

# ULEN-HITTERDAL HIGH SCHOOL

## STUDENT HANDBOOK



2023-2024

## **BOARD OF EDUCATION**

Board Chair  
Board Vice Chair  
Board Clerk  
Board Representative  
Board Representative  
Board Representative  
Board Representative

Bob Klemetson  
Mindy Bakke  
Jennie Wibe-Bjerke  
Kathy Evenson  
Donna Jacob  
Nolan Braseth  
Laura Tweten

## **ADMINISTRATION**

Superintendent of Schools  
Dean of Students

Dustin Flaten  
Ted Critchley

## **HIGH SCHOOL FACULTY**

Ag Education  
Art  
Band/Music  
Chorus  
Computer/Business Ed/Technology  
English  
Math  
Math  
Health/Activities Director  
Physical Education  
Science  
Social Studies  
Social Studies  
Spanish

Amanda Thorsvig  
Sarah Mendis  
Rob Anderson  
Kylie Anderson  
Daryl Bubbers  
Rachel Safar  
Rhonda Berger  
Tammy Brooks  
Ryan Pahl  
Colton Bakkila  
Michael Herbst  
Mark Hemberger  
Brad Dunham  
TBD

## **SUPPORT STAFF**

Business Manager  
Kitchen Supervisor  
Head Maintenance  
Cook  
Custodian  
Custodian  
Health Aide  
Instructional Assistant  
Instructional Assistant  
Instructional Assistant  
Secretary  
Secretary  
Transportation Director  
K-12 School Counselor

Joy Green  
Kristie Schneidermann  
Jamie Mars  
Kaia Askelson  
Bob Schultz  
Wendy Fevig  
Jamie Mars  
Shelley Hilde  
Cassandra Stevens  
Heather Green  
Penny Herzog  
Michelle Jirik  
Shelley Steichen  
Kim Skjold

Dear Parent(s) or Guardian:

As we set off on another school year, we must take a minute and thank our families and also ask for their help.

Our school is a partnership between home and school, one cannot be successful without the other. This handbook is our attempt to have clear and consistent expectations for our families and their students. Please go through this handbook and feel free to reach out to the school with any concerns. Please be aware that these are the expectations we will be holding all of our students to every school year.

Let's have another great year!

The UH Staff

### **STATEMENT OF POLICY**

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

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

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

### **MISSION STATEMENT:**

The mission of the Ulen-Hitterdal Public School District is to provide a safe, positive learning environment in which all are offered the opportunity to participate, grow, and become lifelong learners.

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

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## **ABSENCES**

All students leaving during the course of the school day must get a slip from and check out in the office after turning in written or verbal notification. To request an absence to be excused a parent must notify the office within two days of the absence and provide a reason for the absence. If a student fails to comply, appropriate disciplinary action will be taken. If the administration believes other reasons, other than illness, may underlie the repeated absences medical verification may be requested. Any student more than 15 minutes late to class will be considered absent.

When a student returns to school after an absence, he/she is to report to the office with a written excuse signed by the parent or guardian, unless this information has already been provided. The excuse must state the day or days missed and the reason for the absence. If the excuse fails to include the above information and/or is not signed by a parent or guardian the excuse will be rejected and therefore considered unexcused. Parent phone calls or emails will also be acceptable.

Students MUST check into the office after being absent.

**DAYS LIMITATION:** To earn credit in a semester course at Ulen-Hitterdal High School a student must satisfactorily complete all course work and tests assigned and be absent from the class less than FIFTEEN(15) times in the semester. School sponsored activities will not count as a part of the FIFTEEN (15). If a student is absent from a class FIFTEEN (15) or more times in a semester, credit for that class will be denied.

The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals committee consisting of a member of the high school administration, the school counselor, and up to three (3) teachers. The request for an appeal must be made in writing, within three (3) school days following notification of the loss of credit. During the appeal process, and until a decision is made, the student shall be able to attend the class as an audit unless he/she interferes with the educational process within that class, in which case the student will be placed in study hall. The committee reserves the right to require stipulations on all approved appeal applications. Parents will be notified after seven (7) and twelve (12) absences with a registered letter. After the FIFTEEN (15) absences a letter will be sent indicating that credit will be denied in the class and that the student has the right to appeal. In the case of “standing appointments,” accommodations will be addressed on a case by case basis.

## **Make Up Work**

Students themselves are solely responsible for completion of make-up work within the allotted time.

A student will have two school days to complete make-up work for each day missed. Extensions may be granted at the teacher’s discretion. **Grade value of late assignments and/or unexcused make-up work will be at the discretion of Administration where there is an inconsistency.**

## **ACADEMIC INTEGRITY POLICY**

Academic integrity is expected of all students. Personal responsibility for all academic work is essential, and the work that a student completes must be their own.

### **A. Cheating**

Cheating is the act of giving or receiving aid without the specific consent of the teacher. It is an intentional act of breaking the rules in order to achieve personal gain through fraud or deceit. Cheating includes but is not limited to any of the following:

- Copying from another student's course work without teacher consent for collaboration.
- Using material, or inappropriate procedures during a test that are not authorized by the teacher.
- Sharing course work with another student without teacher approval.
- Soliciting or receiving unauthorized information about any course work.
- The use of any database, online answer key, or other online assistance without teacher approval.

### **B. Plagiarism**

Plagiarism occurs when an individual uses someone else's language, ideas, or original material without acknowledging its source. Plagiarism includes but is not limited to any of the following:

- Copying someone else's research.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, design, or work as one's own by failing to give credit to the creator.
- Paraphrasing the ideas of others or re-copying someone else's words without citing the source.
- Submitting someone else's text (paper) as one's own.
- Carelessly or inadequately citing the ideas and words borrowed from another source. If a student has concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.
- The use of any database, online answer key, or other online assistance without teacher approval.

### **Consequences for Cheating & Plagiarism:**

- 1st offense in a class: Student will lose credit on the assignment; but may still need to complete the assignment. Student will serve one (1) after school detention.
- 2nd offense in a class: Student will lose credit and be removed from the class for the quarter.
- A 3rd offense will result in the Student failing the course.

## **ALUMINUM DRINK CANS/BEVERAGE POLICY**

- Aluminum drink cans will not be allowed at school. This is both a cleanliness and sanitary issue.
- Students are asked to only bring WATER into the classrooms.
- Warnings will be offered, and then students will be turned over to the Administration

## ASSEMBLIES

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

## ATTENDANCE AND TRUANCY

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

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

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

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

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

## BULLYING AND OTHER SCHOOL DISRUPTIONS

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

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

## BULLYING PROHIBITION POLICY

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

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

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

1. An act of bullying / cyber bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone, support or are a bystander to another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying / cyber bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other type of social media, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, tolerate or be a bystander to bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying/cyber bullying is prohibited.
5. False accusations or reports of bullying / cyber bullying against another student are prohibited.
6. A person who engages in an act of bullying, cyber bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

The school district may take into account the following factors:

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



Consequences for students who commit prohibited acts of bullying / cyber bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

### **III. DEFINITIONS**

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

1. "Bullying" means any written (including use of social networking) or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying / cyber bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
  1. harming a student or a group of students;
  2. damaging a student's or a group of students' property;
  3. placing a student or a group of students in reasonable fear of harm to person or property;
  4. creating a hostile educational environment for a student or a group of students; or
  5. intimidating a student or a group of students.
2. "Immediately" means as soon as possible but in no event longer than 24 hours.
3. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

### **IV. REPORTING PROCEDURE**

1. Any person who believes he or she has been the victim of bullying / cyber bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
2. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
3. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.

4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying / cyber bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying / cyber bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
5. Reports of bullying / cyber bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
6. Submission of a good faith complaint or report of bullying / cyber bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
7. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

1. Upon receipt of a complaint or report of bullying / cyber bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying / cyber bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying / cyber bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

1. The school district annually will provide information and any applicable training to school district staff regarding this policy.
2. The school district annually will provide education and information to students regarding bullying / cyber bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

3. The administration of the school district is directed to implement programs and other initiatives to prevent bullying / cyber bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
4. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **VIII. NOTICE**

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

## **BUS REGULATIONS FOR STUDENTS ACTIVITIES**

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

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

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

## **BUS RULES FOR ALL STUDENTS**

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

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

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

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

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

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

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

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

Serious violations may result in bus privileges being temporarily suspended.

### **CELL PHONE/ELECTRONICS USE**

Students will not be allowed to have their cell phone on their person or to check a phone stored in their locker during any class. Each classroom will be equipped with a receptacle for students to deposit their phones into at the beginning of class. They may pick up their phone once class has ended.

Students may use their devices during passing time, scheduled lunchtimes, as well as before and after school. There also may be class specific activities where cellphones are an option when the classroom teacher feels phone usage is beneficial for academic purposes. Students will be able to complete all coursework using their District provided Chromebook.

Parents may call the school office (218-596-8853) if they need to get a message to their student during the school day. All students have a school email address that can be used as well.

#### **If a student violates this policy:**

First offense - Phone will be confiscated and the student may pick it up in the office at the end of the school day (3:13 PM).

Second offense - Parent may pick it up in the office at the end of the school day (3:13 PM)

Third offense - Meeting with administration. Student will check phone into the office for 5 consecutive school days.

\*For any further violations, students will check their phone into the office, during the school day (8:25 AM-3:13 PM), for the remainder of the school year.

Parents who cannot make it to school to pick up a device can notify the front office at 218-596-8853 and inform staff that another adult will pick up the phone from the main office. The phone will not be given back to the student after the second offense. (See above)

A student who has a health plan on file with the school nurse stating that a cell phone is used to monitor a diagnosed health need is a legitimate reason for a student to have their phone on them at all times. Please consult with our school nurse if your student falls into this category. The nurse will make sure all appropriate staff are aware of the documented need. Students who have this accommodation and use their cell phone for any other purpose will follow a similar progressive disciplinary plan.

#### **Additional Info:**

- Headphones (wired or wireless) are not allowed to be used during any class unless the teacher authorizes use.
- Speakers, TV's, laser pens, games rated for mature audiences, or anything deemed to be inconsistent with the educational mission of the school are not permitted on school grounds. Exceptions will be made for special activities (i.e. a class party)
- All of these items are the sole responsibility of the student. As these items serve as targets for theft, students are advised to keep them locked in their cars or lockers.
- If a student refuses to relinquish an item when directed by a teacher or staff, the student will be disciplined for insubordination.

- Students may not bring in any electronic device for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension. (MASSP RECOMMENDED)
- Use of electronic equipment on bus trips will be at the discretion of the teacher/advisor/coach.

## **CLOSED CAMPUS VERSUS OPEN CAMPUS**

School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

We operate a closed campus policy within the Ulen-Hitterdal school district. Students are required to remain on school property from the moment they first set foot on school property until dismissal.

A particular point of emphasis for students who ride the bus. The bus is considered school property; therefore students boarding the bus are on school property and are required to remain on school property for the duration of the day until a student is dropped off from their bus route.

Students may be issued a special pass in cases of extreme hardship or for situations that cannot be taken care of at any other time. This pass will be issued by the Noon Supervisor upon approval of a written application from a parent. Any student leaving the school grounds must officially sign out in the district office.

The only open campus policy is for eligible juniors and seniors who may leave campus during the noon hour with prior written approval from their parent or guardian. No students including the eligible juniors and seniors are allowed to drive during their open noon hour opportunity. Juniors and Seniors are only eligible if they have 2 or fewer absences or 1 or less tardies per quarter.

All other students must remain in the commons or outside on the sidewalk in front of the school during the noon hour.

## **COLLEGE VISITS**

Juniors will be allowed to make 1 college visit. Seniors will be allowed two college visits. ALL visits must have **prior approval and must be arranged through the counseling office** at Ulen-Hitterdal. Prearranged college visits will NOT count as an absence.

## **COMMUNICABLE DISEASES**

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

## **DAILY BULLETINS**

Announcements for the day will be **emailed** during the morning and afternoon classes. **STUDENTS ARE RESPONSIBLE FOR KNOWING WHAT IS IN THE BULLETIN-no excuses.**

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

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

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

**Tobacco:** Tobacco possession and or use are prohibited at school, school-sponsored activities, or on school grounds. This includes smokeless tobacco and e-cigarettes (Vapes/Vaping)

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

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

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

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

## **DIRECTORY INFORMATION**

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

- a. name
- b. address
- c. phone number
- d. date and place of birth
- e. major field of study

- f. participation in officially recognized activities/sports
- g. weight and height of members of athletic teams
- h. dates of attendance
- i. degrees and awards received
- j. most recent previous educational agency or institution attended by the student, and other similar information.

M.S. 13.32, Subd. 5a. Military Recruitment A secondary institution shall release to military recruiting officers

## **DISCIPLINARY ACTION**

The Ulen-Hitterdal School understands that from time to time disciplinary action will be necessary. We understand that each situation may be different, however a clearly outlined plan is best for all people involved in a situation. Administration respects the classroom teachers right to manage an effective classroom. Outside of specific instances, mentioned in this handbook, our general approach to student discipline will be:

- First offense: Reminder/Redirection by classroom teacher or school adult
- Second offense: Warning by classroom teacher, school adult, or administration
- Third offense: After school detention, written up on student discipline record
- Fourth offense: Meeting with Administration about correcting behavior. Possible parent meeting, Further discipline may result (i.e. ISS, OSS, loss of privilege)

## **DRIVING TO SCHOOL**

Since the school district provides transportation for students, it is ordinarily not necessary for a student to drive a car to school. If it is necessary for a student to drive a car to school, the car is not to be driven at any time during the day. Student parking is provided on the south end of the building.

## **ELIGIBILITY RULES AT UHHS**

### **ATTENDANCE ELIGIBILITY**

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

### **ACADEMIC ELIGIBILITY POLICY**

Eligibility for all extracurricular and co-curricular activities will be based on failing grades issued by teachers every two weeks. The teacher, every two weeks, will submit the grades of any students failing their courses at that time. Should a teacher issue a failing grade for any class after two weeks, the student will be subject to seven calendar days warning or grace period. During this time, the student remains eligible, but must raise the grade to passing status by 3:45 p.m. of the 7th calendar.

Should the student's failing grade remain at the end of the warning period or grace period, the student is declared immediately to be ineligible for 7 calendar days. Should the teacher declare the grade to be

passing at the end of the 7th day, the student will resume eligibility. Should the grade remain failing, the student shall remain ineligible until such time as the teacher verifies that the grade has become passing.

In a time and manner the teachers, athletic director and advisor shall inform all students receiving a failing grade(s) for the reporting period. As soon as is reasonably possible, the Activities Director and/or staff shall discuss with the student the failing grade and potential ineligibility. It is the student's responsibility to inform their parents of their failing grade and ineligibility. It is the student's responsibility to raise the grade(s) from failing status. If the grade becomes a passing grade, the teacher and Administrator shall sign a form (PINK Sheet), which the student shall present to the Activities Director and coach verifying that the grade has been cleared, now making them eligible.

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

### **PASSES:**

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

### **EXPECTATIONS**

#### **Students will:**

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

#### **Teachers will:**

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

### **EXPECTATIONS FOR PARENTS/GUARDIANS**

#### **Parents/Guardians will:**

1. enforce student's attendance;
2. monitor completion of assigned activities;



3. be available to discuss student's academic progress.

## **EXPECTATIONS FOR ADMINISTRATION (with School Board support)**

### **Administration will:**

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

## **EXTRACURRICULAR ACTIVITIES**

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

## **EYE PROTECTION DEVICES FOR STUDENTS**

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

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

## **FLEX LEARNING DAYS**

In the 2017 legislative session, legislators passed a law allowing Minnesota Public Schools to hold E-Learning days on inclement weather days. The district has chosen to rename it Flex Learning Day (FLD). This means students will receive learning activities and assignments provided by their classroom teachers that students would complete at home or wherever they go on a snow day. Students would receive instruction in each of their classes on a Flex Learning day. Therefore, even though the weather may prevent staff and students from being together in the school building, students can have a school day, and the school calendar does not have to be changed to make up the day. The staff at U-H school believe students will have a meaningful, relevant learning day with continuity of education that is better for student achievement than a make-up day at the end of the school year. In order to assure this, all work assigned will be expected to be complete no more than three (3) days after the weather event. Failure to meet this deadline will result in an unexcused absence being recorded for that day. These protocols will be communicated by your student (s) classroom teachers. View our comprehensive plan [HERE](#).

## **FOOD AND BEVERAGE POLICY**

Vending machines are located in the commons. Candy from the vending machines or any candy products brought into the school building are not allowed in the classroom.

The only beverage that is allowed in the classroom is bottled water whether that be a purchased bottle of water or a water bottle of the student's choice. Aluminum cans are not allowed at school. This policy is primarily incorporated for cleanliness and sanitary reasons.

Warnings may be issued to students who violate the food and beverage policy. However, if persistent violations occur then administration will be notified and act accordingly based on severity and frequency.

## **GRADUATION CEREMONY**

In order to participate in the Graduation Ceremony a student must meet all state and local requirements of graduation. Students, who are missing credits, have time to make up, etc. will NOT be allowed to participate in the graduation ceremony. (In EXTREME cases a student who has not met the requirements for graduation may be allowed to participate in the ceremony. Final decision will be made by the Administration). Graduation speakers will be selected according to their GPA. (GPA is calculated at the end of 3rd quarter.) Students must also wear the appropriate graduation attire in order to participate. Students must wear an approved (by the school) cap and gown or wear black dress pants and a white button down dress shirt. Girls may choose to wear a black dress as an alternative. Graduation Ceremony is a privilege, NOT A RIGHT.

## **GRADUATION REQUIREMENTS**

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

### **ENGLISH (4 credits)**

- English Nine
- English Ten
- Junior English
- College English or English 12

### **SOCIAL STUDIES (4 credits)**

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

### **SCIENCE (3 credits)**

- Physical Science (Grade 9)
- Biology
- Chemistry, Basic Chemistry or Physics

### **MATHEMATICS (4 credits)**

Algebra 1, Standards Algebra 1  
Geometry, Basic Geometry  
Algebra 2, Standards, Algebra 2  
College Math, Math 12  
PHYSICAL EDUCATION (1/2 credit)  
Grade 9  
  
HEALTH (1/2 credit)  
Grade 9

Ulen – Hitterdal students will need 26 credits to graduate.

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

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

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

## **GRIEVANCE PROCEDURE**

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

B. The person designated to handle such complaints shall investigate the complaint and determine whether the school district is in fact in violation of State or Federal law prohibiting discrimination. The designated official shall make a decision and such decisions shall be communicated to the complainant within fifteen (15) days of the initial reception of the complaint.

C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.

D. If the designated officials find that the complaint is justified, he/she shall so notify the complainant in written communication.

E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.

F. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such a hearing. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step B. The board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

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

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

St. Paul, MN. 55101

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

## **HARASSMENT POLICY**

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

1. Everyone at District 914 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender.
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Dustin Flaten.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the U-H District office upon request.

### **HARASSMENT REPORT FORM**

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

**CONTACT:**

Dustin Flaten  
**HUMAN RIGHTS OFFICER**  
**Phone: 596-8853**

**INDEPENDENT SCHOOL DISTRICT NO. 914**

**RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM**

**General Statement of Policy Prohibiting Sexual Harassment**

Independent School District #914 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Circle as appropriate    **SEXUAL**        **RACIAL**        **RELIGIOUS**

Name of person you believe harassed or was violent toward you or another person. \_\_\_\_\_

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

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

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

List    any    witnesses    who    were    present. \_\_\_\_\_

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

\_\_\_\_\_  
(Complainant Signature) \_\_\_\_\_ (Date)

Received by \_\_\_\_\_  
\_\_\_\_\_  
(Date)

**HONOR ROLL**

A committee of representatives from the school board, teachers, and administration has set the Honor Roll requirements for the Ulen-Hitterdal High School. Students at Ulen-Hitterdal High School are graded on a 4-point scale where: A=4, B=3, C=2, D=1, and F=0. In order for a student to be named to the "B" Honor Roll he/she must have a grade point average of 3.0 to 3.666. Students on the "A" Honor Roll must attain a grade point average of 3.667 to 4.0. Students who have a grade below a C- are not eligible for the Honor Roll. An Honor Roll will be published at the end of each 9-week period as a means of giving recognition to students who do above average work.

## **INCOMPLETES**

All incomplete work must be completed by the end of the quarter. Certain situations may lead to certain exceptions. An excused makeup slip must be acquired for this extension to occur. All incomplete work must be completed within a two week period. Students who have not completed their work within this extended timeframe will receive a failing grade for the quarter.

## **INTERNET/TECHNOLOGY POLICY**

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

### **I. PURPOSE**

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

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

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

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

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

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

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or any action to violate the school district's security system, and will not use school district system in such a way as to disrupt the use of the system by users.

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5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other person, or other personally identifiable information including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other

information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.



## **VI. FILTER**

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

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

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

## **VIII. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.
- D. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student’s parents.
- E. 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.

## **JUNIOR HIGH CLASSES**

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

## **LIBRARY USE**

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

Students are encouraged to read the magazines and newspapers provided. However, sufficient time should be allotted for study time. Please return magazines to their proper places on the rack

## **LOCKERS**

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

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

School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

## **BREAKFAST AND LUNCH PRICES**

All students will be granted a free breakfast and lunch during their academic day at no charge. Students wishing to receive additional food beyond the free breakfast and lunch already offered will be charged from their family meal account.

## **LUNCHROOM**

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

## **STUDENT PARKING**

Parking in the school lot is a privilege. It will be treated as such.

1. Since the school district provides transportation for students, it is ordinarily not necessary for a student to drive a car to school. If it is necessary for a student to drive a car to school, the car is not to be driven at any time during the day. Student parking is provided on the south end of the building.
2. Students are expected to hold a valid Driver's License and be fully insured.
3. Vehicles that are not registered, that are inappropriately or illegally parked, or parked so as to cause a safety hazard, may be warned, or towed at the owner's expense.
4. Students who drive inappropriately or dangerously, or are found to be truant or have excessive absences (see attendance policy) are subject to having their parking privileges suspended or revoked.
5. A vehicle, upon reasonable suspicion, may be searched for weapons, drugs, other illegal items, or items prohibited by school board policy, (e.g., alcohol, stolen property, or other contraband.) If any of these are found in the car, appropriate disciplinary and/or legal action will be taken and the parking permit will be revoked.
6. When parking or otherwise utilizing a car on school grounds, the student shall be responsible for the control of the vehicle, and the contents contained therein.
7. It is the duty of the student to ensure that no illegal items, weapons or other items prohibited by the School Board Policy, are placed, stored or otherwise contained in such vehicle. Students shall be subject to discipline and legal action when illegal items, weapons or other items prohibited by School Board Policy are contained in the vehicle being utilized or parked on school grounds by the student.

## **PARENT/GUARDIAN GUIDE TO STATEWIDE TESTING**

\*See forms at the end of this handbook.

### **PASSES**

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

### **PESTICIDE NOTICE**

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

### **PETS**

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

## **PLEDGE OF ALLEGIANCE**

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

## **PRESCRIPTION DRUGS**

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

## **PROM**

All high school students must work concessions one time per school year in order to attend the Junior-Senior Prom free of charge. Those juniors and seniors who have not worked concessions a minimum of one time per school year will be charged a fee of \$75 to participate in the banquet, grand march, and dance. If the students do not work concessions and do not pay the fee, they will not be allowed to participate in Prom activities. Dates from other schools will have to pay \$50

## **PSEO**

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

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

## **PUPIL FAIR DISMISSAL ACT**

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

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

## **RELIGION IN U-H SCHOOL**

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

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

## **REMOVAL FROM CLASS**

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

## **SCHOOL CALENDAR**

All school activities shall be scheduled through the Highschool Office to be put on the school website. With the large number of activities going on during the year, it is important that ALL activities are scheduled as far ahead as possible.

## **SCHOOL HOURS**

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

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

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

## **SCHOOL SPONSORED TRIPS**

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

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

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

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

## **STUDENT DRESS**

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

In order to prepare all students for later success in the world of work, the Ulen-Hitterdal School Board has established the following guidelines for student dress:

1. Administration shall determine the appropriateness of dress and appearance in accordance with the guidelines distributed by the school, school board policy and guidelines contained herein. Administration will make the decision if a student's appearance meets school guidelines. The Administration's decision on the appropriateness of dress is final as long as it does not contradict official district policy listed herein or elsewhere.

2. All student tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the school day, with no undergarments displayed.
3. Students may wear shorts and skirts as long as they reach mid-thigh.
4. Blouses, shirts, and sweaters cannot dip below a line formed between the right and left armpit. Muscle shirts are not permitted, tank tops must be “two-fingers” wide at the shoulder. Spaghetti straps and strapless tops are not acceptable.
5. Students shall not wear hats, hoods or head coverings on the school campus during the regular school day unless previously approved for medical or religious reasons or special school activities as determined by Administration.
6. While on any Ulen Hitterdal schools or campus, at any school function, or on any school sponsored transportation, students are expected to follow these guidelines. You are a representative of our school everywhere you go!
7. Schools may not require a student to remove, or discipline a student for wearing, clothing that depicts a firearm or weapon or expresses an opinion regarding a right guaranteed by the Second Amendment. Clothing depicting violent acts and/or violence remain inappropriate for the school setting
8. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
9. No student may wear any apparel or footwear that would damage school property.
10. No blankets/pillows are allowed except for special school wide events (i.e. Homecoming)

When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, poses a threat to the health or safety of the student or others, or violates the policies listed above, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified if the student refuses to comply with these policies, or if there is a repeated pattern of behavior.

## **STUDENT RECORDS**

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

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

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

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

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

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

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

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

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

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

## **STUDENT PERSONAL CONDUCT GUIDELINES**

Appropriate Touch:

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

Inappropriate Touch:

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

## **STUDENT TUTOR**

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

## **SUPPORT SERVICES**

**R.E.A.C.H. / SUMMIT MENTAL HEALTH SERVICES**



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

**PSYCHOLOGIST:**

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

**SECTION 504:**

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

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

**SOCIAL WORKER:**

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

**SPECIAL EDUCATION:**

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

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

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

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

**SPECIAL EDUCATION FILES**

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

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

**VOCATIONAL GUIDANCE:**

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

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

## **SUSPENSION**

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

## **TARDINESS**

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

## **TELEPHONE**

Students are not allowed to receive phone calls during class time. There is a phone in the commons for students to make local calls on during their free periods.

## **TORNADO PROCEDURE**

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

## **TITAN TIME/STUDY HALL**

Students have an academic period set aside for them known as "Titan Time". Titan Time' is scheduled in the middle of each academic day. Titan Time will allow for students to: get academic assistance, work on assignments, or hold activity, team, or class meetings.

The expectations for Titan Time are as follows:

- Students should arrive to Titan Time w/ coursework in hand.
- Students should bring something to read if all coursework is completed
- Students should have passes received ahead of time to go work with other teachers.

- Students should remain in Titan Time for the entire period if not meeting academic and attendance requirements. The only exception would be for the student to have a pass to attend a class that the student is currently not passing.

Juniors, Seniors, and NHS students will be granted an opportunity to leave campus without entering vehicles for an extended lunch period, receive weight room supervision, or work in the media center should they meet the following requirements:

- The eligible student is currently passing every class along with having a 2.0 gpa or higher.
- The eligible student does not have any outstanding detentions to be made up.
- The eligible student has 3 or less absences along with 1 tardy or less recorded.

## **UNACCEPTABLE BEHAVIOR**

The following constitute unacceptable behavior and will not be tolerated:

- 1) Willful conduct, which disrupts the rights of others to an education.
- 2) Willful conduct, which endangers school district employees, the pupil or other pupils, or the property of the school.
- 3) Willful violation of any rule of conduct specified in this discipline policy.
- 4) Bullying or harassment of students and/or staff be it physical, verbal written or sexual.
- 5) Physical assault.
- 6) Inappropriate language at school, school-sponsored activities, or on school grounds.
- 7) Willful refusal to follow a direction/order by school personnel.
- 8) Failure to provide proper identification upon request of a staff member.
- 9) Violation of any federal, state, or local law, i.e., alcohol, tobacco, drug violations.
- 10) Disrespectful towards other students and staff members.

## **VENDING MACHINES**

Vending machines are located in the commons. Pop and candy are not allowed in the classroom.

## **VISITORS**

Students are not to bring visitors to school unless the visit is approved in advance by Administration.

## **WILLFUL DAMAGE OF SCHOOL PROPERTY**

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

## **DISCIPLINARY ACTION**

Disciplinary actions may include, but are not limited to:

- parent(s) called
- meeting with the teacher, and/or administration, and referral to social worker
- Detention (after school or noon hour)
- loss of school privileges
- parental conference with staff
- exclusion from extracurricular activities
- modified school programs

- removal from class
- in-school or out of school suspension
- Expulsion

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

## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us/Students/Families/Statewide-Testing/) (education.state.mn.us > Students and Families > Statewide Testing).





Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

Date  (This form is only applicable for the 20  to 20  school year.)

Student's Legal First Name  Student's Legal Middle Initial

Student's Legal Last Name  Student's Date of Birth

Student's District/School  Grade

Please initial to indicate you have received and reviewed information about statewide testing.

I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading  MCA/MTAS Science

MCA/MTAS Mathematics  ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print)

Parent/Guardian Signature