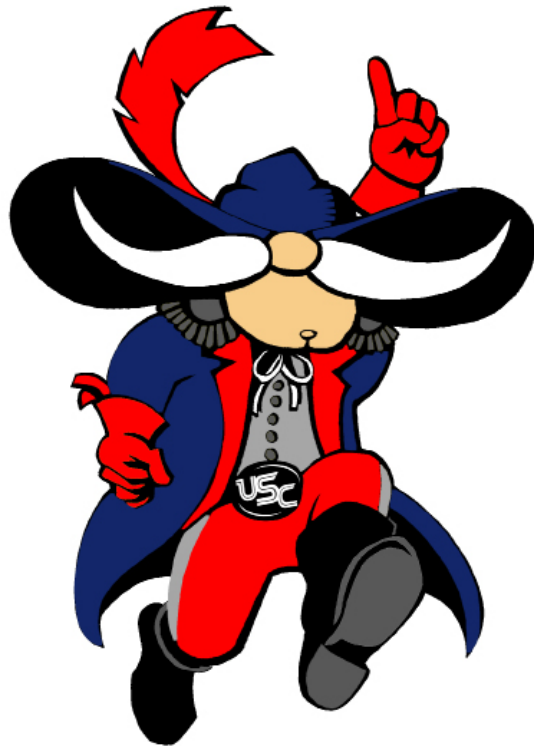


**USC  
Student  
Handbook  
2016 - 2017**



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**UNITED SOUTH CENTRAL PUBLIC SCHOOLS**  
**Bricelyn - Easton - Freeborn - Kiester -Walters - Wells**

Forward

This handbook and its contents were approved by the USC school board at the regularly scheduled July meeting. The policies set forth in this handbook are designed to create and maintain a safe learning environment for students and staff.

It is understood that these are not all inclusive. The Board of Education and the administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school regardless of the existence, or nonexistence, of a rule covering the offense.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal and on the school's web site. If you have any questions about a provision, please contact:

Mr. Keith Fleming  
Superintendent  
United South Central Schools  
Wells, MN 56097  
507-553-3134

**United South Central District Mission Statement**

*“Establishing Opportunities for  
Tomorrow’s Learning...Today”*

**United South Central District Goals**

- United South Central Schools seek to improve and maintain student performance at all levels in the core curricular areas of reading, writing, math, science, history and the social sciences.
- United South Central Schools will provide a climate conducive to learning and teaching with an emphasis placed on development of positive character traits in our youth.
- United South Central Schools seek to develop leadership qualities to effectively channel communications throughout the district.

**K-12 Handbook**  
**Information Pertaining to All Schools**

**Mandatory Attendance**

The State of Minnesota requires that the following statement be made to every parent, guardian, or other person enrolling a child in kindergarten:

“The State of Minnesota requires that every child entering kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old.”

## **Student Attendance Policy**

Attendance is a major concern to everyone at United South Central. Absences affect student performance. Data collected indicates a significant correlation between student absences and achievement. Surveys also point out a correlation between school attendance and a carry-over to the workplace. In accordance with State Law, full time attendance at school is expected. The school may require a professional's note for any absence requiring an appointment.

- 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. It is intended to be positive and not punitive.
- This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

### **School Attendance Review Board Referral Procedures (SARB)**

#### **SARB Step 1: Written notification letter sent to parents. (Student has 3 or more unexcused absences)**

The school sends a written notification of "continuing truancy," to the parents/guardians and student regarding the school attendance issue with a warning that a failure to improve their attendance will result in a 2nd letter and a meeting with the coordinator/representative for the School Attendance Review Board (SARB).

#### **SARB Step 2: 2nd letter sent to parents. Parent and Student meet with Attendance Coordinator. (Student has 4 or more unexcused absences)**

The letter will state that the student and parents are required by the school district to attend a meeting with the SARB representative/coordinator at the school. At this meeting, the SARB coordinator/representative will explain the legal and social consequences of poor school attendance, as well as explain the SARB process. Students and families can ask questions, and are informed that they may be referred to meet with a larger SARB group should the student's attendance not improve.

#### **SARB Step 3: 3rd letter sent to parents requesting that the parents/guardian and student meet with the School Attendance Review Board (Student has 5 unexcused absences)**

At this step, the attendance coordinator/representative will send a 3rd letter to parents/guardian and student giving them notice of a meeting date, time and location with the SARB. The members of the SARB, (may include the SARB coordinator, school administrators, school social workers, school resource officer, teachers, the school nurse, probation officer, a representative from the medical community, human services personnel, and other members who may be able to offer support to the student and family. etc.) will assemble and meet with the parents/guardian and student to create a plan for successful school attendance. The plan is then formalized into a written attendance contract, which is then signed by all of the SARB participants and the student and parent/guardian.

Referrals to social services agencies, chemical dependency evaluations, mental health evaluations and individual or family counseling are often included as terms of the contract to assist the family in dealing with the underlying causes of poor attendance.

Students are required by the SARB contract to attend school, every day and on time unless they have a lawful excuse. Parents are also required, as a part of the SARB plan, to take action to ensure their students' successful school attendance. Those actions can include such things as waking their child/children up for school, making sure their child/children have reliable transportation to school, keeping in touch with teachers and school attendance personnel, and making sure that they follow through with any programming or services that are required by the SARB contract.

If attendance does not improve after the SARB meeting, the process moves to the fourth and final step, the filing of educational neglect or a truancy petition with the County Attorney.

#### **SARB Step 4 : Filing for Educational neglect or Truancy (Student has 7 unexcused absences)**

Most educational neglect or truancy petitions are resolved at the initial court hearing with an admission by the parent and/or student that he or she is a “habitual truant” within the meaning of the law. The student is then adjudicated “child in need of protection or services.”

Dispositions usually include a period of supervised probation with a probation officer, typically for a period of at least six months, and an order that the student follow the probation officer’s terms and conditions of probation and recommendations for services or programming.

Students are also ordered by the court to attend school daily unless they have a lawful excuse that they properly communicate to their school. Dispositions for adjudicated truants can also include, among other things, the cancellation of driving privileges up to age 18, court-ordered community service work, a fine of up to \$100, and placement of the student out of his or her family’s home at a licensed foster home or group home on a temporary basis.

It is the goal of the SARB, through the first three steps of the program, to avoid the filing of educational neglect or truancy petitions whenever possible. When the initial efforts of the SARB are not successful, however, court-ordered consequences and services are essential in capturing the attention of these students and modifying their behavior toward successful school attendance.

The School Attendance Review Board of United South Central School District believes that interventions by influential adults into students’ lives will result in positive impacts on student behavior, school attendance and achievement. The SARB process is designed to assist school personnel and parents in making meaningful interventions that successfully modify students’ behavior and improve their academic achievement, while also preventing many children from becoming entangled in the juvenile justice system.

To achieve the primary goal of improving school attendance the SARB collaborates with Faribault County Human Services, Court Services, the Medical Community and other support agencies within the county. All of these agencies work together with parents and students to stop educational neglect and truancy as quickly as possible. The program sends a clear and consistent message that education, personal responsibility and respect for the law are important values in our community. The SARB is an intervention model that is easy to access and provides continuous support of school and parent efforts to help students learn, achieve and grow into productive citizens of our community.

#### **Notification of the School for Absence or Tardy**

- The school is to be notified by the parent/guardian for the following:
- If the student will be tardy
- If the student will be absent
- If the student is to be dismissed from school early.
- The school office will accept collect phone calls
- Voice-mail is available, beginning at 6:00 a.m.

#### **Makeup Work**

If a student is absent from school, the student will be given TWO DAYS for each day absent to complete work assigned while they were absent. If the work is not completed, or the absences remain unexcused, it may become a zero or an incomplete. Pre-planned absences need to be communicated with teachers before absences occur or work may become a zero.

#### **Textbooks and Technology Devices**

All textbooks and technology devices that are furnished by the school district need to be returned at the end of each school year. Students are requested to exercise care in using them in order that they may not become

soiled or damaged. There will be an appropriate replacement fee charged for textbooks, workbooks, media center books, and technology devices that are lost, stolen, damaged, or destroyed.

### **Students Leaving the Building During School Hours**

Students who need to leave the building during the school day must have the permission of one of the following individuals:

- Parent
- Guardian
- Teacher
- School Nurse
- Principal

Additionally, students leaving school during the day must sign out in the office.

### **Readmittance to School**

Students returning to the building after leaving must report to the office immediately upon their return. Students will NOT be allowed back in a classroom without an admit pass from the office.

### **Building Utilization**

No students will be allowed to use any of the school facilities unless supervised by an authorized adult. All requests for building utilization must go through the Community Education Office.

### **Severe Weather**

If bad weather should prevent buses from operating and school closes, announcements will be made over these radio stations:

- KBEW-1560 AM, Blue Earth
- KEEZ-99.1 FM, Mankato
- KATE-1450 AM, Albert Lea
- KJLY-104.5 FM, Blue Earth

In the event bus routes are canceled, students will not be allowed to drive their cars. Additionally, selected television stations will also be used. We will not be using WCCO radio or TV as it is too difficult to post accurate information. We will also post closings on the school web site: <http://www.usc.k12.mn.us>

Please use the above resources and DO NOT CALL THE SCHOOL.

In the event of a tornado warning (where a tornado has been sighted in the area) the students will not be dismissed from school, but rather they will be taken to the lower level hallways to sit in their protective position. Under these circumstances, students will be dismissed from school only if a parent comes to the principal's office for them. Please do not call and ask that they be dismissed to walk home, and do not go to the tornado shelter area to get them.

### **Transportation**

Bus transportation is provided for most students in the USC district. Student riders are expected to exhibit good behavior at all times on school busses and at boarding points. Inappropriate behavior may result in loss of bus privileges.

Because of our concern for the safety of all riders, video cameras have been added to the busses. If an incident is reported to the school or by a bus driver, the tapes are reviewed to help explain the situation. Students and parents involved in a disciplinary incident will be informed via our management system explained further below.



A bus referral form has been developed to be used in handling situations where students have caused problems for the bus drivers and school personnel. Administration and/or the School Resource Officer will work with the bus drivers and students when referral forms are forwarded to us. Students need to remember that all school rules apply to them from the time of departure from home until their return to home on the bus. Respect for others and property is a high priority, with safety the highest priority. We do not intend to ever compromise the safety of others for the privilege of you riding a school bus.

## **United South Central School Bus Management Plan**

### **Rules at the Bus Stop**

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street/road, always cross in front of the bus where the driver can see you.
8. Wait for the driver to signal to you before crossing the street/road.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.

### **Rules on the Bus**

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

### **Consequences**

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 extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Part of the discipline policy regarding bus riding involves the number of reported offenses by the driver. The procedure below clarifies the actions taken depending on the number of written reports. These pertain to all K-12 students.

- 1st written report: Discussion with student, parent called, and report sent home.
- 2nd written report: Discussion with student, parent called, report sent home, denial of bus privileges for up to three days and a conference involving the parent, student, principal, bus driver and transportation director.
- 3rd written report: Discussion with student, parent called, report sent home, denial of bus privileges for up to five days, and an immediate conference involving the parent, student, principal, bus driver and transportation director.

- 4th written report: Discuss the possibility of suspension of bus privileges for the rest of the year.

**Severe Clause:** In case of a severe disruption, immediate suspension may be deemed necessary. Incidents of this nature will be decided upon after consultation with the bus driver, transportation director and principal. Bus riding privileges may be suspended indefinitely. A conference involving the parent, student, principal, bus driver and transportation director will determine whether bus riding privileges will be reinstated or suspended for the remainder of the school year. Remember, riding the bus is a privilege.

**Other Discipline:** Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

**Records:** Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the department of public safety.

### **Personal Transportation Use**

Students who use their own transportation to school assume responsibility for their arrival time. Students who arrive at school tardy due to personal transportation problems may be unexcused, and the punitive procedure regarding an unexcused absence or tardy will be followed.

### **Reasonable Force**

Minnesota State Law 121A.582 states a school employee may use reasonable force when it is necessary under certain circumstances to correct or restrain a student or prevent bodily harm or death to another.

### **Dress Code**

The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean and non-offensive. Common courtesy means that appropriate dress, including footwear, must be worn at all times. Examples of inappropriate dress include, but are not limited to:

- Clothing advertising substances illegal for juveniles (examples: tobacco, beer, liquor, drugs).
- Clothing containing obscene, discriminatory, hate symbols or profane language or pictures.
- Clothing and accessories containing hate symbols, gang symbols (or colors), or clothing worn in a manner to identify gang membership.
- Coats, jackets, caps, sunglasses, and scarves should be placed in lockers upon arrival and must remain in lockers during the school hours of 8:20 - 3:06.
- Sweatbands for head and wrist, bandanas, sunglasses, gloves, hate symbols, and link chains of any kind are not allowed as dress accessories.
- No short shorts/skirts (must be longer than your fingertips when fully extended), spaghetti straps, bare midriffs, halter tops, one shoulder tops, backless tops, underwear showing, hoods or gloves worn etc. No exposed cleavage is allowed. The body will be appropriately covered for an educational setting.
- Any holes in jeans must be below fingertip length when fingertips fully extended.
- The waist of pants must be worn at waist level or higher.
- Chains, excluding necklaces, are not to be worn/used.
- Clothing and accessories containing spikes.
- Shoes with wheels must have wheels in the shoes at all times.
- Headbands worn cannot be disruptive to the learning environment.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, disrespectful, or profane. Students are also expected to adhere to the USC Dress Code Policy any time they are participating in a school sponsored activity. Students sent home will receive an unexcused absence/tardy for missed class time.

## **School Phones**

Every effort is made to avoid the interruption of class time for students and teachers. Phone messages from a parent/guardian will be delivered to students by the principal's office. The school telephone is available for use by pupils for emergency calls once they have received permission to use the phone.

## **Headsets, Pagers, Cell Phones and iPod/mp3 players (Nuisance items)**

Disturbances which interrupt educational opportunities and create theft problems may originate from headsets, pagers, cell phones, laser pens, iPod/mp3 players, and other related nonessential personal equipment. Any inappropriate use of cell phones, including but not limited to...inappropriate photographs, text messaging, and recording/videotaping will result in a behavior consequence and possible confiscation of the device. This may also include possible police referral. Cell phones are not allowed in the locker rooms during the school day of 8:20 - 3:06. Students bring these devices to school at their own risk. USC, its faculty and staff are NOT responsible for any damages, missing, or stolen devices/cell phones. If a student has a device stolen or damaged, the school will NOT take any financial responsibility. Students are requested not to bring these items to school. If these items are being used during the school day, they may be used before/after school, during a student's lunch period, and during passing times. During class time cell phones are only allowed in classrooms (with teacher permission), and in the high school office. Devices used in the hallways, and other areas of the building during class time require staff permission. The use of electronic devices during the lunch periods cannot be disruptive to others. Students will be assigned one unit of detention for each policy offense. Students in detention or ISS do NOT have electronic device privileges for personal devices during the day they are serving the detention or ISS. School issued devices may be used during detention and ISS with teacher permission. For a student serving ISS, electronic devices must be turned in to the high school office at 8:20, and will be returned to the student at 3:06 on the day of the ISS.

\*\* Electronic devices may be used in the classroom for educational purposes with teacher permission.

## **Book Bags & Purses**

Book bags, backpacks, fanny packs, and purses are not allowed to be carried during the school day. These items are to remain in the student's locker at all times after entering the school building.

## **Weapons**

Possession of a weapon will result in:

- Initial suspension for 3-5 days.
- Confiscation of the weapon.
- Contact with the police department.
- A recommendation to the superintendent that the student be expelled.

“Possession” refers to having a weapon on one's person or in an area subject to one's control on school property, at a school activity, or on a school bus.

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death.

Some examples of weapons are:

- Guns (including pellet guns, look-alike guns and nonfunctioning guns that could be used to threaten others)
- Knives
- Clubs
- Metal knuckles
- Numchucks

- Throwing stars
- Explosives, including Fire Crackers
- Stun guns
- Ammunition
- Incendiary devices (lighters, etc..)
- Shocking devices

A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

### **Skateboards**

Skateboards are not allowed on school busses, school bus stops or in the school buildings. Skateboards are not allowed to be used on any USC school property.

### **Minnesota Public Law 691**

Students and parents should be aware that Minnesota p.l. 691 mandates police to inform school officials of any violation of minor possession and consumption in the community. This also includes assaults (student and staff), felonies and the probation office. Under statute 260.161.sub1b, just report them to school officials and terroristic threats. These students will be referred to a pre-assessment team composed of teachers, counselors and administrators who will determine whether there is a need for intervention or outside referral. Any such referrals will be shared with co-curricular administrators.

### **Alcohol, Tobacco and Drugs**

Possession and use of alcohol are forbidden by state law to anyone under the age of 21 and tobacco to anyone under the age of 18. Possession and use of narcotics, without a prescription, is illegal at any age.

State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than the state legal age.

The school board does not permit the use or possession of tobacco, alcohol or narcotics on school premises, at school activities or on school buses.

No student shall, on school premises, in the school building, on school sponsored activity trips, or at school activities in other towns, use, consume or have in their possession, buy, sell or give away:

- any beverage containing alcohol
- any substance defined by law as a drug (unless registered with the principal)
- tobacco (including electronic cigarettes)

A student shall not use, consume or have in their possession alcohol, drugs, marijuana or tobacco during the school year or during the season of training for or participation in any activity sponsored by the school. Possession of any paraphernalia, with residue from use, is prohibited on school grounds. Any person found in violation will be referred to local authorities and suspended until a parent conference is held.

### **Tampering with Fire Alarms**

According to city ordinance, and based on Minnesota statute, it is unlawful to tamper with a fire alarm system, give a false alarm of fire or tamper with an auxiliary fire appliance (fire extinguisher). Violations of this ordinance shall be punished by a fine of not more than \$700.00 and/or by imprisonment in the county jail for not more than 90 days. A juvenile will be charged with a misdemeanor and subject to a fine. Any student who violates this ordinance will be subject to immediate suspension. Parents and the local law enforcement agency will be notified of such an infraction.

## **Suspensions and Expulsions**

Occasionally, it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MS 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from the school for any of the following:

- Willful violation of any reasonable school board regulation.
- Willful conduct that significantly disrupts the rights of others to an education.
- Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Suspension may be either In School Suspension (ISS) or Out of School Suspension (OSS). Students who are suspended for an ISS due to excessive detentions or a “behavior” issue and OSS suspensions, may not attend classes, co-curricular events or participate in school activities. Additionally, students who receive an ISS suspension (for the above mentioned reasons) may not visit the school grounds after the normal school day and OSS suspensions may not visit the school grounds at all and will only be readmitted after a parent conference is held. If a student receives a suspension, they will be expected to make up missed work.

Students may be suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office.

Expulsions may be imposed by the School Board upon recommendations by the principal. Expulsions may be for the remainder of the school year or less and may occur after the School Board has held a hearing in accordance with the law.

## **Student Lockers**

Each student is provided with a hall locker and is responsible for its maintenance. These lockers are the property of USC. Students must use the locker that is assigned to them by the high school office. It is the policy of the State of Minnesota that school lockers are the property of the school district. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. USC is not responsible for items lost or stolen from these lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. Drug dogs may also be used to search student lockers and vehicles at any time, without notice, without student consent and without a search warrant.

## **Care of School Property**

Normal wear on school property such as, but not limited to, lockers, books, desks, etc. is anticipated. However, abuse of school property will not be tolerated. School property which is abused will result in the student being financially responsible for its repair or replacement.

## **Lost and Found Articles**

The lost and found areas are located in the principal’s office. Please report lost items to the office. Often students believe something has been stolen that has merely been misplaced. The lost and found is disposed of at the end of the year.

## **Off Campus Behavior**

Students who wish to participate in school activities need to abide by the Student Code of Responsibilities. The Student Code of Responsibilities applies to student behavior irregardless of the time or location of a student’s infraction. A student who violates the Student Code of Responsibilities will be ineligible from school activities for a period of time as determined by school administration. Penalties are determined by factoring in previous penalties for similar offenses, the number of offenses the individual has committed and the severity of the offense.

## **School Sponsored Events**

Students participating in school sponsored events occurring outside the normal school day (examples: dances, fine arts and athletic events, field trips, club activities, etc.) are subject to established behavior expectations, dress code policy, and discipline policies.

## **Code of Ethics**

### **Student Code of Responsibilities**

The member schools of the MSHSL believe that participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
- Any allegation of sexual, racial, or religious harassment or violence may also constitute a violation of the Student Code of Responsibilities.

## **Penalty**

A student who is dismissed from a school event or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

## **Change in Contact Information**

Students and parents who change their residence, phone number and/or emergency contact person during the year should report it to the office immediately in order that the records may be kept up to date and so the school may continue contact with the family.

## **Pledge of Allegiance**

Beginning in the 2003-2004 school year, all public and charter school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted as follows:

- By each individual classroom teacher or the teacher's surrogate; or
- Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the pledge may elect not to do so, and students must respect another person's right to make that choice.

## **Field Trips**

A parent/guardian signed permission slip is required for each student before participating in a school endorsed out-of-town field trip.

## **Accidents**

Students are to immediately notify a staff member, or coach, if injured at school or while participating in a school activity.

## **Grade Changes**

Changes in the final grade occur only when a clerical or calculation mistake has taken place. The principal's office, in conjunction with the teacher, will handle appeals of this nature.

## **Classroom Rules**

Each teacher develops a short list of classroom rules that students will be expected to follow. The rules will be presented, discussed, and posted in the classroom so that all students will have knowledge of what is expected of them in order to be successful in each classroom situation.

## **Visitors**

Parents are encouraged to visit their child's school. We consider your visits to be an indication of your interest in your child and their school. As a matter of courtesy, we encourage you to make an appointment to see a teacher, counselor, or administrator. Students may not bring a visitor to school.

## **Posters and Notices**

Any notices to be displayed on school property must have authorization from the principal's office.

## **Distribution of Printed Materials**

Prior permission of the principal is required for the distribution or selling of pamphlets or printed materials in or around the USC schools.

## **Fund Raising Activities**

All fund raising projects must have administrative approval.

## **Age of Majority**

The age of majority in Minnesota is 18 years of age. However, all students, regardless of age, are required to follow the rules and regulations of the USC School District. Students the age of 18 or over must provide parent permission as required for younger students when requested by the school.

## **Abuse and Neglect**

In accordance with Minnesota stat. 626.556, Reporting and Maltreatment of Minors, all school personnel must report suspected abuse. The complete policy concerning mandatory reporting is available in the district office.

## **Duty to Inform**

School officials are obligated by law to inform authorities if any written or verbal threats are made by students against anyone.

## **Data Privacy Act**

The building principal shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with the written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:

- When school officials have a legitimate educational interest in the student's records.
- When student records are forwarded to other schools or post secondary education institutions to which the student transfers, applies for admissions or enrolls.
- When the student's records are in connection with financial aid for which the student has applied for or received.
- When it is for educational research, with permission of the superintendent. Researchers may review records and report information which does not identify individual students.
- To federal, state and local authorities when such information is specifically required by law.
- The school district may release what is termed student "directory information" which includes the fol-

lowing student information: student's name, address, telephone number, date and place of birth, sex, major field of study, participation in officially organized activities and sports, weight and height, dates of attendance, grade levels completed, awards received and previous educational institutions attended. If any parent, guardian or student (18 years or older) does not want this information to be released without prior written consent, they must notify, in writing, the superintendent's office. The following information must be included:

- name of student
- home address
- school presently attended by student
- parent's legal relationship to student
- specific categories of directory information that will not be made public without the parent's prior written consent

### **Religious, Racial, Sexual Harassment and Violence**

Everyone at District 2134 has a right to feel respected and safe. All schools will be places where students, staff, parents and community members can feel safe and free to learn without fear of harassment or violence. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind.

### **General Statement**

Under Title VII, it is unlawful for an employer to discriminate "against any individual with respect to the [individual's] compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex or national origin..." 42 USC. 2000e(2)(a)(1)(1982) and Minnesota statute 363.01 - 363.20, The Minnesota Human Rights Act. (The Minnesota definition specifically includes education.) The courts have consistently held that this prohibition against discrimination includes a prohibition against harassment.

The statute noted above relates to behaviors that occur in the classroom, on the bus and in the hallways. These behaviors are uncomfortable to others and are, in fact, illegal. We need to concentrate on behaviors that support each other and that do not cause discomfort to others. Some of the behaviors we want to eliminate are:

- telling sexual rumors
- ethnic slurs
- sexual and racial name calling
- religious slurs
- obscene gestures
- racially offensive jokes
- graffiti
- racial stereotyping
- body comments
- threats, demands
- teasing, taunting
- religiously offensive jokes
- insults, heckling
- religious stereotyping
- touching, grabbing
- dirty jokes
- offensive pictures

It is important to remember that this list is not complete. You can be reported by another student if that student finds your behavior unwelcome and uncomfortable. Each person is expected to keep their hands to themselves. This means that there will be no hitting, punching, tripping or pushing. Students and staff will not use foul language, call other people names, make sexual, religious or racial comments or make up stories about others. Inappropriate gestures and touch are not acceptable.

**Students are required to cooperate in a disciplinary investigation. Failure to cooperate will result in a consequence deemed appropriate by the administration.**



### **What's the big deal? Why should we care?**

- It's a crime and can result in prosecution.
- Students can be suspended or expelled.
- Employees can be disciplined and discharged.
- The "big picture": respectful behavior is the right way to act. It must be taught, modeled and continuously reinforced.

### **Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the USC School District. The school is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the USC School Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers will not be tolerated in the school or school district. Substantiated cases of bullying will be referenced from year to year making the level of consequences more severe.

The board prohibits harassment, bullying, hazing, or any other victimization of students and employees based on any actual or perceived traits or characteristics including but not limited to the following: age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry or national origin, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of the board, while on school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or school district.

If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. Upon receipt of a report, the school district will take appropriate action if the bullying concern has been substantiated. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who is a non-employee and who has who has regular, significant contact with students.

Bullying is when someone repeatedly and on purpose says or does mean or harmful things to another person who has a hard time defending himself or herself. Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Involves an aggressive behavior.
- Typically involves a pattern of behavior repeated over time.
- Imbalance of power or strength.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, Internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or written messages that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim,
- Physical conduct, treatment, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the individual,
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim,
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim,
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim, and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits,
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student, or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities, and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent of schools or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment. It also is the responsibility of the superintendent, in conjunction with the investigator, principals, and school resource officer to develop procedures regarding this policy.

The USC school administration also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The school administration will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The school administration shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the USC Board Policy manual
- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- and a copy shall be made for any person requesting one at the central administrative office at
- 250 2nd Ave. SW, Wells, MN.

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Cross Reference:

USC Policy 5140 (Bullying Prohibition Policy)

## USC Bullying/Harrassment Form

Reporter Name: \_\_\_\_\_ Staff  Student  Parent

In regard to the alleged incident:

Where did it occur? \_\_\_\_\_ When did it occur (date and approximate time)? \_\_\_\_\_

Who is the alleged harasser/bully? \_\_\_\_\_

Who is the alleged victim? \_\_\_\_\_

Description of the incident:

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Name(s) of Witnesses (if any): \_\_\_\_\_

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Evidence of harassment or bullying, i.e. letters, photos, etc. (Attach if possible): \_\_\_\_\_

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Types of Bullying (please check those that apply to your situation)

- Verbal bullying, including derogatory comments and bad names.
- Bullying through social exclusion or isolation.
- Physical bullying such as hitting, kicking, shoving, and spitting.
- Bullying through lies and false rumors.
- Having money or other things taken or damaged by students who bully.
- Being threatened or forced to do things by students who bully.
- Racial bullying.
- Sexual bullying.
- Cyber bullying (cell phones, internet).

*By signing below, I hereby state that I am being as truthful as possible in my description of the event listed above. I understand that I may face possible consequences if found to be making false accusations and/or deliberately misleading in my description of said incident.*

Reporter's Signature: \_\_\_\_\_

Date Reported: \_\_\_\_\_

### Protected Classes

*All students and employees, regardless of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socioeconomic status, or familial status are protected under this policy.*

Administrative Action Taken: \_\_\_\_\_

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## **Hazing Policy**

USC will follow Minnesota statutes, 121a.69 subdivision 2 prohibiting hazing activities.

## **Title IX Grievance Process**

It is the policy of United South Central not to discriminate on the basis of race, color, religion, national origin, sex or marital status, with regard to public assistance or disability, in its educational program, activities, or employment policies, as required by Title IX of the 1972 Educational Amendments and Minnesota statute 363.03.

The coordinator of employment systems shall serve as the district Title IX compliance officer.

Any district student who believes himself or herself to be a victim of discrimination on the basis of sex in violation of Title IX may file a grievance in writing with the compliance officer if not grievable by means of another grievance procedure. The grievance must be filed within seven calendar days of the alleged discriminatory act or conduct, or the grievance will be waived.

Upon receipt of a grievance within the required time frame, the compliance officer shall immediately forward the grievance to the student's principal for investigation. If, after investigating, the principal believes the grievance is without foundation, he or she shall so inform the complainant and the compliance officer within 15 calendar days of the compliance officer's receipt of the written grievance. If, after investigating, the principal believes there is a possibility that the charge is valid or has some foundation, he or she shall meet informally with the compliance officer, the complainant and the person against whom the complaint was filed to try to arrive at an equitable solution.

A complainant who is dissatisfied with the findings or the results of the informal conference may appeal to the board of education in writing within five days after being informed of the decision. The appeal must include the specific reasons why the complainant disagrees with the compliance officer's decision.

## **USC Health Office**

A Licensed School Nurse will assess the health needs of the child and coordinate with staff, family, health care providers and community agencies in order to provide a comprehensive school health program that facilitates the maximum educational opportunity for the student. The school nurse is usually available from 8:00 a.m. to 4 p.m. daily, or by appointment, and the part time health aide will be available periodically during the day from 8:00 a.m. to 2:10 p.m. daily. Parents are encouraged to call the health center regarding their student's illness or need for special arrangements after illness or injury. Any inquiries of health office policy or procedure should be directed to the Licensed School Nurse.

Emergency information should be completed each school year by the parent or guardian. This will be on file in the health office for each individual student. An emergency contact is also requested in the event you are not available for an emergency.

If the nurse feels your child's condition warrants his or her leaving school, parents will be contacted so that efforts can be made to pick up your child as soon as possible. Contagious conditions reported to the health office will result in a student being excluded from school. Some examples are:

- Chicken pox
- Pink eye
- Skin eruptions, impetigo or suspicious rash
- Vomiting
- Abnormal temperature (100 degrees F. orally or above)
- Scabies

Your child should be healthy before returning to school. The child should be fever free without the aid of fever reducing medications for 24 hours before returning to school. The child should not be vomiting or have vomited for 24 hours before returning to school.

## **General Statement of Medication Policy**

The administration of prescription and nonprescription medication or drugs requires a completed, signed request from the student's physician and parent. The school district may rely on an oral parent request to administer medication or drugs for up to two school days, after which a written authorization is required.

- The administration of prescription and non prescription medication or drugs requires a completed, signed request from the student's parent. The school district may rely on an oral parent request to administer medication or drugs for up to two school days, after which a written authorization is required.
- An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription requirements for administration occurs.
- Prescription medication must come to school in the original container labeled for the student by a pharmacist, in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- Nonprescription medications to be administered by the school district must come in the original container.
- The school must be notified immediately by the parent or student, 18 years old or older, in writing of any change in the student's medication or if the medication is no longer required . A new container label with new pharmacy instructions shall be required within two days of the change.
- For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student's file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. 123.35, subd. 17(2) or (3) 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

## **Not Covered by this Policy**

Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine.

- Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.
- Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- Drugs or medicine used at school in connection with services for which a minor may give effective consent are not governed by this policy.
- Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - the district has received a written authorization from the pupil's parent permitting the student to self-administer the medication.
  - the inhaler is properly labeled for that student and the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit a written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into

the student's school health record a plan to implement safe possession and use of asthma inhalers. "Parent" for students 18 years old or older is the student.

### **Immunizations**

Minnesota State Law 121A.15 requires that children enrolled in a Minnesota schools to be immunized against certain diseases, allowing for certain specified exceptions. Vaccines included in the law are Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B and Varicella. A student may enroll or remain enrolled if the immunizations are up to date, they are in the process of completing the immunizations in accordance with the immunization schedule guidelines, if there is a medical exemption or they are conscientious objector. Medical exemptions must be signed by the medical provider, and a conscientious objection must be signed by the parent and notarized. If your student is not in compliance with the law, the licensed school nurse will notify you that your child is not allowed to attend school until he/she can provide proof of up to date immunization or the process of becoming immunized according to the immunization state guidelines. New students to the district have thirty days to provide proof of immunization.

### **Media Center**

- The United South Central media program will strive to provide:
- intellectual access to information.
- physical access to information.
- learning experiences that encourage users to become discriminating consumers and skilled creators of information.
- leadership, instruction, and consulting assistance in the use of instructional and informational technology.
- resources and activities that contribute to lifelong learning.

In addition to print and non print resources, each of our media centers offers Internet access with subscriptions to educationally sound web sites.

The following guidelines are to be followed when using our media centers:

- No food or beverages are allowed in the media center.
- Materials must be returned in good condition. Students are required to pay for any materials that are damaged or lost.
- Students with overdue materials will not have media center privileges until those materials are returned or renewed.
- Games are not allowed on the Internet. Students must have an educational need to be on the Internet.

### **Internet Policy**

#### **Purpose**

The purpose of this policy is to set forth policies and guidelines for acceptable use of the Internet at USC Schools.

#### **General Statement of Policy**

In making decisions regarding student access to the Internet, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world.

The school district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

## **Responsibility of Use**

- Users are prohibited from using school district Internet resources or accounts for the following purposes:
- To access, upload, download, or distribute pornographic, obscene or sexually explicit material
- To transmit or receive obscene, abusive or sexually explicit language
- To violate any local, state or federal statute
- To vandalize, damage or disable the property of another person or organization
- To trespass in others' folders, work or files
- To violate copyright laws, or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer
- Damaging computers, computer systems or computer networks
- Unauthorized commercial use or financial gain
- Intentionally wasting limited resources

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature.

## **General School Rules for Behavior and Communications**

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

## **Filter**

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

- Obscene;
- Child pornography; or
- Harmful to minors.
- The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.



## Sanctions

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.

## Internet Use Agreement

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school.
- This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- The Internet Use Agreement form must be read and signed by the user and the parent or guardian. The form must then be filed at the school.
- Parents should be aware that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.

## United South Central Nutrition Policy

United South Central Public Schools recognizes that the nutritional status of children helps determine the overall quality of their health and their ability to learn. The USC Food Service offers a variety of programs and nutritious choices at all schools. Students who eat a nutritious meal feel and perform better in the classroom.

## United South Central Food Service Programs "Offer Vs Serve"

USC is an "Offer vs Serve" meal pattern. "Offer vs Serve" is a provision in which all food components are offered each day, but students have the option of declining 1 or 2 of the food items.

## Breakfast Program

Breakfast is offered each regular school morning. It is not available on the days of district two-hour late starts. A breakfast meal consists of a minimum of the following meal components:

- 1 serving (1/2 pint) Milk
- 2 servings Fruit or Vegetable
- 2 servings of Bread/Bread alternative or  
1 serving of Bread/Bread alternative and 1 serving of Meat/Meat alternative

| <b>Breakfast Meal Prices</b> | <b>1-6</b> | <b>7-12</b> |
|------------------------------|------------|-------------|
| • Regular Price              | 1.25       | 1.35        |
| • Reduced Price              | N/C        | N/C         |
| • Free                       | N/C        | N/C         |
| • Additional Milk/Juice      | .50        | .50         |

Kindergarten students and students who qualify for reduced price meals will receive free breakfasts.

## Lunch Program

A lunch meal consists of a minimum of the following meal components:

- 1 serving (1/2 pint) Milk
- 2 servings of Vegetables
- 2 servings of Fruit
- 2 servings Bread
- 1 serving Meat/Meat alternative

## Lunch Meal Prices

|                   | <b>K-6</b> | <b>7-12</b> |
|-------------------|------------|-------------|
| • Regular Price   | 2.50       | 2.70        |
| • Reduced Price   | N/C        | N/C         |
| • Free            | N/C        | N/C         |
| • Additional Milk | .50        | .50         |

## Computerized Meal System

USC has a prepaid meal accounting system which means money needs to be deposited in their accounts prior to eating the meal. Money can be turned into the Elementary and High School offices or the District Business Office. Any dollar amount can be deposited into your child's account.

## Free and Reduced Meal Applications

Parents who feel their children may qualify for free or reduced meal benefits should complete the application received in the preschool mailing. Additional forms may be obtained in the school office or school website. Return the application to the Food Service Director as soon as possible. Families must apply each year. Meal benefits begin when the application is approved.

## Certification for Free School Meals

Certification approval for free meals is based on Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP), or foster care system data provided to the school district by the Minnesota Department of Education. It is not necessary to complete an application for Educational Benefits if you receive a notification letter from the school district.

## Special Meals Request

All meals served must meet patterns established by the U.S. Department of Agriculture. However, if a child has been determined by a physician to have a disability and the disability prevents the child from eating the regular meal, this school will make modifications or substitutions prescribed by the physician at no additional charge. Certification from a medical doctor must be obtained if special meals are needed and requested. Forms can be obtained from the school health office.

“Lactose-Free Milk” - Upon written request of the parent, lactose-free milk is available for those students who are lactose intolerant. If a parent wishes to replace the regular milk with juice, rather than the lactose free milk, a Drs. order needs to be obtained. The form is available from the school health office.

## Minnesota Kindergarten Milk Program

Students who choose to take milk for break will need to pay \$12.00 a year for their milk. The MN State Government will pay for the remaining half.

## Milk Break

Students in Grades 1-4 who choose to take milk for break will need to pay \$47.00 a year for their milk. This is an optional program and is NOT included in the Free and Reduced Meal program.

## Meal Program for Grades 3-6

Students have the option to choose between the main menu, sandwich of the day, and the salad line each day.

## High School Meal Programs

Students have the option to choose between the main menu, sandwich of the day, and salad line each day, as well as an Ala Carte menu.

Students have the option of purchasing additional Rebel Cafe food items

- Extra Entrée \$1.00 to 2.75
- Extra Milk .50
- Extra Juice .50

## Elementary

# USC Elementary Behavior Plan Summary

### AT USC ELEMENTARY SCHOOL WE ARE:

- **Respectful/Honorable** Show consideration for others. Appreciate our peers and teachers
- **On Time** Ready for the day. Eager to participate. Punctual.
- **Prepared** Review our assignments. Have homework completed.  
Always have necessary materials.
- **Responsible-Dependable** Give it our best. Make positive decisions.

**Behavioral and Academic Communication Between School and Home:** A **Behavior Log** is used as a communication tool between staff and parents/guardians. It is an organized system for recording and keeping track of student behavior. An **Assignment Notebook/Planner** is an organizational system for students to keep track of their daily assignments and used for parents/guardians to see what has been assigned and if their son/daughter has completed his/her work. **To promote communication between home and school, we ask that parents/guardians sign the Assignment Notebook daily. We also ask that parents/guardians sign the Behavior Log daily where it says “Parent Sig.” to ensure they are aware of their child’s behavior in school.**

**Elementary School Behavior Plan:** How do students receive a step? Students may receive a step for breaking any of the rules/policies stated in the USC Handbook. Please read it thoroughly so you are aware of all student expectations. They may also receive a step for not having homework finished or materials with them, getting caught in the hallway without a pass or permission, misusing drinking water containers, being tardy for class, and not getting parent/guardian signatures in their Behavior Log and Assignment Notebook/Planner.

### Consequences for each step a student receives:

- Step 1**
- A. Verbal Warning
  - B. Written in student log
  - C. Parent/Guardian discuss incident with child at home and sign log
- Step 2**
- A. Verbal Warning
  - B. Written in student log
  - C. Short conference with the teacher
  - D. Parent/Guardian discuss incident with child at home and sign log
  - E. Loss of special activity reward
- Step 3**
- A. Written in student log
  - B. Parent/Guardian discuss incident with child at home and sign log and form
  - C. Behavior form is filled out by teacher and student
  - D. Student will have to miss Reward at end of the quarter
  - E. Copies of forms are distributed to appropriate people:
    1. White copy – goes home to parent(s)/guardian(s) to sign and must be returned the very next day- If not, it becomes an automatic Step 4
    2. Yellow copy – Staff giving the step keeps
    3. Pink copy – Prime Time teacher keeps
    4. Goldenrod – Principal keeps

- Step 4**
- A. Behavior form is filled out and parents are contacted by the principal who will have the child explain to the parent/guardian how he/she earned a Step 4.
  - B. Parent/Guardian discuss incident with child at home and sign log and form
  - C. Copies of Behavior forms are distributed to appropriate staff
  - D. Student will have consequences assigned by the principal (recess detention and miss Rebel Bingo)
    - 1st Step 4 Detention(s) and miss Quarter Reward
    - 2nd Step 4 Detention(s) and miss Quarter Reward
    - 3rd Step 4 Detention(s)/Parent Conference and miss Quarter Reward
    - 4th Step 4 In-school suspension and miss Quarter Reward
    - 5th Step 4 In-school suspension and miss Quarter Reward
    - 6th Step 4 Out of school suspension and miss Quarter Reward

**Severe Clause** – Severe clause is an automatic Step 4 and possible ISS or OSS and includes but is not limited to the following acts:

Cheating on homework/tests (students in grades 3-6), getting a written bus warning, forging a parent/guardian’s signature on anything, skipping class, refusal to cooperate with staff, severe disruption, extreme insubordination, threats of violence or property damage to student or staff member, stealing, vandalism, fighting/assault, hitting/pushing/shoving a staff member, swearing at staff, possession or use of alcohol/drugs/tobacco on school premises or during school day or school sponsored event, possession of dangerous weapons. A student will also receive a Step 4 if he/she tries to hide a step given by a staff member by crossing it off or erasing it in his/her behavior log.

Every two weeks, the students are allowed to do a special activity if they have not received a Step 2 or higher over a two-week period. After two weeks for students in grades 5-6, one week for students in grades 3-4, and daily for students in grades K-2, the student’s record is cleared, and all steps are erased except Step 4’s. Step 4’s accumulate and consequences get more severe with the more a student receives. If a student receives a Step 4 and gets another step, he/she will receive a second Step 4 instead of starting back at a Step 1.

Students who discover they have lost, misplaced, or left their Behavior Log at home may contact the office for a duplicate. The office will then issue a log marked **DUPLICATE**. This duplicate log will then be initialed and dated without any penalty to the student. The original log must replace the duplicate the very next day. If the original log is not returned, a Step 1 will be assigned to K-4 graders and a Step 3 to 5-6 graders.

Several behavior skills will be taught and reviewed throughout the year to help all students learn and practice responsible, respectful, and safe behavior. Students will be taught the behavior skill for the week, and the older students will write these skills on the back of their behavior logs. Parents/Guardians should review and discuss them weekly with their son/daughter. These skills will also be stressed by all staff in classes throughout the year.

**General Step Behavior Plan Information:**

- Any adult working in the USC School District may give students a step.
- Every two weeks students in grades 3-6 are allowed to do a special activity if they have not received a Step 2 or higher over a two-week period. After two weeks, the student’s record is cleared, and all steps are erased, except for Step 4’s.
- Steps accumulate horizontally by class above the bold line on the Behavior Log. Below the bold line, in the gray area, steps accumulate at random.
- This behavior policy also pertains to students performing at evening/weekend school concerts and plays.

- Students will receive 2 steps instead of 1 maxing out at a step 4 for behavior steps given by a substitute staff member.

### **Headsets, Pagers, Cell Phones and iPod/mp3 players (Nuisance items)**

Disturbances which interrupt educational opportunities and create theft problems may originate from headsets, pagers, cell phones, laser pens, iPod/mp3 players, and other related nonessential personal equipment. Students are requested not to bring these items to school. If these items are found being used before and during the school day, the following consequences will result:

First offense - Item will be confiscated, parents will be notified and student can pick up item at end of the day. A behavior step will be given.

Second offense - Item will be confiscated and parents will be notified to come and pick up the item. A behavior step will be given.

Third offense – Item will be confiscated and parents will be notified of the third offense. Students will be required to turn phone in to the office before 8:20 AM and can retrieve the phone after 3:02 PM for five consecutive school days. Any day missed, when student is in attendance automatically starts the 5 days again. Any additional offenses will result in the same consequence. A behavior step will be given.

### **Change of Routine**

Notes (written by parent/guardian) **MUST BE SENT** with students if there is a change in their daily routine. It is essential that teachers know where children are to go at the end of the school day. Written notes are a reassurance to both the student and teacher. Verbal communication is very confusing and sometimes misunderstood by children, especially at the lower grade levels. **Notes are a MUST for students who are transported. If we do not have a written note, students will be sent to their usual destination.**

### **Release from Class**

Notes will be required if your child is to be excused from physical education classes or noon hour activities for a certain length of time.

### **Bus Passes**

A bus pass is required for: 1) town students riding a bus or 2) transported students riding a bus other than their regular scheduled bus route. A written note from the guardian/parent must be brought into the office in order to receive a bus pass. All notes must be signed and dated.

### **Pets**

Pets are welcome at school provided the parents arrange a designated visiting time with the classroom teacher.

### **School Grounds**

Please use the designated playground for recess and play time. Please stay on the sidewalks so that the grass may have a chance to grow. Fighting or throwing snowballs on the school grounds is forbidden.

Parents, please do not park automobiles in any of the **HANDICAP DESIGNATED AREAS** at any time. Do not park east of the school on the west side of Highway 22. Parking is also off limits on the south side of the school where busses load and unload students.

There has been an occasional problem with dogs being on the playground during school hours. It usually is too much excitement for the dog and everyone else. Please make sure to check when your child leaves for school to see that their pet isn't following them.

## **Elementary Parties and Room Parents**

There will be three school parties planned on a cooperative basis by students, parents, and the classroom teacher. The classroom teacher will inform parents regarding party treats or money donations. Please contact your child's classroom teacher if you would be interested in helping in the classroom with parties, field trips, etc.

## **Birthday Celebrations**

Please do not distribute birthday invitations during school time. Doing this causes hurt feelings for those who are not included. Classroom birthday celebrations will not include food or beverages. Due to student allergies and diet restrictions, we are not allowing parents to bring in food or beverages for your child's birthday. Besides our concern for student health issues, this has also been a financial strain on some families in the past. Teachers will be finding alternate ways to make your child's birthday special for him/her.

## **Report Cards**

Report cards will be given out every nine weeks (4 times per year). Please watch parent newsletters for the four dates of distribution.

## **Grades 5 and 6**

### **Philosophy**

Our fifth and sixth grade program is designed to meet the academic and social needs of the children at this age. It offers a gradual progression from the elementary setting to the high school setting, recognizing that these years are ones of intense physical, mental, social and emotional growth and change.

We, in the development of this program, commit ourselves to providing a climate that allows our children to maximize their academic achievement while developing positive, consistent self-image and fostering personal responsibility and social growth. Instructional and support activities will be designed or modified as needed to provide for these special needs of our children.

### **Goals**

To carry out its philosophy, our fifth and sixth grade program places high priority on the following goals for its students:

**DEVELOPMENT OF A SENSE OF BELONGING:** Provide a welcoming environment fostering trust between students, adults, and peers. Guarantee each student daily access to a staff member who provides support and guidance.

**DEVELOPMENT OF A POSITIVE SELF-CONCEPT:** Create an environment which encourages the student to understand themselves, enabling them to make responsible decisions and demonstrate respect for others.

**ACQUISITION OF BASIC SKILLS AND KNOWLEDGE:** Recognize that staff of all academic areas are responsible to provide opportunity for students to develop and master those skills basic to social and academic participation in society.

**EXPLORATION:** Assist students in developing competence, independence, and decision-making skills through a variety of educational experiences.

**TRANSITION:** Provide opportunity for students to understand their present growing and changing environment and to prepare them for decision-making in the future. **Your behavior in school should always be guided by the principle of common courtesy.**

### **Teaching and Enforcing Positive and Productive Behavior**

- Staff intend to help develop long-term positive and productive behavior skills by establishing a program culture where the behavioral expectations become part of the life of each student. Learning and achievement are going to happen. To make sure it happens, we will establish and consistently enforce a clear set of expectations, consequences, and rewards throughout our program. To make sure students learn to be responsible for their own behavior, we will teach and reinforce the skills of positive and productive behavior.

## Expectations

- Be prompt and prepared
- Respect Authority
- Respect the rights of others
- Respect property
- Display a concern for learning
- Display appropriate social skills
- Display appropriate character

## Grading Policy

The following is the fifth and sixth grade Grading Scale used in all classes:

|    |   |        |    |   |       |
|----|---|--------|----|---|-------|
| A  | = | 93-100 | A- | = | 90-92 |
| B+ | = | 87-89  | B  | = | 83-86 |
| B- | = | 80-82  | C+ | = | 77-79 |
| C  | = | 73-76  | C- | = | 70-72 |
| D+ | = | 67-69  | D  | = | 63-66 |
| D- | = | 60-62  | F  | = | 0-59  |

Extra Credit: Students will not be given the opportunity to do extra credit unless 100 % of their work is completed at quality level. The decision to give extra credit is up to each teacher.

## Progress and Grading

These concerns should be kept in mind:

- Grades are based upon classroom work, assignments, and behavior. Letter grades are assigned for academics. Numeric grades are assigned for work habits.
- Report cards are issued at the end of each quarter. Final grades are recorded at the end of each year.
- Student behavior and academic progress determine eligibility for activities, honors and special awards.
- Parent-teacher conferences will be held twice a year.
- Students are responsible for assigned homework. After any absence from class, the student must contact the office for the make-up sheet.
- Two weeks after the end of the quarter, an incomplete grade will become an F.

## High School

### Graduation Requirements

Graduation from USC School is granted to pupils who are certified to the Board of Education by the Superintendent as having earned the required number of credits. Students need to have successfully completed 46 credits at the time of graduation to participate in the graduation ceremony. They will receive their diploma when they have successfully completed 48 credits. Algebra II will be required for the classes of 2013 and on. Students in the classes of 2015 and on must earn 2 biology credits and 2 chemistry or physics credits. The Personal Finance/ College Career Exploration course is required for the classes of 2018 and on.

Required credits for graduation must be in the following areas:

- 8 Semester credits in Language Arts
- 8 Semester credits in Social Studies
- 6 Semester credits in Math (1 year of Algebra II for Class of 2013 and beyond)
- 1 Semester credit in Physical Education
- 1 Semester credit in Health and Safety
- 6 Semester credits in Science
- 2 semester credits in the Arts

- A student will take 6 subjects per semester/quarter.
- A student may take 7 subjects per semester/quarter.
- A student must complete an approved college readiness exam.

**Grading System**

The school year is divided into 4 grading periods, each approximately 9 weeks long. A midterm progress report may be distributed at the end of the four and one half weeks of each quarter. A report card giving final grade in each subject will be issued online after each quarter is completed.

The GPA appears on each report card and is computed by following this procedure: multiply the number of grades by their value, sum and divide by the number of credits.

A student’s class rank is his/her standing according to their GPA. A student’s rank in their class is printed on each report card Issued (RANK in lower right hand corner of report card). It is also available from the High School Principal’s Secretary.

**Grading Scale**

|    |   |       |    |   |                   |
|----|---|-------|----|---|-------------------|
| A  | = | 4.000 | D+ | = | 1.330             |
| A- | = | 3.670 | D  | = | 1.000             |
| B+ | = | 3.330 | D- | = | 0.670             |
| B  | = | 3.000 | F  | = | 0.000             |
| B- | = | 2.670 | P  | = | Pass              |
| C+ | = | 2.330 | I  | = | Incomplete        |
| C  | = | 2.000 | W  | = | Withdraw Failing  |
| C- | = | 1.670 | SA | = | Suspended Absence |
|    |   |       | FT | = | Field Trip        |

**Homework Policy for Grades 7-12**

Homework is a required part of the USC instructional program. It is to be assigned regularly, and is considered a rule rather than an exception.

**Rationale for Homework and a Homework Policy**

1. Homework is a legitimate, expected part of the total educational process - an extension of learning for which parents, teachers, and students are responsible. The schools have the responsibility for assigning meaningful homework; parents have the responsibility to manage this critical study time and become full partners in the learning process; and students have the responsibility to perform the assignments with diligence.
2. Homework assignments are an excellent means of increasing the time on a task necessary for learning. Homework is expected to be completed by the assigned due date. Generally, deductions will be applied to late work. Exceptions will be made on an individual basis.

**How Important is Your High School Record?**

Employers always contact the high school to find out all they can about an individual they are considering for a job. We are asked to furnish information of students general attitude toward school, attendance, dependability, scholastic achievements, cooperativeness, initiative, and many other things. A student’s first job is often their most important job because it will determine, to a great degree, where students end up in life. A student’s high school record may be the most important recommendation they have for their first job.

**Withdrawal Fail**



Students who take a withdrawal fail (WF) for a class will immediately be ineligible for any activities for a full week starting on the Monday after the WF is placed on the transcript. If the WF happens on a Monday, the ineligibility will start immediately.

**Behavior Plan Specifics for seventh and eighth graders:**

A Behavior Log is used as a communication tool between staff and parents/guardians. It is an organized system for recording and keeping track of student behavior. An **Assignment Notebook/Agenda Book** is an organizational system for students to keep track of their daily assignments and used for parents/guardians to see what has been assigned and if their son/daughter has completed his/her work. With the exception of lunch/recess, students will carry an Assignment Notebook/Agenda Book at all times. Teachers and parents/guardians must check to see that Behavior Logs are being utilized each day. **To promote communication between home and school, we ask that parents/guardians sign the Assignment Notebook/Agenda Book daily next to each specific day's assignments. We also ask that Parents/Guardians sign the Behavior Log daily where it says "Parent Sig." to ensure they are aware of their child's behavior in school.**

**7th and 8th Grade Behavior Plan:** How do students receive a step? Students may receive a step for breaking any of the rules/policies stated in the USC Handbook. Please read it thoroughly so you are aware of all student expectations. They may also receive a step for not having materials with them, getting caught in the hallway without a pass or permission, misusing drinking water containers, being tardy for class, and not getting parent/guardian signatures in their Behavior Log and Assignment Notebook/Planner.

**Consequences for each step a student receives:**

- Step 1**
- A. Verbal Warning
  - B. Written in student log
  - C. Parent/Guardian discuss incident with child at home and sign log
- Step 2**
- A. Verbal Warning
  - B. Written in student log
  - C. Parent/Guardian discuss incident with child at home and sign log
  - D. Student will have to miss two week log reward
- Step 3**
- A. Written in student log
  - B. Parent/Guardian discuss incident with child at home and sign log and form
  - C. Behavior form is filled out by teacher and student
  - D. Student will have to miss two week log reward
  - E. Copies of forms are distributed to appropriate people:
    - 1. White copy - goes home to parent(s)/guardian(s) to sign and must be returned the very next day - If not, it becomes an automatic Step 4
    - 2. Yellow copy -staff giving the step keeps this copy
    - 3. Pink copy - goes to Prime Time teacher
    - 4. Goldenrod -goes in student file for that school year
- Step 4**
- A. Written in student log
  - B. Behavior form is filled out and parents are contacted by an administrator or teacher who will have the child explain to the parent/guardian how he/she earned a Step 4.
  - C. Parent/Guardian discuss incident with child at home and sign log and form must be returned the very next day
  - D. Copies of Behavior forms are distributed to appropriate staff
  - E. Student will have consequences assigned by the principal (detention and miss quarter log reward)

|                             |  |
|-----------------------------|--|
| 1st Step 4 thru 5th Step 4  | Detention(s) and miss Quarter Reward   |
| 6th Step 4                  | In School Suspension (1 day) and miss Quarter Reward                                   |
| 7th Step 4 thru 10th Step 4 | Detention(s) and miss Quarter Reward   |
| 11th Step 4                 | In School Suspension (2 days) and NO after school activities during the 2 days of ISS. |

This series of detentions and ISS consequences will start over again at 1 - once the student has served a two day ISS for detention 11.

**Severe Clause** – Severe clause is an automatic Step 4 and possible ISS or OSS and includes but is not limited to the following acts:

Cheating on homework/tests, getting a written bus warning, forging a parent/guardian’s signature on anything, skipping class, refusal to cooperate with staff, severe disruption, extreme insubordination, threats of violence or property damage to student or staff member, stealing, vandalism, fighting/assault, hitting/pushing/shoving a staff member, swearing at staff, possession or use of alcohol/drugs/tobacco on school premises or during school day or school sponsored event, possession of dangerous weapons. A student will also receive a Step 4 if he/she tries to hide a step given by a staff member by crossing it off or erasing it in his/her behavior log.

Every two weeks, the students are allowed to do a special activity if they have not received a Step 2 or higher over a two-week period. After two weeks the student’s record is cleared, and all steps are erased except Step 4’s. Step 4’s accumulate and consequences get more severe with the more a students receives. If a student receives a Step 4 and gets another step on that same log during that same class/period, he/she will receive a second Step 4 instead of starting back at a Step 1.

Students who discover they have lost, misplaced, or left their Behavior Log at home may contact the office for a duplicate. The office will then issue a log marked **DUPLICATE**. This duplicate log will then be initialed and dated and will result in an automatic step 1. The original log must replace the duplicate the very next day. If the original log is not returned, a Step 2 will be assigned.

Several behavior skills will be taught and reviewed throughout the year to help all students learn and practice appropriate and respectable behavior. Students will be taught the behavior skill for the week, and the students will write these skills on the back of their behavior logs. Parents/Guardians should review and discuss them weekly with their son/daughter. All staff in classes throughout the year will also stress these skills.

**General Step Behavior Plan Information:**

- Any adult working in the USC School District may give students a step.
- Every two weeks students are allowed to do a special activity if they have not received a Step 2 or higher over a two-week period. After two weeks, the student’s record is cleared, and all steps are erased, except for Step 4’s.
- This behavior policy also pertains to students performing at evening/weekend school concerts and plays.

**Retention/Promotion Policy**

For 7th & 8th grade students, successful completion of all core curriculum areas is necessary for them to be advanced from one grade level to another. Core courses are those in the curriculum areas of English, Science, Social Studies, and Mathematics. Students are required to pass all core curriculum classes. If a student fails any core class for the school year, he/she will be required to repeat the course and pass it. Students who fail 2 or more core classes will need to make up the credits in a summer school program or repeat the entire grade. IEP Teams will determine summer remediation needs for students on an IEP.

High School students (grades 9-12) must pass their required classes (English, Science, Social Studies, Mathematics) along with enough elective courses to equal 48 credits. This requirement is in addition to completing any required approved college readiness exam(s). Students who achieve at grade levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

### **Evening School Credit Recovery**

Students who are deficient in credits may earn additional credits through evening school credit school recovery. Students who are eligible to attend evening school will not be dismissed from USC schools before 2:45.

### **Incompletes**

No separate report card/notification is issued for completion of incompletes. The final grade is recorded on the following semester's report card. Students have two weeks from the end of each quarter to make-up any incompletes or may result in a failing grade.

### **Honor Roll**

An honor roll will be prepared after each semester listing students with an "All A" (4.000), "A" (3.500), and a "B" (3.000) average for each semester. A student cannot make the honor roll with a "D" in any subject.

### **Permanent Record**

A transcript is maintained for each student. This record includes grades, extra curricular activities, grade-point average (GPA), class rank, credits earned, and attendance figures. When a student needs a copy of his/her permanent record for college or technical school application, for transfer to another school, or for job references, they should contact the high school office. Such copies called TRANSCRIPTS, are available to the student and his/her parent upon written request.

### **Grade Change**

Changes in the final grade occur only when a clerical or calculation mistake has taken place. The principal's office, in conjunction with the teacher, will handle appeals of this nature.

### **Schedule Changes**

Students may be allowed to make schedule changes through the first 4 days of each semester.

### **Edu 44**

The State of Minnesota authorizes U.S.C. to shorten a student's school day by one period as long as the released time meets educational objectives. The program is approved on a semester basis, and students who feel they may qualify must report to their assigned advisor the 1st day of each semester in order to be eligible.

### **Dropping A Class**

A student may drop a class during schedule change week before each semester starts. Late schedule changes will not be accepted unless:

- A student with extenuating circumstances makes a request. Approval by the teacher, counselor, principal and parent is necessary to accomplish the change.
- Classes may be dropped only after all signatures are obtained and books have been returned.
- A student who has exceeded the maximum absence rule (see attendance policy) and is being denied credit in the class may drop a course with a grade of F or No Credit (see attendance policy for clarification of grading) and be assigned to a supervised study hall.

### **Closed Campus**

USC will enforce a closed campus policy during lunch. Students may not leave campus, loiter in the parking lot, or ride/drive/sit in vehicles during the school day. Exceptions for student driving and leaving campus may

be made with parent permission. Students in violation of the closed campus policy will receive one unit of detention and possibly a student Code of Conduct violation.

### **Cafeteria/School Commons**

Students will eat their breakfast and lunches in the Cafeteria/Commons area. All food or beverage brought into or purchased at USC should be eaten in the Cafeteria/Commons area. Place all waste paper into the containers provided. Students will respect the cleanliness of our school. Students are expected to refrain from littering paper, cans, bottles, wrappers, or other trash. Students found littering in the Cafeteria/Commons or in other school building areas will receive appropriate discipline. Food and beverages are only allowed in the Cafeteria/Commons area. Students may have water in the classrooms unless the teacher disallows it. No food or beverages are allowed outside of the Cafeteria/Commons area except with staff permission. Food/drink purchased from vending machines must either be eaten in the Commons or remain in a closed package/container and carried to student locker. Students will remain in the Commons area or designated outside areas during lunchtime. Students will only be allowed in all other areas of the building during their lunchtime with staff permission.

All students are expected to be in class and ready to learn at 8:20. Students unexcused tardy to any class due to loitering in the Commons area, without permission, will receive a consequence deemed appropriate by administration; detention, ISS, OSS.

### **Driving, Parking, Traffic Rules**

Students who drive to school do so at their own risk and USC is NOT responsible for the vehicle, personal injury, damages or theft. Driving and parking at school are privileges provided to students who show responsible behavior and respect for the rules. Students violating these rules may have parking privileges suspended or banned on school property.

- All drivers should follow posted directions when entering school property and when driving on school grounds.
- Parking in restricted zones is prohibited and subject to ticketing. Improperly parked vehicles may be towed at the driver's expense.
- Motor vehicles, when driven to school by students, are not allowed to be moved from the parking lot or occupied during school hours without permission from the high school office.
- Students are required to obey all traffic codes, including school area speed limits, pedestrian right-of-way, etc...
- ATV's snowmobiles, dirt-bikes, golf carts, farm equipment, or any vehicle that is not legal to drive on streets or roads, will not be allowed on school property without permission from the office.

Vehicles on school property will be subject to the same privacy laws as all property in the school building and lockers. Law specifies that schools have "reasonable" search rights on all school property, including cars in parking lots. School officials or law enforcement officers, at school request, may search any car parked on USC property. Remember it is a privilege to drive and park on USC campus.

### **Commencement**

A student who participates in graduation exercises must be a full-time student spring semester or an official early graduate. Students must have completed all graduation requirements and have all credits completed to participate in commencement exercises. Any student who is an exception to this must have approval from the principal to participate in graduation exercises. All students participating in commencement exercises must wear appropriate commencement attire and adhere to the USC Dress Code Policy. Participation in commencement is not a right. Student conduct and student achievement are both required to be eligible for this time honored tradition. Additionally, all obligations (library books returned, classroom textbooks returned, school technology

devices returned, fines paid, lunch bills paid, behavior consequences completed, etc...) must be cleared before a student will be eligible to participate in commencement services and/or receive a diploma. Students may only participate in ONE graduation ceremony.

### **Prom**

The Junior/Senior Prom is sponsored by the junior class each spring at United South Central High School with the following guidelines:

- No students will be allowed into the dance after 9:30 p.m.
- Students who leave the dance are not allowed to return.
- Prom is a school-sponsored event.
- It is chemical free.
- If school policies are violated, consequences will be enforced.
- Tobacco use is not permitted. This includes smoking, chewing and/or possession.
- Students will be breathalyzed before the dance and post-prom.
- No food or beverages may be brought into Prom.
- Non - USC High School students MUST have the Prom Guest Permission Form turned into the office prior to Prom.
- Sophomores MUST be accompanied by a USC junior or senior date.
- All students attending must be sophomores or older, and no older than 20.
- Guests must be currently in high school or high school graduate.

### **Guidance Services**

- Oversee the student's general academic progress and provide interventions.
- Assist in the educational planning by students.
- Operate an up-to-date educational and vocational information materials center for students, parents, and faculty.
- Administer a testing program for college, careers, and personal appraisal.
- Interpret to students and their parents test results and student progress.
- Establish a congruency between the school program and student needs.
- Assist students with scholarships.

### **Student Illness**

Any student who becomes ill during the school day must report to the school nurse and receive permission to go home. Permission to go home will not be given unless a parent/guardian is first notified. If a student leaves without checking out at the high school office, the absence will be considered unexcused and appropriate consequences will be assigned.

### **Respect**

Our goal is to maintain the healthiest of learning environments. Respect for others and property is expected of everyone in the system. Situations that are a cause for concern need to be aired and dealt with appropriately in a timely manner.

### **Building Hours**

The building hours for students will normally be from 7:45 am until 3:15 PM. Students may be in the building after 3:15 PM, but only with permission of a teacher or staff member who is responsible for supervising them.

### **Use of Motor Vehicles**

Students do not have permission to use vehicles during the school day. This includes sitting/riding/driving in those vehicles at any time during the school day without permission from the high school office. You MUST have a blue "Permit to Leave the Building" slip.

## Student Absence Procedure

1. A school sponsored activity will not count against the attendance policy
2. A suspended absence does count as an unexcused absence
3. All absences require a signed note to be turned in to the office. Notes must be received within 2 days of the absence. All appointments require a signed slip to be turned in to the office.
4. A tardy will be recorded in the office and three (3) unexcused tardies will count as one day of unexcused absence and result in a unit of detention.
5. Students with seven absences (a combination of excused and unexcused absences) in a semester will be required to take a final for each class where the seventh absence has occurred. Final exams will be held during the teacher workshop day that immediately follows each semester. Exams must be taken during this time. Absence from final exams will result in an automatic zero on the exam.
  - The following absences do not count toward attendance totals:
    - i. School approved field trip
    - ii. School approved co-curricular activity
    - iii. Medical appointment ( when verified by written notice from a doctor)
    - iv. Dental appointment (when verified by written notice from a dentist)
    - v. Funeral
    - vi. Legal Appointment (when verified by written notice from a legal agency)

## APPEALS PROCESS

There is an appeal process for students and parents who feel extenuating circumstances such as extended illness or family emergency should be considered as a necessary absence.

1. An appeal may be initiated by a student upon notification of pending final exam. Initiation of an appeal must occur within three school days of notification of need to take final exam. Appeal forms are available in the high school office.
2. The student must submit a written application of appeal to the principal. The appeal needs to include a statement of explanation of extenuating circumstances plus supporting verification. All medical documentation will be considered in excessive absenteeism. The student and a parent/guardian must sign the appeal request.
3. The appeal will be handled through the appeal committee. Decision of the committee is final pending approval of the building principal or designee.
4. Parents will be notified of the appeal decision by the building principal or designee.

**It is the building principal's responsibility to determine whether any excuse given for a student's absence is excused or unexcused.**

## Student Absences for State Tournaments

- All students qualifying to compete at the state level will have excused absences in reference to our attendance policy. Before leaving for the tournament students should communicate with teachers regarding makeup work. Students will be given time to complete work upon return to school.
- **All student spectators at state tournaments need parent permission notes and prior approval through the office.** Student spectator absences will be excused with parent note, but will count toward the absences in our absence policy. The exception would be if school is closed for everyone to attend the tournament.

## Post Secondary Visits

A junior or senior may have two days for a post-secondary visit. A sophomore may have one day for a post-secondary visit. The student must prearrange the visit in advance, have parental permission, and complete and submit a permission slip available in the high school office prior to the visit. Students are **responsible for any class work missed and may be asked to provide written evidence of the visitation.** The time may be extended if the post-secondary school contacts the local school.

## Rewards for School Attendance

Students who have perfect attendance will be eligible for a drawing at the end of each semester. If you have Perfect Attendance for the year, your name will be placed in the box two (2) times!

## **Tardy Procedures**

### **Beginning of School Day**

Students are responsible for being in attendance at the beginning of the school day. Students arriving late to school are to report directly to the high school principal's office for an admit to class. Students will NOT be allowed in the classroom without an admit pass from the office. Three (3) unexcused tardies will count as one day of unexcused absence and result in a unit of detention. Being unexcused tardy to a class may result in an unexcused absence at the teacher's discretion and result in an immediate one unit of detention.

### **Between Classes**

Sufficient time is allowed between classes for students to arrive at the next class on time. If a student is detained by a teacher, counselor, administrator, etc., a pass MUST be obtained by the student to excuse the late arrival.

### **5th Hour Tardies**

Students with B Lunch will lose the privilege to leave campus during lunch (with parent permission) for two weeks upon receiving a third unexcused tardy for their 5th hour class. This will happen each time a student receives a 3rd unexcused tardy for a 5th hour class after B Lunch.

### **Corridor Passes**

A student who finds it necessary to be excused from class, study hall or Media Center must have an approved pass signed by the proper school staff. The student is to present this pass to the supervisor in charge.

### **Removal From Class**

A student may be prohibited from attending class for a period of time not to exceed three class periods. Procedures for removing a student from a class are outlined in Behavior and Discipline Policy, pursuant to Minnesota Statute 121A.60-121.65. A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes 121A.582.

### **Language**

Obscene, abusive or offensive language (verbal or written) towards a staff member may result in a 2 day OSS and a possible student Code of Conduct.

### **Assemblies/Field Trips**

Good behavior at assemblies and field trips is expected and appreciated. Assemblies/Field Trips are considered an important part of our high school educational experience. Students who exhibit inappropriate behavior will lose the privilege of attending any further assemblies/field trips for the remainder of that school year.

### **Photographing/Videotaping**

Our school district will be photographing and videotaping activities as a way to highlight our school and communities. Photographs and video footage could be used on our district's website, in newsletters, and/or video productions shown over local television. If parents/guardians do not want to use pictures and videotapes that may include your child, please request in writing and return to the high school office.

### **Student Photography and Videos**

Students must receive prior permission to take pictures or video of individuals. Failure to adhere to this rule may result in disciplinary action.

### **Electronic Surveillance**

Be aware that USC High School is protected by a video security system. Any attempt by students to damage or disconnect the system itself may result in a behavior consequence from school and charged with the cost of repairing the equipment. Students could also face criminal charges.

## **Behavior and Discipline Action**

### **Grounds for Dismissal**

The grounds for dismissal are listed in MS 121A.45 which states: A pupil may be dismissed on any of the following grounds:

- willful violation of any reasonable school board regulation.
- willful conduct that significantly disrupts the rights of others to an education.
- willful conduct that endangers the pupil or other pupils, or surrounding person, or the property of the school.

While most students have little trouble following school rules and policy, there is a need for a progressive system of disciplinary action for those students that disrupt the educational environment. The following categories and disciplinary procedures will be in effect during the school year and include but are not limited to verbal/written warning, detention, ISS, OSS, Expulsion, Exclusion.

### **Student Pregnancy and Parental Status for U.S.C.**

WHEREAS, Minn. Stat. 124.15 requires that districts comply with both state and federal law prohibiting discrimination. Title IX of the Education Amendments of 1972 and the regulations promulgated thereunder provide that a recipient shall not apply any rule concerning a students' actual or potential status which treats students differently on the basis of sex. Minnesota Rules 3535.9920 requires that each school board shall annually state that it has a written policy on pregnant students.

It is the policy of the School Board of U.S.C. not to discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program.

### **Leadership Council**

The council works under the leadership and direction of a faculty advisor(s) to help promote and prepare for activities of the high school in both service and social areas. Students applications are available in the office.

### **Class Representatives**

Each year, each class elects a president, vice president, secretary, treasurer, and at-large positions. There will also be a separate body of elected students known as "Student Government".

### **National Honor Society**

The National Honor Society promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. To qualify for selection to NHS, a student must be a sophomore, junior or senior with a cumulative GPA of 3.5 or above. Students who qualify are sent a letter inviting them to provide information about themselves and write an essay. Using these forms, the essay, and information from teachers, a committee of five faculty members select students for membership. A majority of three votes is needed for selection. A non-selected student has the right of appeal, in writing, to the high school principal. Members are subject to dismissal for not maintaining the standards of NHS or for flagrant violations of school rules or civil laws.

### **School Dances and Parties**

After-game dances, regular dances, and Prom are scheduled through the principal's office. These events end at 11:30 p.m.

### **Fighting**



Agressive/violent behavior will not be tolerated on district grounds. Any student involved in a fight may be suspended regardless if he/she instigated the fight. Fighting is considered disorderly conduct and will be reported to the School Liaison Officer.

### **Co-Curricular Activities**

U.S.C. High School offers a wide variety of student activities which have been organized to meet the needs and interests of all students. New activities will be added to the program as needs and interests change.

### **Participation statement**

Eligibility for participation may be limited by academic standing, disciplinary matters, or enrollment status. If you have any questions about eligibility for participation in any aspect of the education program, contact the athletic/activities director. Extra curricular participants must be in school by 10:00 AM on the day of the event to practice or participate in any event that evening.

### **Peer Leadership Roles**

Students being declared ineligible via MSHSL violation will not be allowed to be in a leadership position at USC for one calendar year (homecoming court, class officer, student government, etc...).

### **Disciplinary Investigations**

Students are required to cooperate in a disciplinary investigation. Failure to cooperate will result in a consequence deemed appropriate by the administration.

### **Disciplinary Action**

Disciplinary action may include, but is not limited to: Meeting with teacher, counselor, or principal; Detention; Loss of school privileges; Parental phone call/conference, with school staff; Modified school programs; Referral to law enforcement officials; Removal from class; Suspension – ISS or OSS; Exclusion or expulsion. Loss of school privileges may include, but are not limited to: not participating in lunch recess; not participating in school lyceums and pep fests; being provided a cold lunch meal during detention; not participating in school sponsored trips; not participating in school sponsored activities.

### **Detention**

Each student who is required to serve detention is given a list of detention rules to read at the start of his/her detention period. For questions on detention policy, refer to detention rules given to students in detention room.

### **Eligibility Requirements and Rules for Students Participating in Co-Curricular Activities**

There are three sets of rules under which the student of the USC High School competes in interscholastic high school events. Minnesota State High School League rules, local school district rules, and those of each individual coach or advisor. It is the objective of USC High School to provide a clear, concise and consistent application of all eligibility rules. The Minnesota State High School League and school rules are revised on an annual basis and clearly stated in the USC Activity Hand Booklet. This information is revised at the annual Parent/Athletic/Coach Chemical Awareness meeting each fall. It is the Coach/Advisor's responsibility to meet with the students of their activity early in the season to outline the rules, policies, and procedures for their activity. The Athletic Director should be provided with a written copy of team rules and letter requirements. The Principal should be provided a copy of activities that are not sports. Student academic eligibility will be reviewed every two weeks during each quarter. A more complete description of the academic eligibility policy is in the USC Activity Handbook.

### **Use of Alcohol or Drugs**

Possession, use of alcohol or drugs on the premises, or being under the influence of intoxicating beverages or drugs is prohibited on the school grounds. Possession of any paraphernalia with residue from use is prohibited

in school grounds. Any person found in violation will be referred to local authorities and suspended until parent conference.

### **USC Style Sheet**

Students will use the MLA Format for word processing papers. Students may pick up a copy of the format from any English teacher or go to [www.mla.org](http://www.mla.org).

### **Plagiarism/Cheating Policy**

USC defines plagiarism/cheating as using someone else's words, work, test answers, and/or ideas and claiming them as your own. Cheating also includes allowing someone else to use/copy your work and/or using unauthorized materials. **Students are required to sign an acknowledgement of understanding for this policy.**

Plagiarism/Cheating offenses will result in the following consequences:

#### **First Offense**

- \* You earn a ZERO for the work in question
- \* You receive one unit of detention
- \* You conference with your instructor and/or an administrator
- \* Your parents are notified of your plagiarism/cheating

#### **Second Offense**

- \* You earn a ZERO for the work in question
- \* You receive two units of detention
- \* You conference with your instructor and/or an administrator
- \* Your parents are notified of your plagiarism/cheating
- \* A required parent conference is held

#### **Third Offense**

- \* You earn a ZERO for the work in question
- \* You receive a suspension
- \* You receive a failing grade for the quarter in the course where the third offense occurred
- \* Your parents are notified of your plagiarism/cheating, suspension, and failing grade
- \* A parent conference is held before you may return to school

### **Administrative Discretionary Action Disclaimer**

It is impossible to anticipate and address every circumstance which may occur in the school year. To ensure safety and order, students and others are subject to all school district rules, regulations and policies and the reasonable and prudent interpretation thereof by responsible school officials, regardless of whether or not specifically addressed in this handbook.

### **Handbook Changes**

This handbook may be changed or amended during the school year. Changes will be posted in the high school office and on the school's web site.

### **Rules and Regulations**

All groups of people must have some regulations. These are not made to restrict the freedom of the individual, rather to enable all to enjoy equal privileges. Each individual must exert a concentrated effort so there will be no interference with the privileges of others.

### **Employment and Services Criminal History Background Checks**

#### **Notice to Parents and Guardians**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psycholog-

ical well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for volunteers, independent contractors, and student employees.

## **PBIS**

In the Summer of 2009 the USC School Board approved to have our district be involved with PBIS. PBIS stands for Positive Behavioral Interventions and Supports. Rebel Pride is the positive behavior program in our school.

## **Student Code of Conduct**

It is the responsibility of everyone to abide by our school policies to help maintain a quality learning environment.

1. Students will be in class prepared and on time
2. Students will commit to honesty and integrity in all they do
3. It is the responsibility of all to keep the building clean and orderly
4. Furniture and equipment will be used properly
5. Loud, abusive, profane and obscene language will not be tolerated
6. School appropriate attire will be worn at all times
7. Public display of affection is not acceptable and makes others feel uncomfortable

## **Supervised Study/Prime Time**

Each 7-8 grade student will be assigned to a Prime Time and each 9-12 student will be assigned to a Supervised Study. Students will remain with their same assigned Prime Time and Supervised Study teacher throughout their high school years. Research and experience show us that students who feel a sense of belonging and acceptance at school perform better than those who don't. Students who feel connected to their school and/or staff are more likely to participate in school-based activities, have consistent attendance, and have higher academic achievement.

Students in grades 9-12 will not be allowed to leave Supervised Study at the end of the school day if they are failing any classes, unless it is for a school related reason, academic purposes, or scheduled appointments. Students will remain in Supervised Study until the office receives verification of current passing status.