

Underwood High School

“Together - We Will Be Successful”

“Underwood School named one of the Best Schools in the Nation”

Three Years in a Row

U.S. News & World Report 2007, 2008, and 2009

Student Handbook

2011-12

revised as of August 15, 2011

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Administration

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|-----------------------------|--------------------|
| Superintendent | Dr. Jeremiah Olson |
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| jhamann@underwood.k12.mn.us | |

Message from the Principal:

Welcome to UHS. You have begun a new school year, in a school that I believe to be the best in the area. The success of each school year is dependent on the students. I urge each student to show pride, show the proper human kindness, and enjoy the school year. At Underwood High School we learn that together we will be successful and at Underwood, we expect respect and expect to have a great school year. For the seniors--you are leaders, lead positively!!

ACADEMIC

Grading

The grading period at the Underwood Public School is based on a Trimester system. Each teacher will explain the grading system for each class at the beginning of the school year or semester. When a student is absent from school, that student will receive one day to make up their work for every day that they are gone from school, provided the absence is excused. For unexcused absences, the assigned work will be given zero credit, but still must be completed. Incompletes are based on required work only. All incompletes at the end of the marking period will be completed for grade within two weeks or an 'F' will be placed on the report card.

| Grading Scale | | Grading Scale | | |
|---------------|-----------|---------------|--------|-------|
| Percentage | Quality | Letter | Points | |
| 100 | Excellent | A | 4.00 | 93- |
| 92 | Good | B | 3.00 | 85- |
| 84 | Average | C | 2.00 | 77- |
| 76 | Pass | D | 1.00 | 70- |
| 70 | Fail | F | 0.00 | below |

Honor Roll

Following each trimester, A and B honor rolls will be published in the official district newspaper listing all students in grades 7-12 who have

earned sufficient points to qualify. Students who receive a GPA of 3.00 or above will qualify. Grades will be valued according to the following table:

| | | | |
|----------|-----------|-----------|-----------|
| A = 4.00 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 |
| F = 0.00 | | | |
| A-=3.67 | B = 3.00 | C = 2.00 | D = 1.00 |
| | B- = 2.67 | C- = 1.67 | D- = 0.67 |

Senior Honor Students

To be eligible for being ranked within the top four students of the graduating class, the student must have been enrolled at Underwood prior to their junior year.

Academic Progress Reports

These reports are mailed out to parents/guardians on a weekly basis. These reports are of two kinds:

1. When a student is performing at a high academic level.
2. When the quality of the student's performance is at the failing point.

Underwood Graduation Requirements

To earn an Underwood Diploma, students must earn 24 credits from grades 9-12. Students graduating in 2013 and beyond must earn 25 credits.

To be eligible for graduation from Underwood High School, each student must successfully complete the following requirements:

1. Minnesota Graduation Requirements -score proficient on the high school MCA II assessments in writing, reading, and mathematics or pass the GRAD portion of the MCA II assessments"
2. Local Credit Requirement - Students must successfully complete at least 24 credits in order to be eligible for graduation. These credits must include:

- Successful completion of grades 7 and 8.
- Phy Ed/Health 2 credits

- Science 3 credits (1 credit must be Biology)
- English 4 credits
- Social Studies 4 credits
- Math 3 credit
- Economics 1/2 credit

- Successful completion of the Basic Grad Standards Tests and 8th grade Geography

- A minimum of 24 credits (9-12) which include 16.5 required credits (listed above) and 7.5 elective credits (8.5 for the class of 2013 and beyond), one of which must be an Art class or Music class

- All credits will be awarded by grading period. A trimester class will earn a 1/3 credit, a semester class will earn a 1/2 credit, a year-long class will earn three 1/3 credits. If a student fails a grading period in a given class, the appeal process will include meeting with the instructor to decide if the academic requirements may be made up in some manner. i.e. passing a final test over the material or assigning a project decided upon by the instructor.

Graduation requirements for students with an IEP, students with a 504 plan, and students with limited English proficiency, will comply with Minnesota State Statute.

Graduation Date The Underwood Graduation ceremony will take place no earlier than the weekend prior to the last day of school.

Retention (grades 7-9)

All students must be registered in all the required courses. In the event that a student does not earn an equivalent of 4 credits, that student will be retained.

Student Classification

High school students (grades 9-12) will be registered based on credits earned. Seniors must have earned 17 credits prior to their records indicating senior status and juniors must have at least accumulated ten credits prior to achieving junior status.

Pledge of Allegiance

The school district must instruct students in the proper etiquette toward, correct display of, and respect for the flag. A senior class representative will lead the school in the pledge once every month.

Attendance

Attendance is a major concern for educators at Underwood High School. Absences affect student performance. Data collected by our staff indicate a significant correlation between student attendance and achievement. Students and parents should realize the increasing importance that employers and college officials attach to a student's record of attendance, tardiness, conduct and personal ratings. Jobs and college entrance are often determined by these factors.

Make-up Slips

To return to class after an absence, the student must present , to the office, a written signed excuse from a parent or guardian giving name, reason for absence, and date of absence. The student will then receive a make-up slip to return to class. If no note is received, the student will not get credit for completed assignments. Each absence will be marked 'unexcused', except for those which are medical (which may include a doctor's excuse), school sponsored activity, two planned college visits, or religious release. For each unexcused absence the student will lose 2% of their total class points. It is asked that parents show their support by calling the school by 9:00 am when the student cannot be in attendance and by not allowing the student to be gone without a medical, religious excuse, or family vacation. The administration reserves the right to make exceptions due to unexpected circumstances.

The Attendance Review Committee will consist of the principal and one/two teachers chosen by the student. The committee will make a determination as to whether to grant credit to the student.

Tardiness

Tardiness is inexcusable in most cases and will not be tolerated. A student who is tardy to class will be assigned one unexcused absence for every two tardies. After four tardies in any one class, the student will serve one-day of detention with the classroom teacher or a designee.

Truancy/unexcused absences

Truancy is defined as being absent without a valid excuse. Parents and students should know that this is a matter that may be turned over to Social Services. Students will make up at least one hour for each hour of unexcused absence. Students will be ineligible for that day's activities, which include any event that is sponsored by the school (i.e. practices, games, meets, drama, concerts, field trips). Following the fifteenth day of unexcused absence per year, the student will not be allowed to participate in any school-sponsored activities.

County-wide Attendance Policy

The Otter Tail County Collaborative attendance policy will be adhered to. A copy of this policy can be found in the Principal's Office

Post-Secondary Days

Seniors are allowed two post-secondary planning days. They are to be planned, approved, and scheduled with the administration. These two days will not count against the total number of days absent per trimester.

Leaving School

No student is to leave the school building during school hours unless he/she has permission from the administration and his/her parent or guardian. Students must sign out at the office before leaving and sign in upon their return.

Religious Release Time

Release time for religious instruction is granted by the school board. Students who wish to participate in religious release activities must complete a "Religious Release Form" supplied by the school. Students will not be allowed to leave the school for religious instruction unless this form is completed and signed by a parent / guardian.

Behavior/Discipline

Non-Faculty Employees

Substitute teachers and all other school employees have the same authority as regular staff members and are entitled to the same respect.

Dress/School Conduct

Your dress reflects the quality of the school, your conduct, and your work. All students are expected to dress and groom themselves in

clothes that are suitable for school activities. Clothing that is disruptive to the educational process or which has objectionable slogans is considered inappropriate. Clothing that is extremely short or low, exposing underwear, chest, or breasts will not be allowed. Spaghetti straps, halter tops, tank tops, or pants worn too low, exposing underwear will not be allowed. Shorts must be at least mid-thigh length. Students who wear inappropriate clothing will be given a shirt or shorts to wear during the day or asked to turn their shirt inside out. Students are not allowed in halls or classrooms barefoot and will not be allowed to wear coats or jackets in the classroom. Also, "young love" is a wonderful thing, but any actions that are inappropriate in the school will be dealt with immediately. Actions such as fighting, vandalism, and the use of offensive language will be dealt with accordingly and immediately. Sanctions may include in-school suspension for a minimum of one day, to out-of-school suspension, to expulsion.

Disciplinary Action

Disciplinary action may include, but is not limited to, the following:

| | |
|--|---------------------------------------|
| Meeting with the teacher, counselor or principal | Detention |
| Loss of school privileges | Parental conference with school staff |
| Modified school programs | Removal from class |
| Suspension | Expulsion |

Detentions

Group detentions will be served after school on Wednesdays. The students will report to the library to serve the detention. For those students who do not serve detention, in-school suspension will be assigned at the school's convenience.

Suspension and expulsion policy

The Underwood Public School shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion. The procedure as stated in "The Pupil Fair Dismissal Act of 1974" will be followed.

Reasonable Force

Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to

another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Classroom discipline and removal from class

The school should consist of a safe and learning environment. If it comes to the point that a student is removed from class and sent to the office, it is due to the fact that the student has seriously disrupted class or interfered with another student's rights.

The guidelines listed are to cover the situations when a student will be removed from class.

1st time In-school suspension (ISS) from that specific class for two school days

Class work will be completed on time
The situation will be documented
Reports will be sent home to the parents/guardians
Suspension from extra-curricular activities while ISS

2nd time In-school suspension for three days from all classes
Student will stay in detention for the remainder of the school day

Class work will be completed on time
The situation will be documented
Reports will be sent home to the parents/guardians.
Suspension from extra-curricular activities while out of school
Cafeteria duties will be assigned

3rd time Out-of-school Suspension for five days
Student will stay in detention for the remainder of the school day

Class work will be completed on time
The situation will be documented
Reports will be sent home to the parents/guardians and a meeting between the principal, teacher, student, and parents will be set.
Suspension from extra-curricular activities while out of school

Additional Time

The principal may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate

Eligibility and Illegal Substances

Eligibility rules for all extra-curricular activities

To be eligible to participate in high school activity programs, a student must be eligible under Minnesota State High School League rules and UHS regulations. It is the responsibility of students attending Underwood High School to become familiar with MSHSL rules and UHS policies.

Students must be in attendance and in class by 11:07 in order to participate in, or attend, any extra-curricular activity that day or evening. If any student is suspended, he/she will not participate in any activity that day or evening, including weekends, if the suspension goes to the next week.

Any student receiving a failure as an average in his/her subjects on the Wednesday of a week will become ineligible in all extra curricular activities from when the deficiency list is posted to when the instructor states the student is passing. Students bear the responsibility to turn in all work by the end of the school week. Teachers will hand in their deficiencies to the High School office by Wednesday at 10:15 am. The student may not participate in any type of class functions, including decorating for events or dances. A deficiency list will be created and distributed to all school personnel.

The use of tobacco, alcohol, or any drug, in any form, shall be regulated as prescribed by the Minnesota State High School League, and shall apply to ALL activities in this school. This includes athletics, music, plays, speech, club work, and trips by all the organizations sponsored by the school. In effect, a student will be dropped from any and all organizations and trips for a period of time, if he or she violates the rules.

Tobacco Use/Alcohol Use/ Drug Use

Illegal substance use/possession by students (regardless of age) on school grounds or at any school function is prohibited. Violation of this regulation will carry with it automatic suspension and school officials contacting law enforcement.

| | <u>Tobacco</u> | <u>Alcohol/Drugs</u> |
|--------------------|---------------------------------|---------------------------------------|
| 1st offense | 2 days Out-of-School suspension | 5 days OSS |
| 2nd offense | 4 days OSS | Expelled for remainder of school year |
| 3rd offense | 5 days OSS | |
| Subsequent offense | 5 days OSS | |

Students involved in extra-curricular activities will, in addition to the above, be subject to MSHSL and Underwood High School consequences as prescribed by the School Board.

Drugs/Alcohol

Underwood School views with grave concern the serious implications of chemical use by students. Our school is interested in assisting students who misuse mood-altering chemicals, students concerned about the choices they face regarding using chemicals, and students who are concerned about the chemical misuse of a significant person in their lives. Students with any of those concerns are encouraged to see the principal or any staff member for support. Our school also has a chemical abuse intervention program directed at assisting students experiencing problems as a result of chemical misuse. Any student found to be in possession of, using, or under the influence of, drugs/alcohol while on school property, at a school function, or on a school trip will be subject to suspension and review by the pre-assessment team. A pre-diagnostic interview by a school counselor or school administrator and/or an evaluation by an outside agency may be recommended. Also, students may be subject to legal consequences. In addition, students involved in extra curricular activities will be subject to Minnesota State High School League and Underwood School consequences as prescribed by the School Board.

Library, Guidance and School Property

Library

The library is a place of study, reference work, reading for pleasure, book selection, and audio-visual production work. It is important therefore, that a quiet atmosphere be maintained in the library at all times. No media-books, magazines, newspapers, production materials, audio-visual equipment, etc., should be removed from the library except by check-out

by the librarian or library aide. Any overdue material will result in a loss of library check-out privileges. Lost and/or damaged material must be paid for prior to having privileges restored.

Guidance

Guidance services are available to every student in the school. These services include: assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any questions the student may feel he or she would like to discuss with school personnel. Contact Mr. Hamann with specific questions.

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or equipment will be required either to pay for the damages done or replace the item. Students misusing or abusing school property will be subject to disciplinary action.

Lockers

A locker is issued to each student at the beginning of the school year. Locks will be provided to those students that request a lock for their locker. If the locks are not returned at the end of the school year, there will be \$10.00 charge. For those students who wish to furnish their own locks, the combination or a key must be given to the high school secretary. School lockers are the property of the Underwood School District and at no time is a student to exchange locker assignments with another student. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities will provide notice of the search to students whose lockers were searched,

unless disclosure would impede an ongoing investigation by police or school officials.

Textbooks

Underwood Public School furnishes all required textbooks. These books represent thousands of dollars every year for the local taxpayers. It is your responsibility to do your best in caring for these books. Damages will be assessed to the student who loses or damages any books.

E-Mail and Internet

All of the students in grades 7-12 will be given an e-mail address to use. Misuse of e-mail and/or the internet may result in any combination of the following: the loss of computer privileges, suspension or expulsion, local law enforcement becoming involved, federal charges filed by the internet application and/or the local phone company. A Computer Usage Form will also be given to those students who do not have one on file, prior to those students being able to use the computers and applications.

Lunchroom and Noon Hour

Lunches

Costs are: Student breakfasts - \$1.35, Student lunch - \$1.95, Adult breakfast - \$1.65 and Adult lunch - \$3.15. Lunch bills will be sent regularly and should a student's balance due exceed a \$25.00 limit, meals will be limited. Free and reduced lunches are available to those who qualify. At no time shall a student use another student's PIN number to pay for a breakfast or lunch. Lunch guidelines are as follows:

1. All student must report to the lunchroom.
2. Leave the area in a clean condition for others.
3. Return all trays and utensils to the washing area.
4. Taking food from the commons area is not allowed.
5. Students bringing sack lunches must eat in the commons area.

Rules and Regulations for the Lunchroom

All students must go to the lunchroom whether they eat or not during their assigned lunch period unless disciplinary action has been taken.

Lunchroom supervisors are in charge of the lunchroom during the lunch periods. Students are expected to cooperate with, and follow the supervisor's instructions. Parents / guardians should continually remind students of proper manners, courtesy, and respect. Students are expected to show courtesy and use good manners at all times and to exhibit respect for their fellow students and adults. Students are permitted to converse quietly during lunch. No loud talking or boisterous activity will be allowed. Any spills or messes made are expected to be cleaned up by the student responsible. All food must be eaten in the cafeteria. Students who do not abide by the rules will have disciplinary action taken so that an understanding is reached about proper behavior in the lunchroom.

Noon Hour Regulations

Underwood has a closed noon hour. During the noon hour, students who are not in class should be in one of the following areas:

1. Lunch room until excused
2. Library and/or gym (if supervision is available)
3. All other locations must have prior approval from the administration

Non-Classroom Subjects

School Visitors

We do require that all visitors in the school check in to the office upon arrival. For safety and in the best interest of all children it is important that we know who is in the building at all times.

School Visitations by Others

Occasionally we have requests by pupils to bring other students, relatives, or a preschool brother or sister, to visit school. We discourage these types of visits by other children except where they are a part of an educational function.

Cell Phones

It is required that all students have their cell phones and/or other electronic devices turned off during class time. Absolutely no cell phones will be allowed in the locker rooms. All personal audio devices should be used before school, during lunch time, or after school. The devices are never to be used during class time. If the cell phone or other equipment is seen or heard the teacher will confiscate the device, turn it in to the principal and the student will receive it back at the end of the

school day. If/When the device is seen or heard again, the teacher will turn it over to the principal, the parents will be contacted, and the phone or other piece of technology will be kept until the parents can come and pick it up. A repeat of this behavior may result in suspension.

Parent Conferences

Parents / guardians may make appointments for conferences with principal, teachers, or other staff members by telephoning the school office at 218-826-6101.

Accidents

All accidents or injuries occurring while the students are under the supervision of the school shall be reported immediately to the classroom teacher or person in charge. Parents / guardians will be notified as soon as possible, and appropriate forms will be completed.

Insurance

The school will carry "excess coverage" insurance for the school day only. Students will have the option to buy additional insurance for more coverage. Additional information will be made available to each family.

Storm Day Policies

The decision to close school is made by the superintendent. If buses are to run late, students living in town are to come to school at a corresponding time. If buses start one hour late, school will start at 9:25 a.m. Buses will travel on passable roads only. All school announcements concerning changes in school hours, school closing, and busing schedules will be aired on:

Lakes Radio 103.3 FM, 96.5 FM, 99.5 FM, 1250 AM, 1020 AM

Wild Country Radio 104.1 FM and 1340 AM

KSAX/KRWF 42 - ABC and KCCO/KCCW 7/12 - CBS Fargo TV - KXJB 4 (CBS) and WDAY 6 (ABC)

Fire Drill Regulations

During the course of the year we will hold at least five fire drills. In the event of a fire drill or fire, the following procedures are to be observed:

1. When the buzzer sounds, WALK don't run.
2. When proceeding through the corridors, keep to the right of the corridor on which your classroom is located and walk SINGLE FILE.

3. Keep a safe distance from the building when reaching the outside.
4. Directions for exits are posted in each classroom in the building.

Code Red Regulations

During the course of any school year a code red drill will be called five times. During these drills students/staff will practice procedures that will be used during a crisis situation. The following actions will occur:

1. All exterior doors will be locked.
2. All classroom doors will be locked, with students moving away from any and all windows.
3. Classroom doors will remain locked until notification by the building team leader.
4. Code Red status will be removed once it has been determined to be appropriate.

Tornado Drill - There will be one tornado drill each spring.

School Parties

Classes and school organizations are allowed parties and dances under the following conditions:

- a) must have a one week advance approval of the advisor and principal;
- b) must close by 11:30 P.M. on nights not followed by school day;
- c) must close by 10:30 P.M. on nights followed by school day;
- d) students may leave early, but will not be readmitted;
- e) must have at least two advisors or teachers and two sets of parents / guardians to chaperone event.

The chaperones and/or administration have the right to approve admittance into the dance of any and all students and guests. Those students allowed at prom will only be those who have signed up previously.

Daily Bulletins

Items are to be approved by the principal or his designee and submitted to the high school secretary before 8:20 a.m.

Activity Fee

Underwood High School offers a wide variety of activities for both boys and girls. It is the hope of the coaches and school that any athlete wishing to participate in Underwood Activities be encouraged to do so. If you are interested or have any questions, please see one of the coaches. The fee for 7-12 will be Football - \$100.00, all other activities - \$60.00, with a family maximum of \$250. Families that qualify for free/reduced meals will receive a 25% rebate to be credited to their account. Also note that all students with an activity pass will be admitted into each contest free.

Transportation

Student Driving

1. No student is permitted to drive an automobile during school hours without written permission from the parents/guardians and the office. Such permission is granted only for emergencies.
2. Permission to drive during school hours does not include taking other students as passengers unless these passengers have made arrangements ahead of time with both parents / guardians and school administration.

Student Parking

Students who drive to school must park their vehicles in the west parking lot. No student should be in or near the student parking area during the school day unless they have received approval. Do not park on the street located north of the school building. Cars are to be parked properly or they may be towed at the owner's expense.

Pupil Transportation

Minnesota State Legislation requires the following:

- that students in grades K-6 receive school bus safety training by the third week of school
- students K-3 to receive school bus safety training twice during the school year.
- the review of bus evacuation drills for students in grades K-10.
- that students in grades 9 and 10 in drivers training be taught laws concerning school bus extended stop arm.
- that students in grades 7-10 receive school bus safety if they have done so prior to enrolling in Underwood Schools.

School Bus Policy

Students are expected to demonstrate good behavior while riding on school buses, as riding the bus is a privilege and not a right. A video camera is randomly placed in the buses during the school year to monitor student behavior. School bus rules of behavior for students are as follows:

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 tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

Secondary (7-12)

1st offense--warning.

2nd offense--5 day suspension from riding the bus.

3rd offense--10 day suspension from riding the bus.

4th offense--20 day suspension from riding the bus/meeting with parents.

5th offense--suspended from riding the bus for the remainder of school year.

Buses to out-of-town events

Students are to ride to, and return from, away activities on the same bus. No student will be allowed to return in a car without parent / guardian and advisor permission. The parent / guardian must contact the advisor in writing or verbally. Students are to remain out of the buses from the time they arrive at the activity until the activity is over, or until the driver is in attendance. Riders are limited to grade 7-12 students.

Other Policies

Foreign Exchange Students

All foreign exchange students will be enrolled as either a sophomore or junior depending on their previous school records.

NOTICE OF NON-DISCRIMINATION

The Underwood Independent Public School District #550 does not discriminate on the basis of race, color, national origin, sex or disability in its programs and activities. The following people have been designated to handle inquiries regarding non-discrimination policies:

| | | |
|--------------------------------------|----|--|
| Derrick Nelson, Title IX Coordinator | or | Anne Stenoien, Section 504 Coordinator |
| Underwood Public School | | Underwood Public School |
| 100 Southern Ave East | | 100 Southern Ave East |
| Underwood, MN 56586 | | Underwood, MN 56586 |
| 218-826-6101 | | 218-826-6101 |

or

U.S. Department of Education
Office for Civil Rights - Chicago Office
500 W. Madison Street
Suite 1475
Chicago, IL 60661
Tel. 312.730.1560
TDD 312.730.1609

Title IX

It is the policy of Independent School District No. 550 not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education amendments. Inquiries regarding compliance with Title IX may be directed to Derrick Nelson (Phone: 218-826-6101) or U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, Tel. 312.730.1560, TDD 312.730.1609

Religious, Racial and Sexual Harassment and Violence

It is the policy of the Underwood School District to maintain a learning and working environment that is free from religious, racial and sexual harassment and violence. It shall be a violation of this policy for any student or employee of District 550 to harass a student or an employee through conduct or communications of a religious, racial or sexual nature as defined by the policy. It is also a violation of this policy for any

student or employee of District 550 to be religious, racial or sexually violent to a student or employee.

Harassment is in the "eye of the beholder". The "eye of the beholder" means that harassment is different for different people, that everyone has a different point of view. What matters is what the victim thinks/feels, not what the harasser thinks. There can be a primary and secondary victim of harassment. The primary victim is the one receiving the harassment and the secondary victim is someone seeing someone else being harassed. The report forms are available in the counseling office and administrative offices. For a complete copy of this policy, please contact the superintendent's office (MSBA 413).

Hazing

All students in the Underwood School have the right to a safe learning environment which is free from intimidation, ostracism, humiliation, or mental stress. Hazing activities of any type are inconsistent with the educational goals of the Underwood School. The definition of "Hazing" means committing an act against a student, or coercing an act that creates a substantial risk of physical harm or that threatens the student with ostracism, humiliation, or mental stress. Reports of hazing should be made to the Principal. Upon the receipt of a complaint, the school district shall undertake an investigation, and the guilty person(s) will be dealt with accordingly, which may mean suspension, expulsion, or the case being turned over to the legal authorities.

Annual Notification of Rights, Protection and Privacy of Student Records

Pursuant to the requirements of the School District and federal law, the following constitutes the School District's Annual Notification to parents / guardians and students regarding data privacy practices of the school district. The school district has adopted a Student Record Policy incorporating state and federal requirements as to the data privacy rights in student educational records. In summary, the policy and accompanying regulations provide:

1. Privacy Rights

Educational records which identify or could be used to identify a student, other than directory information, may not be released to members of the

public without the written permission of the student's parent or guardian, or if the student is 18 or attends a post-secondary institution, the student. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space, but which are set out in the complete policy.

2. Directory Information Includes the Following:

Student's name

Student's address

Student's telephone number

Date and place of birth

Names of student's parents or guardians

Participation in officially recognized activities

Grade levels completed

Weight and height of members of athletic teams

Dates of attendance

Degrees, honors, and awards received

The previous educational institution attended

Photo of student

Directory information may be released to the public without prior parent / guardian or student consent unless the parent / guardian or student, if the student is 18 or older, has objected in writing to the release of one or more categories of such information.

3. Inspection of records

Parents / guardians of a student who is 18 or older may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. The school district will comply with the request within five working days. In certain special circumstances an additional five working days may be required in order to comply. Copies of records may be obtained at a reasonable fee as established by the school district.

4. Challenge to Accuracy of Records

A parent / guardian or student, age 18 or older, who believes that specific information in the student's educational records is inaccurate, misleading, incomplete, or violates the privacy or other rights of the student, may request that the school district amend the record in question.

If the Building Principal or Director of Special Education, within a period of 30 calendar days, declines to amend the record as requested, the parent / guardian or student who is 18 or older will be advised in writing of their right to request and obtain a review of the request with the Superintendent/School Board.

If, as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete, or in violation of the privacy or other rights of the student, the parent / guardian or student of age 18 or older will be notified of their rights to place a statement with the record, commenting upon it, and setting out any reason for disagreeing with the decision of the school district.

The decision of the Superintendent/School Board is the final decision of the school district but may be appealed under the provisions of the State Administrative Act, Minnesota Statute C 15, relating to contested cases.

5. Transfer of Records to Other Schools

The School District forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent / guardian or student who is 18 years of age may request and receive a copy of records which are transferred and may, pursuant to this policy, challenge the accuracy of the records. The District does, however, notify parents / guardians or students of age 18 or older of such a transfer.

6. Complaints for Non-compliance

Parents / guardians or students of 18 years of age or older who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201

This review of the data privacy rights of students and parents / guardians in the educational records maintained by the School District is intended only to be a summary of the provisions of the "Protection and Privacy of Student Records" and applicable state and federal law. Requests for copies of this policy and questions should be addressed to: Supt of Underwood Schools, 100 Southern Ave East, Underwood, MN 56586

Recycling Program

Underwood School is currently recycling three materials. The classrooms each have three containers, one for aluminum, one for paper, and one for the garbage. In addition, the Home Economics room has a container for the glass. There are large containers placed in the hallways for the aluminum.

Employee/Volunteer Background Check

The Underwood School conducts background checks on all employees and other individuals who provide services to the school

Weapons Policy

No student shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. Possession refers to having a weapon on one's person or in an area subject to one's control on school property or at a school trip/activity.

Weapons may include any item that may inflict bodily harm. Examples are firearms (loaded or unloaded), knives, clubs, explosives, look-alike guns, or any other item that could be used to threaten people. A student who finds a weapon on the way to school or in the building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

Minimum corrective action shall include initial suspension for five days, confiscation of weapons, notification of police, parent notification, and recommendation to the school board for expulsion.

For a complete copy of the Weapons Policy (MSBA 501), contact the superintendents office

Pesticide Application at School

During the school year parents/guardians will be notified prior to the application of any pesticides.

Emergency Information

Student's Name_____

Grade_____

Parent/Guardian's Name_____

Address_____

Phone: Home_____

Work_____

Parent Email Address_____

Student Vehicle:_____ License Plate:_____

Student's Email Address_____

Student's Cell Phone Number_____

Emergency Contact: Name_____

Phone Number:_____

Please keep this handbook as a reference and feel free to contact Mr. John Hamann, Principal, if you have any questions, concerns or comments. Thank you and let's have a great year!