

Underwood High School

“This Will Be the Best Year Ever!”

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

**Nine Years in a Row

U.S. News & World Report 2008, 2009, 2010, 2012, 2013, 2014, 2015,
2016, 2017

Student Handbook 2017-18

revised as of May 22, 2017

** US News & World Report did not publish a list in 2011

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Teacher Assistant	Gwen Schleske, Marcia Schauff	
	Kayla Harig, Megan Kugler	

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, kindness, and respect while enjoying the school year. At Underwood High School, we learn together that we will be successful, and we expect to have a great school year. For the seniors--you are leaders, lead positively!! Principal John Hamann

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 be granted one day to make up his or her work for every absence 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 must be completed for grade within two weeks or an 'F' will be placed on the report card.

Grading Scale

<i>Quality</i>	<i>Letter</i>	<i>Points</i>	<i>Percentage</i>
Excellent	A	4.00	90-100
Good	B	3.00	80-89
Average	C	2.00	70-79
Pass	D	1.00	60-69
Fail	F	0.00	below 60

Honor Roll

At the end of each semester, 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 be eligible. 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, a student must have been enrolled at Underwood prior to his or her junior year.

Academic Progress Reports

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

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 25 credits from grades 9-12.

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

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1. Local Credit Requirement - Students must successfully complete at least 25 credits in order to be eligible for graduation. These credits must include:

- Successful completion of grades 7 and 8.

- Phy Ed/Health 1 credit
- Science 3 credits (1 credit must be Biology)
- English 4 credits
- Social Studies 4 credits
- Math 3 credits
- Economics 1/2 credit
- A minimum of 25 credits (9-12) which include 16.5 required credits (listed above) and 8.5 elective credits one of which must be an Art class or Music class

- All credits will be awarded by grading period.

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 a week.

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.

Underwood Public School Discipline Policy

Expected Behaviors at Underwood Public School

Each of your teachers will discuss and explain their expectations for you in their classroom. We feel that the higher our expectations, the greater the opportunity for you to be successful. This involves both expectations of behavior and expectations of learning and growing as a student and a person. We expect to have an educational

environment for all our students. We expect all our students to feel safe, cared about, and aware that as a school

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and as teachers, we have no greater concern than your welfare as a student and as a person. The following general guidelines will help insure that our school can best function to the advantage of all students and staff.

1. Read and know the Handbook
2. Be present and on time in classes daily.
3. Be prepared for class by bringing all required materials to class
4. Be attentive to class activities.
5. Participate in your classes.
6. Make an effort every day to be successful.
7. Show respect; do not engage in activities that disturb learning opportunities for others.
8. Follow the directions of teachers and other adults.
9. Help keep the classrooms and the school neat.
10. Take care of school property.
11. Know the laws of our Nation, State, and Community, and follow them.
12. Respect yourself and be proud to be a Rocket!
13. Be serious about school while you enjoy yourself and have fun, but never at the expense of others.

School rules are put in place to allow our students the freedom to seek and gain an education, an education that will give each of us, in turn, the freedom to pursue the kind of life that will fulfill each of us and make us happy. Most school rules are nothing more than the logical extension of our National, State, and Community laws. In some cases, we have special rules; rules that are put in place to provide a safe, orderly, and academic environment for our students and adult staff. Students need to respect and support the bottom line--the rules that protect us from improper, unacceptable, or intolerable behavior. School rules and disciplinary consequences apply to the "school day"; this includes busing and school events.

Dress Code

Students at Underwood Public School are expected to maintain a positive and constructive image of themselves and of the school. The school environment should be a place conducive to learning. Therefore, the attire of the students in the building should be respectful, modest, non-offensive to others, and promote an atmosphere for learning to occur. The following dress code rules must be adhered to or student will be subjective to corrective action and consequences, including detention, loss of privileges, and/or suspension. Students may be asked to use alternative clothing for the remainder of the day. The school administration reserves the right to determine what is appropriate and what is not.

- Use good taste and reasonable judgment.
- No alcohol, tobacco, drug logos.
- No profane, offensive, or sexually suggestive clothing.
- No undergarments showing (e.g. bra straps, underwear, boxer, etc.) at any time whether sitting, standing, or walking during the day or at school-related events.
- The midriff should be covered.
- No crack, front or back
- Shorts should be long enough, within a few(6-8) inches of the knee.
- No bulky coats or jackets in the building.
- No hats, caps, or hoods in the building (except on specially approved days). Keep them in your locker during the school day. Hats will be confiscated and available to pick up in the office at the end of the day.

- No sunglasses in the building.

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- No heavy chains on belt loops, etc.
- No backpacks in class. Keep them in your locker.
- * No ear buds, head phones,
- Gym clothes should fit appropriately (e.g. not too tight, not too loose). No tank tops in phy-ed.
- On occasion, special attire/dress up days may be requested by student council with approval from administration.

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 may confiscate the device and turn it into the principal. The student will receive the phone 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.

Ear Buds/Headphones

With student safety our number one concern, earbuds and headphones will not be allowed during regular school hours, unless as part of a classroom project.

THE LEVEL SYSTEM - When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to a principal or dean of students for investigation and action. The severity of the consequences applied by the principal/dean of students depends on two factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the level system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level for that offense. With each successive referral the student will be advanced up the level system at least one level up depending upon the seriousness of the infraction. The disciplinary consequences for each level are as follows, and in accordance with Pupil Fair Discipline Act:

Level 1: Referral to dean of students for conference. Incident recorded on the student record. Written notification to parent (at discretion of dean of students). Incidents at each level will be recorded on the discipline record.

Level 2: Dean of Students conference - one period of detention. Parents notified in person, by phone or written notice.

Level 3: Dean of Students - two periods of detention. Parents notified in person, by phone or written notice.

Level 4: One – Two (1-2) day of suspension(in or out). Parents notified in person, by phone or written notice by the Dean of Students

Level 5: Three – Five (3-5) days of suspension(in or out). Parents notified in person, by phone or written notice. Conference may be requested by the Dean of Students

Level 6: Five – Ten (5-10) days of suspension (in or out of school depending on the nature of the offense). Conference with parents.

Level 7: Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Psychologist and teachers.

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PROVISIONS FOR THE USE OF THE LEVEL SYSTEM

1. A disciplinary file will be initiated for each student referred to the dean of students and/or principal. A record of each violation, as well as the level assigned, will be maintained.
2. After a student has been placed on a level, the next infraction will result in the student being advanced to the next level. A level may be "jumped" if the infraction calls for a higher entry level. For example, a student who is on level 1 and commits a level 4 violation will be advanced to level 5. Normally, a student will be advanced up the level system with each successive violation; however, the principal may exercise discretion as to whether a student should be advanced for a minor violation.
3. The principal or dean of students shall be responsible for seeking the assistance of counselors, teacher advisors, social workers, Student Support Team, and other professionals to help students correct their behavior problems.
4. Students failing to fulfill the disciplinary requirements of a level in the time prescribed will automatically move up to the next level. i.e. One missed detention = 2 detentions.

SUSPENSION PROCEDURES

1. While serving in-school suspension, a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level six consequence, or when the student's presence in the building poses a threat to the health and safety of the other students, staff or the operation of the school. Students assigned to in-school suspension will be required to collect assignments from their teachers and complete all work assigned to them. All assignments must be completed before the student is allowed to return to that class. All other rules pertaining to conduct in designated area are applicable.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.
3. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony will be mailed to the parent. A conference may be required in certain circumstances.

Disciplinary Infractions and Consequences

A. SCHOOL ATTENDANCE

Right: All students who attend the Underwood School District and who are under the age of 21 are entitled to a free public education through the 12th grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students will attend classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building. This requires a note from one of the parents or guardians.

Infraction

A-1 TRUANCY: Being absent from school part or all of a school day without permission of parents or school administrators.

A-2 UNEXCUSED ABSENCE: Failure to report to assigned class(es) or destination or left class without an acceptable excuse or permission.

Level Special Provisions

2-4 In addition to school disciplinary action, habitual offenders will be referral to legal authorities.

2 According to attendance policy

A-3 LEAVING/RETURNING to CAMPUS: Leaving/Returning to campus without signing in/out. 2

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A-4 TARDINESS: Reporting late for class or other required activities without an acceptable excuse. 2 In accordance with attendance policy.

A-5 LEAVING THE BUILDING: Students leaving the school building or school grounds during school hours without permission from administration. 2

B. STUDENT/STUDENT RELATIONSHIPS

Right: Each student has the right to attend school and school activities & be free from threats against his or her feelings, physical well-being & property.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
B-1 THREATENING, HARASSING, BULLYING OR INTIMIDATING ACTS: The act verbally or by gesture, Threatening the well-being, health or safety of any student on school property or in route to or from school.	1-5	
B-1a Any act - Physical or verbal of a sexual nature.	4-7	Referral to proper authorities.
B-2 PHYSICAL ATTACK: The act of physically assaulting or, in some manner attempting to injure any student on school property or going to or from school.	4-7	Referral to police when appropriate.
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2	Parents notified.
B-4 SHAKE DOWN: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	4	Referral to police when appropriate.
B-5 FIGHTING: The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship.	4-6	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5a SCUFFLE	2-4	
B-6 PROPERTY DAMAGE.	3	Restitution required through parental contract.
B-7 THEFT.	3-4	Restitution required through parental contract. Referral to police when appropriate.
B-8 HORSEPLAY: Tripping, shoving, misuse of other students, books, etc.	2	

C. STUDENT/STAFF SCHOOL PERSONNEL RELATIONSHIPS

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of school personnel.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to - or theft of property belonging to school personnel.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable request by school personnel to include lying.	2-4	
C-2 THREATENING OR INTIMIDATING ACTS: Verbally or by gesture threatening the well-being, health or safety of any school personnel.	5-7	Notification of police when appropriate.
C-3 PHYSICAL ATTACK: The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	5-7	Notification of police.
C-4 DISRESPECT OR HARRASMENT: To insult, call derogatory names, dishonor, make gestures or in other manner abuse verbally or in writing any school personnel.	2-4	Parents notified.
C-5 – Damage – Disrespect for the Property of Any School Personnel	3-6	Restitution required through parental contract.
C-6 – Theft – Disrespect for the Property of Any School Personnel	3-6	Referral to police when appropriate.

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
D-1 VANDALISM: The act of willful destruction of public property.		
D-1a Destruction - to render unusable.	4-5	Restitution required through parental contract.
D-1b Defacing - damage requiring cleaning or repair.	2-5	Restitution required.
D-1c Misuse of printed material.	2	
D-1d Possession or use of laser pointers.	2-4	
D-2 THEFT		
D-2a - Theft not serious enough to be reported to police.	4-5	Restitution required through parental contract.

D-2b - Major Theft - considerable enough to be reported to police. 5-6 Restitution.

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D-3 ABUSE OF SCHOOL GROUNDS 3 Restitution.
 D-4 LITTERING 1 Work detail.
 D-5 MISUSE OF FOOD: Any consumption of food or drink other than in designated areas. 1
 D-6 IMPROPER USE OF SCHOOL PROPERTY. 1-3
 D-7 POSSESSION OR USE OF SQUIRT GUNS OR BOTTLES, ETC. 2
 D-8 IMPROPER USE OF DISTRICT TECHNOLOGY 1 See Acceptable Use Policy

E. PROTECTION OF THE PUBLIC SAFETY

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
E-1 DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES.	6-7	Referral to police.
E-2 FALSE ALARM.		
E-2a The act of initiating a fire alarm, initiating a report warning of a fire, dialing 911, or other catastrophe without just cause.	6	Referral to police.
E-2b Bomb threats.	7	Referral to police.
E-3 ARSON: the willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police.
E-3a Possession of paraphernalia; ex: matches, lighter, etc.	4-5	
E-4 IMPROPER USE OF MOTOR VEHICLES.		
E-4a Reckless driving.	3	Report to police when appropriate.
E-4b Unauthorized driving during school day	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school.
E-4c Being in the parking lot during school day without a pass.	2	
E-4d Parking in unauthorized areas.	1	
E-5 POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS. (A weapon is defined as <i>looks like, acts like, or is</i>)	4-7	Referral to police.
E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES.	4-7	Referral to police.

F. ALCOHOL, TOBACCO AND DRUGS, including imitation

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

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Policy: The use, sale or possession of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before school-sponsored activities. Since these are illegal actions, the police may be involved in any violation at the discretion of administration.

<u>Infraction</u>	<u>Level</u> <u>Special Provisions</u>
F-1 ALCOHOL AND DRUGS	
F-1a Possession of alcohol and drugs	6-7 Police involved in readmission conference.
F-1b Selling or transmitting alcohol or drugs.	6-7 Referral to police
F-1c Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	6 Referral to police.
F-1d Observed use of drugs or alcohol.	5-6 Referral to police.
F-2 TOBACCO: Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the school (includes both smoking and chewing tobacco.)	4-6 Referral to police for citation.
F-2a – Use of tobacco within the school building	4-6 Referral to police and/or fire marshal

G. Other Disciplinary Infractions

<u>Infraction</u>	<u>Level</u> <u>Special Provisions</u>
G-1 REPEATED SERIOUS CLASSROOM DISRUPTION.	2-6 Possible exclusion.
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES.	2-6 Possible exclusion.
G-2.5 CLASSROOM DISRESPECT OR DISRUPTION	2-6
G-3 CHEATING: (i.e. stealing a test, tampering with grade book, copying work, etc.)	2-5 Automatic zero on assignment or test.
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	4 Parents notified.
G-5 MISUSE OF FOOD: In the cafeteria and other areas of the building.	2 Work detail.
G-6 ELECTRONIC, VIDEO AND COMMUNICATION DEVICES	Refer to policy outlined in the student handbook.
G-7 BEING IN UNAUTHORIZED AREA.	1-2
G-8 BEING AN ACCESSORY to a school rule violation.	1 Step assignment at principal's discretion depending on level of involvement.
G-9 ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff members and/or students, including written notes or published material as well as vocal.	2-4
G-10 PDA, EMBRACING OR OTHER SIMILAR IMPROPER AND/OR DISRUPTIVE BEHAVIOR.	2

G-11 INAPPROPRIATE DRESS: Refer to Student Handbook for specific definition. 1 Required to remove, cover up or change inappropriate item, etc

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DETENTION - Detention is earned by those that choose to violate school rules or policy, misbehaves, or is unexcused from school. Students will be issued notification of their detention during school hours. Failure to serve or be admitted to the assigned detention on or before the assigned date will result in further detention. Students absent from school the day of their detention will be responsible for make up their detention the day they return to school. Parents are responsible to pick their child up from school the day of detention. Any form of electronic device is prohibited during detention unless specifically needed to complete an assignment. There is to be no contact, verbal or non-verbal, during detention, unless it is with the staff personnel in charge. Any breach of this policy may warrant addition consequences.

SUSPENSION - Suspension is earned and assigned for students that choose to violate school rules or policy, misbehave, or choose to not fulfill obligations of detention. Suspension can be in-school or out of school at the discretion of the administration. Suspensions do not count against the school's attendance policy. Lunch deliveries to students on ISS are not permitted. Students on ISS should bring a lunch or eat the school's hot lunch. Students absent from school the day of their detention will be responsible for make up their suspension the day they return to school. Any form of electronic device is prohibited during suspension unless specifically needed to complete an assignment. There is to be no contact, verbal or non-verbal, during detention, unless it is with the staff personnel in charge. Any breach of this policy may warrant addition consequences.

Attendance Policy

Purpose

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance and is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teachers, and administrators. This policy will assist students in attending class regularly.
- C. In addition, parents and students must be aware that Underwood High School is held responsible under the No Child Left Behind Act for our attendance and graduation rate.

General Statement of Policy - Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request and complete any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is the teacher's responsibility to provide any

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student who has been absent with any missed assignment upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian will need to provide, in writing or phone call, the reason for the student's absence from school. The following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student – Absences of 3 or more consequence days ill will not be considered excused without a note from a doctor
2. Serious illness or death of a member of the student's immediate family. Immediate family includes parents, siblings, and grandparents
3. Serious illness or death of a member of the student's family or close family friend
4. Medical, dental, driving tests, court, and counselor appointments
5. School sponsored activities
6. Post Secondary Visits, which have been Pre-Approved by the office
7. Work to help parents only when necessary, as long as the student has a good attendance record. Administration reserves the right to determine what "good attendance" is.
8. Severe weather conditions, according to the merits of the case
9. Family Vacations
10. Religious Instruction

***For all pre-planned absences, especially family vacations and school sponsored activities, all school work should be turned in prior to the absences. Please make arrangements with the teacher(s).

****All slips must be turned in to the school office within 4 school days of the appointment. The student's name, date and time of appointment, and location are required. Slips turned in afterward will no longer be accepted.

*****Excused absences do not necessarily excuse students from the Multiple Absences Attendance Policy (see below)

Unexcused Absences

Although unexcused absenteeism is at the discretion of the Appeals Committee, the following reasons are not valid reasons to miss school and should be used by parents and students as guidelines:

1. Truancy – skipping school or leaving the building without authorization.
2. Tardiness of more than 15 minutes of a grade 7-12 class period. Students that sign in to the office prior to the 15 minutes will be counted tardy. Anything more than 15 will be considered unexcused.
3. Tardiness of more than half of the morning in elementary. Anything more than half will be considered unexcused. It is important for parents to know that most of the core instruction (math and reading) occurs in the morning.

4. Oversleeping or resting. This includes days after returning from any excused or unexcused absence.
5. Missing the school bus.
6. Absences not communicated to the school by a parent/guardian by the end of the school day.

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***Repeated truancy may result in loss of credit for missed class(es). Six or more unexcused or a combination of 11 excused/unexcused absences per semester in any class are grounds for loss of credit. Also, repeated truancy is grounds for considering expulsion, referral for alternative learning programs, and/or make-up time for credit recovery to meet graduation requirements.

Truancy and Unexcused Absences

Absences from school without parent, guardian, or school permission are considered truancy. The violation will result in the assignment of detention or suspension. When a student reaches seven (7) unexcused absences, students under the age of 18 will be reported to the Otter Tail County Attorneys and Otter Tail County Family Services. Students under the age of 18 will be classified as being Habitually Truant unless lawfully withdrawn from school.

Field Trips/Class Trips – If a student/parent voluntarily chooses to not attend a field trip, the student is still expected to attend school during the duration of the field trip. If a child is absent, he or she will be given an unexcused absence(s) and may place their grades/eligibility in jeopardy, under the Multiple Absences – Attendance Policy below. Repeated truancy may result in loss of trip privilege. Six or more unexcused or a combination of 11 excused/unexcused absences per semester are grounds to deny eligibility for class trips. For any field trip related to a particular class, students must be enrolled in the Underwood School District to be eligible.

A winter activity day, tied to phy-ed, health, and/or academic curriculum will be planned for students who meet eligibility requirements which include, but are not limited to academics, attendance, and behavior expectations.

Multiple Absences – Attendance Policy

If a student misses a class more than five (5) times per semester for any reason other than excused absences, as defined on page 14, the student will face a reduction in her/his semester grade. The semester grade will be reduced by one-third of a mark (i.e.: B to B-, B- to C+, etc.) for every absence over the five (5) per semester. The office will reduce the grade and inform the classroom teacher of the change. Example: A student may receive a B+ in a class, but due to six absences, one above the limit, the grade would be reduced to a B. Semester grades may be reinstated at the end of the year if total unexcused absences for the year do not exceed 10.

Tardies – Grade 7-12

Students are expected to be in class when the hour begins. Promptness and time management are important components to an education. To help create a climate of punctuality and help each teacher better manage their classes, Underwood Public School employs the following tardy policy:

- For the fourth (4) tardy in any one class (for instance 4 tardies in period 1) a period of detention will be assigned. Each subsequent tardy in that class will result in an additional period of detention. If a student's tardiness continues, further consequences may result
- If a student has ten (10) or more tardies in a class per semester, the student will face a reduction in his/her semester grade. The semester grade will be reduced by one-third of a mark (i.e. B to B-, B- to C+, etc.) for every tardy over the ten (10) per semester. The office will reduce the grade and inform the classroom teacher of the change. Example: A student may receive a B+ in a class, but due to the excessive number of individual tardies, the grade would be reduced to a B.
- Students that are in class or have signed in the office within 15 minutes of the start of the class are considered tardy. Otherwise it will count as an unexcused absence.
- Students requesting make-up slips after class has started will be counted tardy by the office.

- Students coming to school following a partial day illness must be on time for their next class. It will be counted as a tardy if the student is late for the start of class.

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Make-Up Slips

- Students who have been absent must have their parents/guardians call the school the day they are absent.
- All students are required to obtain a make-up slip from the office or be marked tardy.
- Presenting the office with a fake or forged note will result in detention or suspension.
- Students and Parents are reminded that although a parent note gives a reason for the absence, it may still be considered an unexcused absence.

Leaving the School Building

Students who need to leave the school any time during the course of the school day must secure permission from the principal or his designate. When leaving the building, parents/guardians/students must complete the following:

1. A parent/guardian must notify the school the student is to leave.
2. The student is responsible for getting a white slip to leave class and the building
3. The student or the parent/guardian must "sign out" in the High School Office
4. The student is responsible for attaining and turning in any verification needed
5. Students must return to school in timely manner to class
6. The student or the parent/guardian must "sign in" in the High School Office

Attendance Appeal Process

1. A student may use an appeal process at the end of each semester if the student has more than five absences.
2. The student and/or parent/guardian must submit a written request for appeal to the school office within five days of the designated date for the committee to hear the appeal.
3. The student may provide a written excuse from a medical facility as a part of the appeal process.
4. The locally-appointment appeals committee, consisting of one school board member, one administrator, one attendance secretary, and two classroom teachers, will review the appeal and the appeal will be permitted or denied. The student or parent/guardian may appeal the decision to the Supt. of Schools and request a meeting. The Superintendent will review the situation and issue a final decision.

Extracurricular and Co-Curricular Participation (Attendance the day of the event)

The student must be present for the full day in order to participate in an event or practice. **STUDENTS MUST ARRIVE AT SCHOOL and IN CLASS AT THE BEGINNING OF 1ST PERIOD.** If the student is late or misses class, the student must come with an excuse from the attending physician or dentist. In the event of an unexcused tardy, school administration will look at attendance history for a pattern of 3 or more absences/tardies within the given semester. Administration reserves the right to deny or allow participation in the extra/co-curricular event based on this history and pattern of behavior. Any student suspended out of school or removed from class (i.e. in-school suspension or for a reason not following the discipline policy) will not be allowed to attend extracurricular or co-curricular activities the day of each suspension/removal. In case of emergency situations or special specific circumstances, student participation will be considered by the administration. Please call the school if an emergency arises.

Homework Policy and Make-Up Work

All work is to be handed in on time according to the assigned due date from the teacher. Any instructional days missed do not allow a student to receive the education needed. Any missed assignments will directly affect their grade and, the student may receive additional consequences for the unexcused absence(s).

- **Excused Absences:** Students who have been absent from school have one day for every day that they are gone to make up daily work or tests assigned while the student was absent. An assignment not turned in by the end of the allotted time will then follow the teacher's Late Work policy.

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- **Unexcused Absences/Tardies:** Work assigned on days where an unexcused absence occurs will follow the teacher's Late Work policy
- **In School Suspension, Suspension, and Removal from Class:** Underwood Public School feels strongly about the loss of education occurred during a suspension or removal from class. Students faced with these consequences will be responsible to learn and complete all class assignments and materials instructed during the time of removal/suspension. Student who are given ISS or removed from class for discipline related reasons will use school time to complete work, while OSS students will be given two days following re-admittance to have all work completed and turned in. It will be the student's responsibility to gather educational material for each class missed.

Additional Notes to Homework Policy:

- In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence. Students who receive assignments from the teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the teacher.
- Assignments made while students are in attendance will be turned in on time. Example: if an assignment is made on Wednesday for Monday, and the student is absent on Friday, the assignment is still due on Monday. If a student has an excused absence on the day an assignment is due, the assignment must be turned in the next day; unexcused absences will follow Late Work policy.
- Students are expected to know any material instructed during any form of absences which may appear on a future test or quiz.
- If a student knows of an absence before it occurs (i.e. – vacations, family trips), it is in the child's best interest to collect all materials from the teacher(s) and complete work before absences occur.

Transportation Safety Rules

Underwood Student Transportation/Bus Discipline

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing and/or continuing to follow unacceptable behavior will result in loss of bus service.

The bus driver is responsible for the safety of the students on the bus. The school administrator, in accordance to this policy, will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary.

No animals, any other dangerous, or objectionable nature items will be transported in the school bus when children are being transported.

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

Bus Riding Rules

- Obey the bus driver at all times. Bus drivers are authorized to assign seats.
- Be courteous, no profanity.
- Eating or drinking on the bus is a privilege, Students need to clean up their mess
- Do not throw objects or litter on the bus.

- Cooperate with the driver.
- Stay in your seat, face front, and keep the aisle clear.
- Do not be destructive.

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- W applies to all buses.
- The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day.
- *Riding the school bus is a privilege not a right, and as in such may be revoked for safety and discipline infractions.*
- The school bus ride is an extension of the school day and is as such subject to all school policies and procedures. Bus conduct reports will be recorded in accordance with all other school record keeping procedures.
- Transporting of School Related/Non-related Items
- Windows are to be opened only with driver's permission.
- Keep head, hands, and feet inside the bus.
- Do not throw objects out the window.
- Talk quietly, no loud outbursts.
- Students will always cross in front of the bus when loading and unloading, after the bus driver's signal.
- Students must have a bus pass from the school office/parent to ride a different bus or leave the bus at a different stop.

Behavior Guidelines - Each infraction of Class I and II offenses shall be reported by the driver to the Dean of Students.

Class I Offenses

- Out of seat while bus is in motion.
- Loud noise (should be classroom voices).
- Horseplay.
- Possession of unacceptable material, obscene gestures.
- Profanity.
- Yelling out the bus window.
- Other offenses as reported by the driver including using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Class I Consequences (Grades k-12)

- First Offense - Warning (Call Parent).
- Second Offense - 3 to 5-day suspension from bus
- Third Offense - 5 to 10-day suspension from bus.
- Fourth Offense - 10-day suspension from bus.
- Fifth Offense - Loss of bus service (for one full grading period or remainder of year)

All assigned consequences subject to review of administration.

Class II Offenses

- Profanity (directed at driver), verbal abuse and harassment (directed at student or driver).
- Body parts out of window.
- Throwing / shooting of any objects.
- Physical aggression against any person.

- Use of tobacco and any controlled substance.
- Destruction of school property (vandalism suspended until restitution is made).
- Loading or unloading buses improperly.

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- * Lighting of matches, fireworks, or any flammable object or substance.
- Unauthorized entering or leaving bus through emergency door.
- Tampering with any portion of bus or equipment on bus.
- Riding of any bus after being suspended from one.
- Fighting (of any kind) treated as Class II 3rd offense.
- Other Offense committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum penalty of a Class II 1st offense

Class II Consequences (Grades k -12)*

- First Offense - 3 to 5-day suspension from bus.
- Second Offense - 5 to 10-day suspension from the bus.
- Third Offense - 10-day suspension from bus.
- Fourth Offense - Loss of bus services.

All assigned consequences subject to review of administration.

*Severe Class II offenses are subject to In-School-Suspension, Home Suspension, Alternative Correctional Education Placement and/or Juvenile Complaint.

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.

Bullying/Cyberbullying

The Underwood School District is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. Bullying behavior happens when someone keeps hurting, harassing, intimidating, threatening, or causing substantial emotional distress to a person. Cyberbullying is the use of electronic communication media (cell phones, text messages, instant messaging, social networks, etc.) to bully another student in the ways described above. Bullying and cyberbullying interfere with a student’s educational opportunities and can substantially disrupt the orderly operations of the school.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs (i.e., insulting or making fun of someone).
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other kids not to play with someone.
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student.

Students at Underwood Schools will do the following things to prevent bullying:

- Treat everyone with respect and kindness.
- Refuse to bully others.

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- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying behavior to an adult.

Teachers and staff at Underwood School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying behavior and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response Process (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Assign immediate consequences for retaliation against students who report bullying.

Consequences for Violation of the Anti-Bullying Policy:

Bully behavior, including cyberbullying, will not be tolerated. If cyberbullying occurs outside of school hours, but the repercussions are brought to school and disrupt the school and/or interfere with a student's emotional/social well being, consequences will be given. Depending on the severity and nature of the incident, the Underwood School will take one or more of the following steps when bullying occurs:

Intervention, Warning, and Redirection: A teacher, dean of students, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student who is doing the bullying, that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success should they find themselves in a similar situation in the future.

Notification of Parents: School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school guidance counselor.

Resolution with the Target of the Bullying: The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

Referral to School Support Staff: The student who is bullying may meet with the school guidance counselor to help prevent future violations.

Consequences: The student who is bullying may have to serve one or more days of after-school detention, or lose school privileges (e.g., serving on student council, school newspaper, yearbook, etc).

Suspension: In cases of severe or repeated bullying, the student will be suspended.

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.

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

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.

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 Ms. Gamble with specific questions.

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.

Any student receiving a failure as an average in his/her subjects on the Monday 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 Monday at 9:30 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.

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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 - \$1.50, Student lunch - \$2.30, Adult breakfast - \$1.80 and Adult lunch - \$3.60. 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.

Operational Processes and Procedures

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 experience.

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

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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.

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.

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:

Dr. Jeremiah Olson, Title IX Coordinator
Underwood Public School
100 Southern Ave East
Underwood, MN 56586
218-826-6101

or Anne Stenoien, Section 504 Coordinator
Underwood Public School
100 Southern Ave East
Underwood, MN 56586
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

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 Anne Stenoien (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

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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).

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

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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

Employee/Volunteer Background Check

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

Pesticide Application at School

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

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Your signature indicates that you have access to the student handbook and the discipline policies have been reviewed with you.

Student

Student

** the student handbook is available from the office or on-line at the school's website

This document provides basic information to 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 academic 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.

- Students who do not participate will receive a score of "not proficient."
- 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.
- 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.

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

To be completed by school or district staff only.

Student ID or MARSS Number _____