist

Wanda Erickson

Community Ed

Marisa George

College & Career Guidance Counselor

Jayne Glaser

Speech

Lisa Clayton

Nurse

Susan Doran

Secondary Teachers

Vern Capelle
Denise Cheney
Marsh Doran
Marisa George
Jessica Hovland
Jennifer Henry
Holly Holmen-Herbes
Jim Koczur
Lisa Leen
Roxann Lewis
Curtis Robertson
Gretchen Schleper
Renee Scholz
Lynda Tarbuck

Elementary Teachers

Denise Cheney
Marsh Doran
Jim Drill
Mark Herbes
Heather Johnson
Pam Johnson
Sheri Johnson
Jim Koczur
Ann Marschel
Clarissa Meyer
Sheila Nilson
Nicki Pangrac
Mary Jo Peterson
Linda Piasecki
Marla Swanson
Lynda Tarbuck

Paraprofessionals

Jayne Lange
Linda Kulow
Marilyn Lanners
Gail Wuebkers
Laure Zimmermann

Karen Kobylinski
Carol Lampert
Sue Johnson
Paulette Opatz
Jeanette Benson



Graduation Requirements

Upsala High School General Requirements

Starting with the Class of 2008

24 Year Units Total

Required: 16 Year Credits (32 Semester Credits)

4 Language Arts

4 Social Studies

3 Science:

3 Math

1 Health/PE

1 Credit from Art or Music

Required Electives: 8 Year Credits (16 Semester Credits)

Graduate Requirements: 24 Year Credits

24 Year Credits = 48 Semester Credits

(Semester Credits: 1/2 or .5 of a Year Credit)

24 Year Credits = 96 Quarter Credits

(Quarter Credits: 1/4 or .25 of a Year Credit)

MN Comprehensive Assessments (MCA-II)

Basic Skills Tests (BST)

Note:

All students in grades 9-12 are required to pass the MCA-IIs in reading, math, and writing in order to graduate.

'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.

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.
- Using notes during a quiz or test (unless allowed).
- Implying writing or ideas from a publication or web site are your own (plagiarism).
- Any other actions that show dishonesty.

Dishonesty in Upsala High School will result in serious consequences. At a minimum, a grade of zero will be given on the assignment, project, paper, test etc. involved. At the discretion of the teacher, further consequences including referral to the office for additional action and a failing grade in the class may be imposed, depending on the seriousness of the offense.

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:

- 1st-The number of students we can safely accommodate in a given classroom or course.
- 2nd-If we have a larger number of students register for a course than we can accommodate, priority would be given to seniors first, juniors second, sophomores third, and freshmen last.
- 3rd-Administrative decision

ATTENDANCE POLICY (revised 10/08/03)

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, a parent conference will be set up by the principal. **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 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 principal 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 every and all absence.* 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.

Removal from class: When a student is removed from class and sent to the office for the third time and every time thereafter during a semester, they will be marked an unexcused absence for that period.

Parents/guardians or emancipated students shall be notified in writing when a student has been absent from class, 6 & 9 days in a semester. When a student has been absent from class 10 days in a semester, a letter shall be mailed indicating credit has been denied in the class and the student has the right to appeal.

Unexcused absences:

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 Principal & 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

COLLEGE VISITS FOR SENIORS

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. Any other college visits will be counted as excused absences. A college visit form can be picked up in the office. It must be signed by the college administrator, and UAS Principal.

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.

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.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles which are hazardous to 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	CD Players
Toys Guns	I-Pods
Squirt Guns/Water Devises	Radios
Knives	Headphones
Electronic Games	Electronic Pagers
Firecrackers	Cell Phones-See Cell Phone Policy
Stink Bombs	Any other electronic communication devices
MP 3 Players	Tobacco
Laser Pointers	Illegal Drugs
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".

Gum, Sunflower Seeds, Pop, Water: The right to chew gum or not will rest in the hands of each individual teacher. Sunflower seeds will be confiscated. Pop is not to be consumed in the classroom or hallway areas. This includes study halls. Special parties are an exception. At the teacher's discretion, water may be consumed in class. Any beverage containers taken to classes must be plastic and be clear and colorless. The contents of any beverage container may be checked at any time by school staff.

Book Bags

Book bags will not be allowed into classrooms. Students are to keep them in their lockers until the end of the school day.

Clothing

Clothing 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.

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

The use of electronic communications devices (cell phone, camera phone, etc...) by students is becoming more prevalent. To have an electronic communications device (cell phone, camera phone, etc...) in case of emergency or to have available to call for rides home after school or an activity are certainly good reasons. However, electronic communications device (cell phone, camera phone, etc...) use during the school day (8:15-3:07) is prohibited. Students are to leave their electronic communications devices (cell phone, camera phone, etc...) in their lockers-turned off. Parents may still call the office to contact their child. Electronic communications devices (cell phone, camera phone, etc...) are not allowed in the locker rooms or restrooms at any time.

Violation of this regulation will result in:

Each offense will result in the item being confiscated and given to the principal to be handed back at a later time.

-Electronic devices, like other personal items brought by a student onto schools grounds, may be subject to search.

-Pictures/Videos Any picture or video taken on school grounds with a digital camera, cell phone, etc. is the property of the school.

-Inappropriate use of electronic communications devices (cell/camera phones, etc...) may result in suspension/expulsion.

LOCKERS-LOCKER ROOM

Lockers are located in the halls 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.

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 principal. Do not share lockers with someone else. Problems arise from this arrangement. Money or valuables should not be kept in your locker. The school accepts no responsibility for articles lost or stolen from lockers. Students will keep their lockers locked at all times. 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. 3. P.E./athletic lockers should be used for P.E./athletic equipment. 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. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The state mandated locker policy is as follows: "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. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Any damage to lockers will result in the student being charged for repair or replacement. By entering school property a person driving any vehicle is deemed to consent to complete search of the vehicle for any reason.

BUS DISCIPLINE POLICY

Bus Transportation

School bus transportation is a **privilege** that may be withdrawn for inappropriate behavior. A student is to ride the bus to which s/he is assigned. **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. In the interest of bus safety, the following offenses will not be tolerated:

Swearing, fighting or spitting
Making excessive noise
Use/possession of tobacco, drugs, or alcohol
Not following bus driver's instructions
Being out of seats
Eating on the bus-prohibited by state law (safety)
Use of water devices
Throwing anything

Use or display of knives or other weapons
Possession of obscene materials
Use of emergency door without permission
Having hands / head outside of the bus
Littering, vandalizing, and defacing buses
Possession of glass objects
Possession of matches or lighters
Use of electronic communications devices

The following consequences will apply to students who choose to break any of the rules:

- 1st Offense: School personnel will send a written warning to the student's parents. This will be the only warning for the year.
- 2nd Offense: Five days off the bus, parents notified by the principal.
- 3rd Offense: Ten days off the bus, conference with parent, principal, and student.
- 4th Offense: Loss of bus privileges for the remainder of the year.

Vandalism: Immediate loss of bus privileges and the student will be required to make restitution for all damages.

Severe Clause: In extreme cases, students may be assigned to consequences at the discretion of the school.

The school reserves the right to use this scale of consequences as it sees fit in order to ensure reasonable, effective and timely consequences are applied to ensure safe ridership for all passengers.

Students at UAS must ride school provided transportation when participating in out-of-town activities. The only exception will be when parents personally transport their child with the knowledge of the supervisor. A signed written note must be given to the activity supervisor.

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, two or more members of the curriculum committee, and the principal. 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.

GROUNDS 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.

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.

FIELD TRIPS

Students going on field trips are to present written parent permission slips to the principal's office unless specifically told to do otherwise.

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.

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.	1st hour 9:15 a.m.
2:01 a.m. - 3:00 a.m.	10:12
After 3:00 a.m.	Noon

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. See STUDENT DRIVING, CARS AND PARKING.

SAFETY DRILLS

Fire

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

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

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.

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 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 to the principal 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.

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.

HOMECOMING, CLASS ACTIVITIES, AND ADVISORS

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

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.

MINNESOTA STATE HIGH SCHOOL LEAGUE SEXUAL HARASSMENT/VIOLENCE

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.

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.

NEW STUDENTS AND CHANGE OF ADDRESS

Registration of new students occurs in the principal's 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.

PERMISSION TO MISS PHYSICAL EDUCATION

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

PERMITS TO LEAVE SCHOOL

Students are not to leave the building or grounds after arrival, without a signed pass from the principal's office. If you need to leave school during the day you should bring a note from your parents to the office before school and you will be issued a blue slip. When the time comes for you to leave, show the blue slip to your teacher. Keep the blue slip with you so if someone questions you as to why you are outside, you can show them your slip entitling you to be there. When you leave the building, sign out on the sign-out sheet in the office. When and if you return, sign in as soon as you enter the building. Get all your passes to leave the building before school starts. Permission to leave the building may be granted in case of illness or upon request of the parent.

POSTERS

All posters put up around school must be approved in the high school office. They can be brought in and approved by the secretary or the principal. Any poster or message around the building that does not carry approval from the office will be removed.

SCHOOL DRESS CODE POLICY

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 in clothes that are in good taste and not disruptive to the educational process.

Students will be allowed to show individuality in dress; however certain things will not be allowed.

Unacceptable clothing includes, but is not limited to:

- 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 (8:15 a.m. – 3:07 p.m.). They will 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.

STUDENT DRIVING, CARS, SNOWMOBILES AND PARKING

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. Anyone driving is reminded that there is to be absolutely no movement of traffic in the school parking lot while the buses are loading and until the last bus has left the lot.

Students will not be allowed to drive or to sit in cars at any time during the school day without the permission of the principal. If this is violated, students will be asked to leave their keys with the principal.

Students who do drive are encouraged to keep their cars locked. There is to be no driving of a vehicle during the school day unless you have a written permission slip from your parents prior to your leaving. If you leave without parental and school permission you will be considered skipping and will be punished in accordance with the violation.

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.

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 will not be called from class to answer an incoming call except in extreme emergency.

SCHOOL CLOSING

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; DFML (94.1) Little Falls; and KCLD (104.7), St. Cloud. 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 otherwise.

ACADEMIC ELIGIBILITY

This policy is intended to set a standard for classroom achievement as it relates to extracurricular activities. The privilege of participating in extracurricular activities will be denied to those not meeting minimum classroom standards.

Any activity that is graded as a standard part of a high school course will be unaffected by this policy upon final approval of the principal.

A. At the beginning of every quarter (9 week grading period), any student who fails a class will be excluded for a period of 2 weeks from all school extracurriculars. However, practice involvement will continue but students cannot participate in activities. Students that fail the second semester will be ineligible for at least one athletic contest or extracurricular activity (depending on a decision by the principal and athletic director) the following fall.

B. Students that are participating in extracurricular activities will have a weekly eligibility check. A student that receives an "F" on the eligibility check will be able to practice but not participate in games, activities, field trips, etc... until they receive a passing grade. However, if the student attends Eligibility School from 7:30 - 8:10 a.m. on Tuesday, Wednesday, Thursday, and Friday mornings, they will be allowed to participate in extracurricular activities for that week. If they are still receiving a failing grade after that week, then they will remain ineligible until they receive a passing grade. **Students will only have the privilege of attending eligibility school one time per semester.**

C. Eligibility checks will be administered on the 1st school day of each week of school. Teachers, advisors, and coaches must present a list of participating students to the principal one week prior to a school sponsored field trip, activity, or athletic event so that student eligibility can be checked. The principal will notify teachers, advisors, or coaches when a student is eligible for practice, competition, field trips, etc....

D. Students may request a grade check from the high school office to reinstate eligibility. The principal will notify coaches when a student is eligible for practice and competition.

E. Students must also pass all MSHSL rules & guidelines to participate in extracurricular activities.

ALCOHOL/UNAUTHORIZED DRUGS

Students apprehended for possession or consumption 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, 10 days restricted study hall and follow 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 - 3 days of suspension.

2nd offense - 2 days of suspension plus 10 more days of restricted study hall.

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.

See State of Minnesota Drug-Free and Weapon-Free zones in Appendix B of the Upsala Secondary School/Parent Handbook.

TOBACCO POLICY

Students apprehended for possession or consumption of a tobacco product on school property or at a school event 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, 10 days restricted study hall and follow 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 - No additional penalty.

2nd offense - 2 days of suspension.

3rd offense - 2 days of suspension, plus 10 more days of restricted study hall.

4th 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 and other options up to and including expulsion at its greatest.

TARDY POLICY

Tardiness to class: A student is tardy when s/he arrives to class within a five-minute period after the tardy bell. Any student tardy to class will be disciplined by the classroom teacher. 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 run from 7:30 a.m. to 8:10 a.m. (Tuesday through Friday).

“Tardiness to School” 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. Two unexcused tardies will result in one period of detention.

DETENTION PLAN

Time: 7:30 a.m. - 8:10 a.m., Tuesday-Friday excluding days before and after holidays.

Supervision: High School teachers according to assigned schedule.

Place: Supervisor discretion.

1. Students will be notified at least 24 hours prior to having to report.
2. Students must be in the detention room by 7:30 a.m. with study materials.
3. If students are asked to leave by the detention teacher because of misbehavior, detention will be doubled.
4. Should a student be absent from school the day assigned for detention, detention will be made up the next day.
5. The “NO’S of Detention”: NO pop, food, radios or games. No sleeping or daydreaming.
6. The “Yes’ of Detention”: Quiet Study!!

7. Students must provide their own transportation to school for detention.
8. If a student skips a detention assignment, then the principal will assign the student two detentions for make up.
9. If detention becomes a regular occurrence for an individual student, the principal shall call a meeting with the student and his/her parents to solve the behavior or attendance/tardiness problem.

SKIPPING/TRUANCY

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.

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 "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.

-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.

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.

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.

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.

Suspension

Students assigned to in-school suspension (ISS) will remain in a supervised study room for the entire school day. 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.

-Students are reminded that receiving an out-of-school suspension is an unexcused absence.

Students in grades 7-12 who are suspended from school (OSS) will receive the following credits or loss of credits in the classroom:

1st OSS – Student will receive half credit for work completed

2nd OSS – No credit will be given

STUDENT ACTIVITIES AND EXTRACURRICULAR ACTIVITIES

A school is as interesting as it's students. Upsala has maintained many fine traditions, not only in athletics and extracurriculars 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.

Upsala High School is a member of the Minnesota State High School League and has agreed to adhere to its guidelines for eligibility of participation in extracurricular activities.

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 spring 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-

Annual Staff	Band	Softball
Boys Basketball	Girls Basketball	Baseball
Cheerleading	Chorus	Dance Team
Swim Team	School Plays	Knowledge Bowl
Football	FFA	Student Council
Science Club	Volleyball	Musical Groups

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

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.

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. Upsala students are often praised for their friendliness and behavior by our guests. Former students who visit are asked to 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.

UPSALA POLICY GOVERNING SECONDARY 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

Upsala dances are usually only for Upsala students unless permission is given in advance by the faculty supervisors and principal. Guests are to be pre registered in the Secondary Office at least one day in advance of the dance. Should a specific school be invited i.e. Swanville, approval is needed by both principals. The visiting school will provide a list of pre signed up 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 principal or the student council advisor.
 2. Complete the form and have your class and have your advisor sign the request after your class has voted to approve your request.
 3. Submit the Student Activity Form to the student council advisor for student council approval. The form must be signed by the student council president and the student council advisor.
 4. Final approval for the dance must be given by the principal.
 5. At least 2 faculty supervisors and two other adult chaperones are required for each dance.
 6. There must be a school district administrator on call during the dance to handle any problems.
 7. 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 p.m. Changes in these dance times must be approved by the principal.
 8. Guests are to be pre registered in the Secondary Office at least one day in advance of the dance.
 9. Dance music must be appropriate and approved by the supervisors.
 10. All school policies and rules and state and local laws are to be enforced.

VENDING MACHINES/POP/CANDY POLICY

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 off during the school day. No pop, candy, food, etc may be consumed in classrooms or hallways during the school day (8:15 a.m. – 3:07 p.m.) (Exception may be made by the classroom teacher for special events.)

-While it is understandable and acceptable for students to bring in a pop or two it is not acceptable for students to bring six packs, twelve packs, or cases of pop into the school building.

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 which surround the situation, they will render a decision which will be final as to the length of the penalty.
3. A participant's infraction may also be submitted to the Activity Council for review by the principal, athletic director or any teacher directly involved in the specific infraction.
4. Infractions which also involve MSHSL rule violations may have the penalties run concurrently.
5. The Activity Council will be made up of the principal, athletic director, a non-season coach, a non-season advisor of a non-athletic extracurriculars group and the superintendent of schools.

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:
 - 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 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, Gery Arndt or alternate Tim Pahl.
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.
Gery Arndt 320-573-2174

The remainder of this policy is printed at the back section of this book.

WEIGHTED GRADING POLICY

Starting with the 2002-2003 school year, Upsala High School instituted a weighted grade system. The purpose of this policy is to encourage students to take harder classes and to reward those that do take them. The following will be weighted: Advanced Placement courses and H.S. Physics, H.S. Chemistry, H.S. Analysis, H.S. Pre-Calculus, H.S. Calculus. Courses may be added to the list at the recommendation of the principal and the curriculum committee, with approval from the school board. ITV courses and CIS are not weighted.

ASSAULT AND WEAPONS POLICY

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 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 will 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".
 - 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 five (5) days and will be recommended to the Superintendent for expulsion. 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 readmittance to class.
2. Weapons

Student possession of a weapon* (see below) will result in:

 - A. An initial suspension from school
 - B. Confiscation of the weapon
 - C. Notification of the Sheriff's department
 - D. May include a recommendation to the superintendent that the student be expelled.
 - E. 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.
- F. Return to District 487 School Program whether mainstream or alternative, will be considered by appropriate District Level Placement Unit after a multidisciplinary team completes an assessment of the situation.
- G. 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.

GUIDELINES FOR USE OF THE
UPSALA HIGH SCHOOL MEDIA CENTER

Students may only use the media center under the direct supervision of their teacher or the media center specialist.

Computers in the media center are filled first. If more computers are needed, the lab will be used upon permission of media center personnel. No personal research may be conducted in the computer lab. If a student is not using a computer they will not be allowed in the lab.

There will be no food or beverages of any kind allowed in the media center.

*The Upsala Area School Board of Education has approved all policies in this student planner. If you have questions on any of these policies or policies that are not covered in this planner, please contact the high school office.

UPSALA AREA SCHOOLS PROPOSED CALENDAR

1/19/10

Calendar 2010-2011

178 Teacher Days
172 Student Days

August 31 & September 1	Tuesday/Wednesday	Workshop for all Teachers
September 2	Thursday	Optional Workshop Day
September 7	Tuesday	First Day of Classes
October 1	Friday	Early out students/Teacher planning day
October 4 & 14	Monday & Thursday	H.S. & Elem. Evening Conferences *
October 21 & 22	Thursday-Friday	No School-Teacher Professional Days
November 8	Monday	No School (Two Evening Conf.)
November 25 & 26	Thursday-Friday	Thanksgiving Vacation
December 3	Friday	Early out students/Teacher planning day
December 23	Thursday	Last Day of Classes
December 24-December 31	Friday-Friday	Mid Winter Vacation
January 3	Monday	School Resumes
January 14	Friday	Early out students/Teacher planning day
February 18	Friday	No School -Teacher Inservice Day
February 21	Monday	No School - Presidents Day
February 28 & March 7	Monday/Monday	H.S. & Elem. Evening Conferences*
April 20	Wednesday	Early out students/Teacher planning day
April 21 - 25	Thursday - Monday	Spring Break
April 26	Tuesday	No School (Two Evening Conf.)
May 27	Friday	Last Student Day
May 28	Saturday	Graduation 1:30
May 30	Monday	No School (Memorial Day)
May 31	Tuesday	Teacher Inservice Day
June 1	Wednesday	Optional Workshop Day

SCHOOL DAYS (INSTRUCTIONAL, IN-SERVICE AND WORKSHOP)

<u>Instructional</u>			<u>Instructional</u>		
	<u>In-service</u>			<u>Inservice</u>	
August	0	1	February	18	1
September	18	1	March	23	0
October	19	0	April	17	1 (Conf.)
November	19	1 (Conf.)	May	20	1
December	17	0	June	<u>0</u>	<u>0</u>
January	21	0		172	6

Evening Conferences (two nights) will be counted against these dates:
November 8 (K-12 staff) and April 26 (K-12 staff).

QUARTERS/SEMESTERS

Sept. 6- Nov. 4	41	1st Quarter
Nov. 8 - Jan. 14	42	2nd Quarter (End 1st Semester)
Jan. 17 - March 18	43	3rd Quarter
March 21 – May 27	<u>46</u>	4th Quarter (End 2nd Semester)
	172	

PROGRESS REPORTS DUE

Wednesday – October 6
Wednesday - December 8
Wednesday - February 23
Wednesday - May 4

In accordance with Minnesota Statute 126.13 and 645.44, the Upsala Area Schools will be in session on Columbus Day, Veteran's Day and Martin Luther King Day.

In the event of school closing due to inclement weather, the days lost would be made up in this order:

First Day	No Makeup
Second Day	February 21
Third Day	April 26

Fourth day and on, May 31 etc. The decision of the Supt. of Schools shall be final as to the necessity of closing.

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

DISCRIMINATION IS AGAINST THE LAW.

**Contact: Gery Arndt
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 includes 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 an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunity.

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 an individual's work or academic performance; or
3. adversely affects an individual's employment or academic opportunities.

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
4. Threatening to force or coerce sexual acts, including the touching of 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 Gery Arndt 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: Tim Pahl.

The School District shall conspicuously post the name of the Human Rights officer(s), including mailing address 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 Gery Arndt 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 5

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 Statute 127.46 and Minnesota Statute 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 Inservice 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 inservice 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 6

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
Revised: November 20, 2007

Related to policies:
401;402;521;522

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 Gery Arndt, Superintendent of Schools assisted by Ken Solarz, Financial Accountant and Athletic Director. 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 Gery Arndt, Superintendent of Schools assisted by Susan Doran, School Nurse, and 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. A decision shall be made by the designated official 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 that 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 that 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

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)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

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 Earl M. Mathison, 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

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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 Gery Arndt, Superintendent, regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator. The assistant coordinators are Susan Doran, School Nurse and LuAnn Gammon School Social Worker.

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 Gery Arndt, Superintendent, 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. The assistant coordinator is Ken Solarz, Financial Accountant and Athletic Director with the same phone number and address.
- 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. Arndt, 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 Superintendent Arndt.

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 Superintendent Arndt 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 Superintendent Arndt 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.

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2007

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

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. 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.

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. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. 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.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:

a. Information stored on school district diskettes, hard drives or servers.

b. Information retrieved through school district computers, networks or online resources.

c. Personal property used to access school district computers, networks or online resources.

d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. 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 he student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. 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.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- B. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act), 17 U.S.C. § 101 *et seq.* (Copyrights), 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001), 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA)) 47 C.F.R. § 54.520 (FCC rule implementing CIPA), Minn. Stat. § 125B.15 (Internet Access for Students), Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act), *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969), *United States v. American Library Association*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003), *Layshock v. Hermitage Sch. Dist.*, 412 F.Supp. 2d 502 (2006), *J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees), MSBA/MASA Model Policy 406 (Public and Private Personnel Data) MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees), MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 603 (Curriculum Development) MSBA/MASA Model Policy 604 (Instructional Curriculum) MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials) MSBA/MASA Model Policy 806 (Crisis Management Policy), MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

**UPSALA AREA SCHOOL
INTERNET USE AGREEMENT - STUDENT**

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student User's Full Name (please print): _____

Student User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

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 school year 2010-2011. Please return to the office by September 21, 2010.

Thank you for your cooperation in this matter.

Date _____

Student Name (Please Print)

Student Signature

Parent Signature