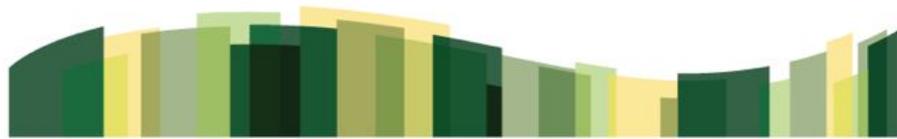


**Upper Mississippi Academy
Student/Family Handbook
2019-2020**



UPPER MISSISSIPPI ACADEMY

— A PUBLIC CHARTER SCHOOL —



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WELCOME UMA FAMILIES!

Dear Students, Parents and Guardians:

Welcome to Upper Mississippi Academy!

Upper Mississippi Academy (UMA) first opened its doors in 2013 in partnership with our authorizer, Innovative Quality Schools (IQS). This Fall marks our seventh year of providing engaging and rigorous academic and experiential instruction to students from across the metro area.

UMA's outstanding faculty and staff are passionate about learning. They take on the role of **"teachers as designers"** to develop authentic learning opportunities where students eventually become the designers of their own education. We provide a high quality education by infusing all subjects with our four Learning Pathways: River to River, Design and Engineering, Edible Schoolyard, and Essential Ingredients.

Using innovative, active teaching methods fosters creativity and promotes student engagement with the subject matter. UMA supports a collaborative, cross-curricular instructional approach. We are committed to honoring diversity, both in school culture and in coursework. The UMA learning program recognizes that the integration of the arts, sciences, humanities, languages, health & physical education, and mathematics leads to a complete education. At UMA we recognize that learning is a distinct, personal process. We celebrate and honor individual learning styles and abilities as we help our students develop 21st century problem solving skills.

We strive to make UMA a safe and secure environment. It is expected that the adults and students at our school treat each other with respect and dignity. Our goal is that everyone who enters our school experiences a warm and welcoming environment conducive to learning. This UMA Student Handbook provides academic and general information about our school consistent with that goal.

Parents/Guardians are part of our community and play an essential supportive role to the school. There are many opportunities for parents/guardians to share their expertise with students, such as serving on the Board of Directors or the Parent-Teacher Organization (PTO), chaperoning school events, and volunteering in classrooms. We look forward to seeing you at Upper Mississippi Academy as we commit to doing our full part in making 2019-20 an enriching year for the UMA Community.

Amy Elverum and Arslan Aziz
Co- Directors

PURPOSE OF HANDBOOK

In order to provide a safe and productive learning environment for students, staff, parents and visitors, we update and publish handbook annually to explain school mission, school procedures, student rights, responsibilities and consequences for misbehavior. This handbook also serves as required annual notification of some important legal rights information for you and your children attending Upper Mississippi Academy.

Please take a few minutes to familiarize yourself with the information in this 2019-20 handbook. Please discuss behavior expectations at school and consequences for misbehavior with your children who attend UMA and keep the handbook to reference, if necessary, during the 2019-20 school year. Teachers will also briefly review the handbook with students at the start of school. It is the student's responsibility to know the content of this handbook.

ABOUT UPPER MISSISSIPPI ACADEMY

Mission

Upper Mississippi Academy's Mission is as follows:

**Upper Mississippi Academy is a collaborative community
engaging lifelong learners in active, authentic experiences.**

Values

The Values that relate to the fulfilling of our the UMA Mission are:

1. Together, we are more than the sum of our parts.

We achieve more by working together. Our Students, Parents, Faculty, Administration and Board nurture a collaborative environment to remove artificial barriers between subjects, grade levels, and our school and community. This collaborative spirit allows us to do more with less, develops important 21st-century skills, and produces a welcoming environment for all.

2. We learn best when exercising our creativity.

We recognize that all students are inherently unique and creative. Our focus on active learning and design-thinking requires our students and teachers to innovate throughout the learning process.

3. We engage our communities.

We are a presence in our dynamic community. Our students see academic content in real world context, network with neighbors and local business leaders, exhibit their creations, and shape their current and future role in a global society.

4. We celebrate the freedom to discover.

We view failure, not as an end itself, but as a way to nurture learning, innovative thinking, and persistence.

These values guide our program design, inform academic experiences and provide significant and meaningful opportunities for collaboration with peers, teachers, and community experts in all content areas.

The learning program provides for the building and nurturing of relationships across content and grade levels as well as family and community involvement. We want to foster the following qualities in our students:

- Perseverance
- Academics (love of learning)
- Accountability
- Community
- Respect (for self, others, and environment)
- Curiosity

The learning programs at UMA, supported by best practices, are embedded in our four Experiential Learning Pathways which serve as a framework for instructional design, delivery and evaluation of student achievement and growth. UMA values “teachers as designers”. As students advance through UMA, they will take on more and more ownership of their learning as they become “students as designers”.

We invite you to explore these Pathways and think about learning as it relates to global and environmental, community and personal values. We look forward to the opportunity to frame teaching and learning within these frameworks for families, students and communities.

Our Authorizer

Upper Mississippi Academy is authorized by Innovative Quality Schools which is responsible for providing oversight of our school. For information about IQS, go to www.iqsmn.org. The website will also provide you with names, email addresses and phone numbers.

Who to contact:

We encourage you to first contact your student's teachers when you have specific questions about classes. The following list describes the roles of staff as a guide for who you should contact for various reasons.

General Education Teachers

- Questions about class curriculum
- Questions about assignments, grades and progress
- Questions about field trips/community explorations
- Questions about make-up work for absences
- Questions or input about non-academic matters

Special Education Case Managers

- Questions about IEP's and supports
- Questions about assignments and progress

Arslan Aziz, Co- Director, Director of General Education

- School philosophy, goals and program
- Questions/information about curriculum and student achievement
- Questions about the growth of UMA
- Issues that have not been resolved through dialogue with your student's teacher
- 504 Issues and Concerns

Amy Elverum, Director of Special Education & Co- Director

- Special Education programming
- Questions/information about curriculum and student achievement
- Issues that have not been resolved through dialogue with your student's SpEd Case Manager
- Scheduling
- Human Rights Officer

Sally Spreeman, Business and Office Manager

- Student records and Infinite Campus data (address, emergency contacts, etc.)
- Medication/health issues
- Billing information
- Busing - GoTo cards for High School students, Bus Routes, and Bus Passes
- Lunch Orders
- Background Checks for Volunteering at UMA

Brenda Montes, Receptionist

- Daily Attendance, including planned absences
- Messages for students

Heidi Jaeger, School Social Worker

- Student and family supports
- Community Mental Health resources
- 504 plan facilitator
- Attendance/Truancy

Jocelyn Tiedt, School Social Worker

- Student and family supports
- Community Mental Health resources
- 504 plan facilitator
- Attendance/Truancy

Anna Walters, School Counselor

- Transcripts
- PSEO
- Testing Coordinator
- Post Secondary Counseling
- 504 plan facilitator

Upper Mississippi Academy School Board

- School Governance
- School Policies
- Strategic Planning

GENERAL INFORMATION

Building Access Before and After School

Students are expected to be responsible and respectful when arriving at UMA for the day. The academic school day is from 9:20-4:30. Students may go to their locker no earlier than 9:10 am. All students arriving prior to 9:10 am must report to the gallery space, sign in and stay in the gallery until dismissed by staff. Students who leave the gallery without permission or refuse to report to the gallery will lose early entrance privileges.

The school does provide a supervised before-school option starting at 7:30 AM (“Zero Hour”). The fee for this option is \$5 per day. All students arriving before 8:50 a.m. will receive this charge. An exception is made for students with a pre-arranged meeting with teachers. These students should report directly to the teacher’s classroom.

All students are expected to be out of the building by 4:40 PM unless they are involved in an activity or meeting taking place at UMA.

Emergency Drills for Fire, Civil Defense and Tornadoes

By law, schools must conduct regular safety and security drills. Emergency routes are posted throughout the school building and by every classroom door. Students must follow staff directives and listen carefully to all instructions during emergency procedures.

Emergency Information

Should it become necessary for the Co Directors to delay the start of school, close school early, or close school for the day, families will be notified via individual email sent through Infinite Campus. Information will also be posted on the school website at www.umissacademy.org as well as on UMA’s Facebook page and announced on local radio and television stations.

Family Emergency Data

Parents must update emergency data with the School Office (651.528.8091). Students who become ill or injured at school will not be released without parent/guardian authorization, regardless of age.

Student Release Permission

District policy mandates that written permission from the custodial parent, is required in order to release a student to anyone other than the custodial parent.

Security Measures

For security reasons, all outside doors will be locked during the school day. The only entrance available will be accessed through the green space off of Exchange St. and Wabasha, which will utilize a buzzer system for entry. Students are not to open any locked doors to let others in. Anyone entering the building will be allowed access only through the buzzer system at the discretion of staff. Students who are outside as part of class must wait for their staff to enter the building.

Students are to remain in Upper Mississippi Academy's school's space during school hours.

Visitors

All visitors to the building must sign in at the School Office. Valid identification may be required prior to issuing a visitor badge which must be displayed at all times. For security reasons, ***Upper Mississippi Academy does not allow students to host student visitors in the building or on field trips.***

Volunteers

UMA school volunteers will need to pass a background check before working with students or chaperoning field trips/Community Days. Background checks need to be updated every three years.

Lockers

Students may access their lockers before school, after school, and during passing time. Locks will be issued by UMA. There is a \$5 fee for lost locks. Locks found on lockers that are not issued by UMA will be removed and disposed of. Contact Amy Elverum if your student needs an accommodation for their lock.

I.D.Cards

Photo I.D. cards will be issued free of charge to all students. High School students may need their I.D. card to use the Metro Transit student pass program. A replacement card can be obtained from the School Office for a \$5.00 charge.

IC Parent Portal for Student Records (Attendance, Report Cards, and Unofficial Transcripts)

Parents will be able to access student information regarding attendance, report cards, and unofficial transcripts through the Infinite Campus (IC) parent portal. Parents will be emailed information on how to access the Infinite Campus portal upon enrollment. Please note, the most current grades can be found through the Schoology application (see below).

Schoology Parent Portal for Current Grades, Assignments, Resources

Parents will be able to access student information regarding current grades, assignments and resources through the Schoology parent portal. Parents will be emailed information on how to access Schoology.

Telephone Messages

Messages for students should be delivered through the main office (call 651.528.8091). **We ask that parents do not text or call students under any circumstances, as this disrupts instruction and goes against our cell phone policy.** In the case of an emergency, students will be notified and will return the call from the office.

Schedule Request Changes

Schedule change requests should be turned in to the School Counselor within the first two weeks of the semester. Requests made after the first two weeks will be considered on a case by case basis, and will be granted only in certain circumstances. No schedule changes can be

guaranteed. Parent/guardian permission must be given before any schedule change will be considered.

Conferences

Conferences are held two times during the school year. Fall conferences will be on October 16th from 1:30 - 5:30 pm.; 6:00 pm - 8:40 p.m. and October 17th from 8:40 am.-12:40 pm. Spring conferences will be on February 27th 1:30 - 5:30 pm.; 6:00 pm - 8:40 p.m. and February 28th from 8:40 am-12:40 pm. October 16th and February 27 will be early release days for students. Students will be released at 12:50 pm. on those days. Please note, if the student does not take the bus home those days, please arrange for appropriate transportation at 12:50 pm.

Parents may also contact individual teachers for a private conference via e-mail or telephone (contact information is listed on the website at <https://umissacademy.org>).

Closed Campus

UMA is a closed campus with the exception of the Off-Campus Lunch Privilege for qualifying high school students (see policy on website). Students are not allowed out of the building without prior authorization from the main office. Students found outside of the building or off school premises without authorization will be subject to a search of their person and personal belongings. Food deliveries should not happen during school hours as it can be a distraction for students and staff. Students leaving the building without permission during the school day will not be allowed to finish the school day, and parents/guardians will be immediately notified. Parents should make transportation arrangements for students who have left campus without authorization or permission.

We ask that parents/guardians cooperate with the closed campus policy by not excusing students to leave during their lunch period or sending/bringing food for delivery to school.

Student Parking

Students are responsible for their own parking arrangements. UMA does not provide any parking.

Pledge of Allegiance

According to state law, schools are responsible for reciting the Pledge of Allegiance once a week unless otherwise directed by the school board. Upper Mississippi School Board waived this state law on 8/20/2019. Students may choose to incorporate the Pledge of Allegiance recitation into their individualized daily work plan.

Search Protocol

Pursuant to Minnesota statutes, lockers and other storage units are the property of the school. At no time does the school relinquish its exclusive control of storage space provided for the convenience of the students. Faculty members for any reason may conduct inspection of the interior of these items at any time, without notice, without student or parent consent, and without a search warrant. The personal possessions of students including, but not limited to, backpacks, purses, or clothing may be searched only when a faculty member has a reasonable suspicion that the search will uncover evidence of a

violation of law or school rules. Vehicles may also be searched if faculty has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or Upper Mississippi Academy faculty. Parents/Guardians will be notified of the search either prior to or after the search based upon the discretion of the Administration.

Display of Posters, Artwork, or Promotional Materials in Cafeteria and Hallways

The UMA community (parents, students, or community members) must have permission from school administration to post materials of any kind in the public areas of the building. Teachers have discretion over anything posted in their classrooms.

Dress Code Policy

The dress code is intended to be a gender neutral set of expectations held by the entire school community to promote education. The dress code is not intended to be based in morality or held to professional standards but rather guidelines for appropriate self-expression, not punishment or a source of shame.

- Clothing does not have offensive images or messages, does not refer to drugs, alcohol, tobacco or other substances that are illegal for possession by a minor, or violence and does not present a hazard to self or others. If tattoos or drawings on skin violate dress code policy, they must be covered.
- Bare or stocking/sock feet are not permitted per State law requirements.
- Undergarments should not be worn as outer garments.
- No exposed nipples (sheer clothing included).
- No exposed buttocks or underwear.
- Clothing and other items or grooming in a manner that represents and/or promotes threats, gangs or hate groups will not be allowed.
- If metal chains or spiked jewelry/accessories are considered a safety concern, they will be confiscated and returned at the end of the day.
- Clothing or other items that may reference gang affiliation are prohibited.
- Students should wear clothing that does not require regular adjustment to abide by the dress code. If this becomes a problem students may be approached to address the issue.
- Sleepwear, including pajama pants and blankets, will not be worn in school during the school day. Sleepwear will be allowed on "Pajama Day" during school spirit week.
- In the situation when a student's attire is violating the dress code to the point where they need a change of clothes, students are expected to address the issue themselves. In a situation where a student needs clothing from the school it will be provided by administration.

Dress Code Consequences:

If a student violates an item of the dress code they will be handed a card with the dress code printed on it with the item violated circled allowing the student to make changes which could include turning clothing article inside out, asking for a replacement, or checking with

family or friend for a replacement article. Discussion of next steps is warranted only if the issue related to attire is not addressed by the student.

Refusal to comply may constitute general non-compliance and may result in further disciplinary action.

Appropriate Clothing for the Weather

Students at UMA will be outdoors on a regular basis in all weather conditions. Please make sure that your student arrives at school with the appropriate clothing to match the conditions. Students should come prepared to be out in the rain and in the cold (rain-jacket, hats, gloves, boots, etc.).

State Testing

Under the new Federal Every Student Succeeds Act there are some new implications for students and districts when students are opted out of testing. Documentation for opting out must be collected annually. Please use the link below for more detailed information and the opt out form for MCA and MTAS testing.

[Parent/Guardian Guide to Statewide Testing](#)

Hall Passes

All students at Upper Mississippi Academy will be required to have a written pass from a staff member to be in the hallways and bathrooms during class time or before school. Students without a pass will be escorted back to their classroom. Disciplinary action will be taken on an individual basis if this becomes a recurring issue.

Skateboards, Scooters and Bikes

UMA expects students who ride bicycles to and from school to display courtesy toward drivers of motor vehicles. Riders should observe traffic and other safety laws and rules.

Students who ride bicycles are required to park them in an area designated by the administration and are encouraged to use bicycle locks. The district is not responsible for lost, stolen, or damaged bicycles or safety helmets.

Bicycles, skateboards and scooters may not be ridden in the bus lane, in the school, or in the parking lot. Students must make arrangements with staff for skateboard and scooter storage in the office prior to the start of class. These items may not be carried by the student during the school day. If a student does not follow these rules, the item used will be confiscated until a parent is able to pick it up from the office. A helmet must be worn when riding a bike during school hours if on a bike provided by UMA.

Roller blades, roller skates and roller-shoes/heelys are not permitted on school grounds at any time.

With written permission from a parent or guardian, students may use their own bikes for classroom bike activities. UMA is not liable for loss, theft or damage to personal bicycles during trips.

GRADUATION REQUIREMENTS

Yearlong classes equal 1 credit. Semester long classes equal 0.5 credits.

Subject	UMA Required Credits	UMA Recommended Credits
Math	3.0	4.0
Language Arts	4.0	4.0
Science	3.0	4.0
Social Studies	3.5	4.0
Arts	2.0	2.0
World Language	2.0	2.0
Other Electives	7.0	8.0
TOTAL	24.5	28.0

The UMA recommended credits will better prepare students as they seek acceptance for more select colleges and universities.

ATTENDANCE POLICY

Student attendance is a priority at UMA. Regular school attendance directly relates to success in academic work, benefits students socially, and provides opportunities for important communication between staff and students. Every student is important to the community, to each component of the program, and to the program as a whole.

Students are expected to attend every scheduled class, activity, Community Friday outings and field trips on time. UMA uses block-scheduled classes with four periods a day. In a block system, missing one class is equivalent to missing two instructional days. Therefore, UMA stresses regular attendance.

Attendance Communication

- Parents/Guardians should inform the school of absences, late arrivals and early releases by calling 651-528-8091; option 2 or emailing attendance@umissacademy.org each day their student is absent.
- Parents/Guardians should sign-in for students arriving late, leaving school or returning to school.
- When absent, students are responsible for obtaining make-up work and assessments.

Minnesota Statute (MS260A.02, subdivision 19) states that a secondary school student who is absent from school without lawful excuse for three partial or full school days (non-consecutive), is considered to be truant. Missing the bus, traffic, oversleeping or babysitting for siblings are not considered to be lawful excuses and are considered truancy. Please note: *All unknown absences will be marked unexcused.*

Every Unexcused Absence will be dealt with as stipulated by the student's county of residence County Attorney's Office.

The consequences for unexcused absences are:

- After 3 days of unexcused absences, an attendance letter is issued by the school to the household.
- Additional absences will result in interventions consistent with the county of residence (process can include group meeting with parents and representatives from the county attorney's office, Students Attendance Review Team (SART) hearing to develop a plan to improve attendance, and juvenile court hearing).

Family Related/Excused Absences

It is always best to call the office as early as possible to excuse a student due to an approved absence. To avoid the absence going to “unexcused,” it must be verified by a phone call, email or note from a parent/guardian **within two school days** of the absence. Excused absences include:

- o personal illness (A **doctor's note must be provided** if your child is gone from school more than 8 total days over the school year, or 3 days in a row.)
- o family emergency or death in the family
- o medical/dental appointments
- o *pre-arranged* college visits
- o *pre-arranged* family business or vacation
- o major religious holidays
- o legal matters and court appearances.

It is the student’s responsibility to obtain assignments and complete makeup work within one week of the absence or as arranged with the teacher. Parents and students should make every effort to schedule appointments outside of the school day or on student release days. Each day of absence in the four block schedule represents a significant loss of instructional time.

Parents must call the UMA office at 651-528-8091; option 2 or email attendance@umissacademy.org to report a student’s absence.

Tardies

Classroom time is valuable and it is imperative for students to be on time to their classes. Tardies may lead to a parental contact and/or student meeting with administrator.

Checking-in Policy when Late or Leaving Early

All students checking in late or leaving early during the school day must sign in or out at the office. Students leaving early must have a parent sign them out of the building or parents should send a note/email detailing the time the student is to leave. Late arriving students should arrive with a note on letterhead for any appointments to be turned into the receptionist. If a student will be arriving late or leaving early on a scheduled/regular basis, please check with administration to arrange this.

Alternate School Activities

The school authorizes students to miss regular classes in order to participate in alternative activities, which include the following: approved family trips, crisis in the family, or student recognition and award ceremonies. Missed classes for alternative school activities do not count towards the five-day unexcused absence policy leading to truancy reporting.

Long-Term Leave and Re-enrollment

The purpose of this subsection is to define the actions of UMA in the case of students taking a ‘long-term leave’ from the school which under Minnesota state statutes constitutes de-enrollment from UMA, and the process for those students to be re-enrolled at UMA. This policy is to support families in situations such as an educational sabbatical, family travel,

mental health treatment or hospitalization, or a short-term relocation for work. Families who request long-term leave and follow the process laid out in this policy may re-enroll their child at UMA without going through the enrollment process and the child will be immediately enrolled upon returning.

Long-term leave and re-enrollment procedures

All students are disenrolled from UMA after not attending for fifteen consecutive days. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from the Enrollment Team at least 30 days before the start of the long-term leave, giving the beginning and end dates of the student's leave from UMA, as well as the reason and documentation for the long-term leave. Families who follow this procedure will be immediately enrolled upon return.

In the case of hospitalization, treatment, or a court order program, the 30-day notification may be waived, and the end date remain flexible.

Open Enrollment Spots

When a student is unenrolled at UMA for any reason, their spot will be offered to the next student on the waiting list IF the student is going to be out for longer than 15 days. This may result in the over-enrollment of a class or grade when the student on long-term leave returns. No further offers of enrollment will be made until that grade or program is once again under-enrolled.

Conditions and Limits on Long-Term Leave

- Students may not miss more than the equivalent of one year. The days on leave must be consecutive.
- No more than 2 students at any grade level

TECHNOLOGY POLICY

CELL PHONE/ELECTRONIC DEVICES POLICY

The use of cell phones and other electronic devices (including personal computers) is allowed at UMA only with a written agreement between the school and family (contact the Director of Gen Ed to arrange this). Specifically, cell phones and other electronic devices are not to be used without the permission of a teacher in classrooms, hallways, cafeteria, or outside during the school day. If a teacher gives permission for a student to use his/her own device, it must be connected to their own cellular service. The use of headphones is also at the discretion of the teacher.

To minimize the possibility of theft, we highly recommend that electronic devices be kept on your person, locked in your locker, or not brought to school. Students and parents assume the risk of theft or damage. **Anyone who takes photos or video of students or staff without written permission of the school will be subject to discipline.**

Students who use cell phones and electronic devices without permission may have these confiscated during the school day by staff, and school consequences are as follows:

- **First Violation:** Staff will hold the device until the end of class. If student refuses to hand over the device, the student will be sent to Administration subject to disciplinary action for non-compliance (i.e., defiant). The student's phone will be held in the office until the end of the day. If the student refuses to turn over their phone to administration a parent/guardian will be called and disciplinary action may be taken.
- **Second Violation:** The device will be held in office until the end of the day. If student refuses to hand over the device, the student will be sent to Administration subject to disciplinary action for non-compliance (i.e., defiant). If the student refuses to turn over their phone to administration a parent/guardian will be called and disciplinary action may be taken.
- **Third Violation:** The device will be held in the office and a parent/guardian will be contacted to make arrangements regarding the device. In addition, the school may require that the student keeps cell phone/electronics at home or in an administrator's office for the duration of the school day for the next 30 school days. If the student refuses to turn over their phone to administration, a parent/guardian will be called and disciplinary action may be taken.
- **Any following violations will result in another 30 school day suspension of phone privileges.**

UPPER MISSISSIPPI ACADEMY IS NOT RESPONSIBLE FOR, NOR WILL IT INVESTIGATE, ANY LOST, STOLEN OR DAMAGED ELECTRONIC DEVICES BROUGHT ONTO SCHOOL GROUNDS.

Internet/Computer Use

Internet access at UMA is a privilege, *not* a right. Students may access the Internet for class projects and assignments, under staff supervision, with care taken to avoid any sites that show inappropriate information that is sexual, racist, sexist, homophobic, hateful, unlawful or harmful in nature. Computer and Internet use, including email, may be electronically monitored and recorded by school and district staff. **There is no expectation of privacy on student computers.** Computer vandalism will not be tolerated. Forms of vandalism include altering or tampering with the operating systems, files, structures, hardware or software on school computer systems or any equipment that interfaces with the computer system. Violation of any of these rules will be grounds for disciplinary action.

Consequence: Conference with parent/guardian will be scheduled and consideration for detention, suspension, restitution, discontinuation of computer privileges, expulsion and police referral will be discussed.

For more information regarding computer use rules, please study the Internet Use contract signed by the student annually.

HEALTH AND NUTRITION

Food and Beverage

All meals (breakfast and lunch) must be consumed in the assigned eating area. Students may bring their own food for lunch; however, for security reasons, any food delivery ordered by or for a student will not be allowed and will be refused at the office.

UMA is an allergy aware school. Procedures are in place to make UMA a safe environment for all students. Peanuts and tree nuts should not be eaten as snacks in the classroom.

Students may not sell any food items at school.

Meal Program

UMA contracts with Done Right Food Service to provide lunches on all days that students are in attendance. Some students may qualify for free or reduced price meals. **If a student uses the lunch program for the 2019-20 school year, the student will select from the monthly food calendar and pay for lunch at least two weeks in advance. Students who qualify for free lunch are still required to pre-order their meals from the monthly calendar at least two weeks prior to the meal ordered.** Students may choose not to use the lunch program and may bring a lunch from home. Please contact the School Lunch Coordinator, Sally Spreeman, at 651.528.8091 for questions related to the lunch program. Payments to accounts should be made in the school office.

Medication

UMA follows the medication policy of the MN Department of Education. The school is not permitted to dispense any medication, including non-prescription medication (Tylenol, Advil, cough drops, etc) to students without written permission from the student's physician and the student's parent/guardian.

If your student will need prescription or non-prescription medication during the school day, the following procedure should be followed for each medication needed:

- Obtain the Medication Administration Form here (live link) or from the UMA office.
- The Medication Administration form must be signed by the student's physician and the student's parent/guardian and include the medication name, dosage and time of day for administration.
- The Medication Administration form should be returned to the UMA office, along with the prescribed medication. All medication must be in the original container and should match the information provided on the Medication Administration form.

UMA does not have school-provided medication available for students (Tylenol, Advil, cough drops). The above procedure must be followed for all medication needed during the school day. Parent provided/physician approved medications will be stored in the front office and

distributed as prescribed. Please notify UMA if there are any changes in your student's medication needs during the school year. More information is available from Sally Spreeman at 651.528.8091.

Emergency Health

Parents/guardians of each student are required to complete an emergency contact information form through the school registration process and to update that information annually. If a student has a serious illness or injury at school, the school will immediately contact the persons listed on the emergency form, and may call for emergency aid. The school does not have a nurse onsite, and school personnel cannot provide treatment beyond basic first aid given before the service of a physician can be secured.

Illness and Accidents

If a student has a fever, feels ill, or sustains an injury in school, parents/guardians will be contacted to pick him/her up. A sick student may not go home unless the parent/guardian has given permission. Students may return to school after a fever has been absent for 24 hours.

Health Conditions

If a student has a health condition, such as diabetes, asthma, seizures, frequent ear infections, or allergies please notify the school before the start of the school year through the registration process. A care plan or action plan must be completed and signed by a physician and be on file at school every year in September or when the condition arises within the school year. Students with a history of hearing or vision difficulties should notify the school of special needs.

Communicable Diseases

Please inform the school if a student has a communicable disease so the school can ensure it does not spread to other students. Communicable diseases include chicken pox, pink eye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, scabies, and strep throat. Students should remain out of school until fully recovered.

Immunizations

The Minnesota School Immunization Law requires that all students be properly vaccinated to remain enrolled in school. Each student's immunization record must be current and on file with the school before the student can attend class. A conscientious objection requires a notarized form stating a complete exemption or specifying which immunizations are being withheld.

TRANSPORTATION

Upper Mississippi Academy contracts with Monarch Bus Company for all of its school busing. See UMA Transportation Policy for information on route determination. UMA students riding school buses are to follow the UMA school board approved transportation behavior rules and policies. Students are expected to follow school behavior policies while at the bus stops and while on the bus. Students unable to comply with these rules may lose bus privileges.

At the Bus Stop

- Be at your stop five minutes before your scheduled pickup time.
- Respect others' property while waiting at the bus stop.
- Keep arms, legs and belongings to yourself.
- Use appropriate school language.
- Stay at assigned pick up area (not in the street).
- Wait for the bus to stop before approaching.
- When exiting the bus, make sure to have all of your belongings.
- No fighting, harassment, intimidation or play-fighting.
- No use of alcohol, tobacco, e-cigarettes or drugs.

On the Bus

- Follow the driver's directions.
- Sit in your seat facing forward.
- Talk quietly, using appropriate language.
- Keep all body parts inside of the bus.
- Keep hands, arms, and belongings to yourself.
- No fighting, harassment, intimidation or play-fighting.
- No use of alcohol, tobacco, e-cigarettes or drugs.
- No food or beverages consumed on the bus.
- Do not throw objects inside of or out of the bus.
- Respect the bus – no damage or graffiti.
- No weapons or dangerous objects are allowed on the bus.

Students may be issued Metro Transit student passes in place of having a spot on the school bus and be expected to transport themselves via public transport to and from school, as well as transport for field trips. Questions regarding Metro Transit passes and busing should be directed to Sally Spreeman at 651.528.8091.

Car pools are encouraged for those families living outside of the busing area. Families interested in carpooling may add their contact information to the sign-up sheet provided through the PTO. However, it is the parent's responsibility to contact other interested parents on the list.

BEHAVIORAL POLICIES AND PROCEDURES

Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. They are also expected to respect the property rights of other students, the faculty, and the school. UMA expects parents and families to cooperate with the school in reaching these goals.

Staff Notification of Violent Behavior by Students (VSB)

A classroom teacher has a legitimate educational interest in knowing which students placed in the teacher's classroom have a history of violent behavior. Teachers must be notified before such students are placed in the teacher's classroom. Students who become identified as having a history of violent behavior as the year progresses, will constitute the need for teacher notification.

Identification of Students with a History of Violent Behavior – A student who engages in a behavior identified as “VSB” (violent student behavior) in the consequences chart will be identified as a student with a history of violent behavior.

Written notification should be provided to all of the student's classroom teachers. Administrators have discretion to provide notice to other staff members who also interact with the student. Written notification to the teacher will occur prior to the placement of a student in the teacher's classroom whenever possible. A copy will be placed in the student's educational record.

Once a student has been identified as a student with a history of violent behavior, notification will occur for the remainder of the school year and the following school year. The period of notification will be extended accordingly for each new incident of violent behavior that occurs.

Notification to the Parent of a Student Identified as Having a History of Violent Behavior – Parental notification of a student having a history of violent behavior will be consistent with notification practices in this handbook.

Notice to Other School Districts – This notice is an educational record and will be transferred to an enrolling school district.

Training – Pursuant to Minnesota Statute 121A.64, representatives of the School Board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and possible intervention services such as student behavioral assessments.

Written Notification from Law Enforcement – A school that receives formal notification from law enforcement or the court system about a student's delinquent conduct in the community shall process that notification as required by Minnesota Statute 121A.75. This

may include notification of appropriate staff if necessary to protect others from needless vulnerability and to allow staff members to work with the student in an appropriate manner.

Notification shall be in accordance with the law and shall not be governed by the district's procedures for staff notification of students with a history of violent behavior. The handling and retention of records received pursuant to Minnesota Statute 121A.75 shall be according to the requirements of that statute and Minnesota Statute 120A.22, subd. 7.

Record of Notice

The administration must keep a copy of Staff Notification of Violent Behavior by Students, on file to provide a record of those staff members notified under this section.

Academic Honesty

A student is expected to do and turn in their own original work. Any action taken with the intention of obtaining credit for work which is not one's own is considered academic dishonesty.

Academic Honesty means:

- Submitting one's own work.
- Refraining from obtaining or accepting a copy of tests or scoring devices.
- Not giving or obtaining test questions or answers to or from a student in another class.
- Not copying from another student's test or computer file, or allowing another student to copy a test or computer file.
- Using only materials which are permitted during a test.
- Properly documenting sources used for paper/project/presentation.
- Student turning in homework, paper, project, laboratory report, computer program or take-home test for which credit is given that was completed by the student.
- Not allowing another student to copy, or writing another student's homework, project, report, paper, computer program or take-home test.
- Only accessing restricted computer files with teacher authorization.
- Following copyright law.

Consequence: Conference with parent/guardian will be scheduled and consideration given to grade reduction or loss of credit according to the severity of the offense of academic dishonesty.

Misbehaviors and Consequences

Students are expected not to engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, at a school activity, or at school bus stop. Consequences also apply to misbehaviors carried out through the use of electronic communication. The consequences may also apply for misbehaviors which take place at other locations but directly affect school programs or activities. The school makes every effort to apply disciplinary consequences consistently, but the administration may recommend longer or shorter suspensions, expulsion, denial of transportation privileges, other discipline, or interventions such as mental health referrals on a case-by-case basis. This may include more severe consequences for students with multiple offenses in different categories of misbehavior or when a single behavior is particularly severe. Administration may apply less severe consequences after considering intent or other extenuating circumstances including the age, development and the maturity level of the parties involved.

The * in the table can mean - contacting parent, having a one-on-one conversation with student, and/or having a meeting with Administration.

	Misbehavior	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Abuse: Verbal, Written, or Otherwise Expressed - Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening, or obscene, including the use of electronic communication.	*	*	1 day susp.	3 day susp.
2	Alarm, False - Intentionally giving a false alarm of a fire or other emergency, including making a false report to 911, or tampering or, interfering with any alarm or alarm sensor.	1 day susp.	5 day susp.	Expel	
3	Alcohol, Intent to Sell, Give or Share - Selling, giving or sharing or intending to sell, give or share alcohol, including through the use of electronic communication, where selling giving or sharing is prohibited by Minnesota or federal law.	3 day susp. with chem. assessment	5 day susp.	Expel	
4	Alcohol, Possession or Use - Possessing, influenced by the use of, or using alcohol.	* Pulled out of class	1 day susp.	3 day susp.	5 day susp.
5	Ammunition, Mace or Pepper Gas Possession - Possession of bullets, other projectiles designed to be used in a weapon or other material designed to cause pain or injury.	3 day susp.	5 day susp. and VSB	Expel and VSB	
6	Arson - Intentional destruction or damage to school building or property by means of fire.	Expel, restitution and VSB			
7	Assault: Aggravated - Committing an assault upon another person with a weapon or a device used as a weapon, or an assault which inflicts great bodily harm upon another person.	Expel and VSB			

	Misbehavior	1st Offense	2nd Offense	3rd Offense	4th Offense
8	<p>Assault: Physical - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault.</p> <p>Refusing to obey an order to cease striking, hitting, or attacking another student with the intent to cause physical harm.</p>	<p>5 day susp. Re-entry mediation and VSB</p> <p>Up to 10 day susp and VSB</p>	<p>Expel and VSB</p> <p>Expel and VSB</p>		
9	<p>Assault: Verbal, Written or Otherwise Expressed - Confrontation with a student or staff member through statements or actions which bullies, intimidates, threatens or causes fear of bodily harm or death, including through the use of electronic communication.</p>	<p>Up to 3 day susp and mediation</p>	<p>5 day susp. and VSB</p>	<p>Expel and VSB</p>	
10	<p>Bodily Harm, Inflicting - Committing a reckless act or negligent act that inflicts bodily harm upon another person.</p>	<p>*</p>	<p>1 day susp.</p>	<p>3 day susp.</p>	<p>5 day susp.</p>
11	<p>False Threat, Bomb or Other Act of Violence - intentionally giving a false alarm of a bomb threat or another act of violence against the school or another individual including through the use of electronic communication.</p>	<p>5 day susp.</p>	<p>Expel</p>		
12	<p>Bullying - Bullying is subject to discipline under other categories including, but not limited to, abuse, assault, harassment and cyberbullying, including through the use of other electronic communication. See Administrative Regulation 503.8AR, Bullying Prohibition.</p>				
13	<p>Burglary - Entering the building or a specific area of the building without consent and with intent to commit a crime, or entering the building without consent and committing a crime.</p>	<p>3 day susp. Restitution</p>	<p>Expel and retribute</p>		
14	<p>Chemicals: Intent to Sell, Give or Share - Selling, giving or sharing chemicals or drug paraphernalia, or intending to sell, give or share chemicals or drug paraphernalia, including through electronic communication. For the purposes of this section, chemicals include: narcotics, controlled substances, items purported or believed to be narcotics or controlled substances, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, medical cannabis and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For purposes of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs.</p>	<p>Expel</p>			
15	<p>Chemicals: Possession, Under the Influence, Attempted Possession or Use - Possessing, being influence by the use of, attempting to possess or using any chemical or possessing or using drug paraphernalia, including through electronic communication. For the purposes of this section, chemicals include: narcotics, controlled substances, items purported or believed to be narcotics or controlled substances, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, medical cannabis and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For purposes of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs. (Any prescription or over-the-counter medication a student is required to take, with the exception of inhalers, EpiPens and insulin, must be left with and administered by appropriate school personnel. Medical cannabis may not be possessed or used on school property.</p>	<p>Parent contact and up to 5 day susp</p>	<p>Up to 10 day susp.</p>	<p>Up to 10 day susp.</p>	<p>Expel</p>

	Misbehavior	1st Offense	2nd Offense	3rd Offense	4th Offense
15 b	Possession of certain felony-level drugs, specifically cocaine, ecstasy (MDMA), heroin, nonmedical meth and psilocybin will result in expulsion.	Expel			
16	Damage of or Tampering with Property (Vandalism) - Intentionally damaging or tampering with property that belongs to the school, district, other students, employees or others. (Note: Damaging or tampering with safety and security equipment will automatically result in consequences belonging at the 2nd offense level).	* Restitution	1 day susp. restitute	3 day susp. restitute	5 day susp. restitute
17	Dress - Clothing may not include words or visuals which are lewd/obscene (appeals to prudent interest of minors of like age; describes or depicts sexual conduct), disruptive (reasonably forecasted to infringe on the rights of other students), abusive (insulting, contemptuous or defamatory), or discriminatory (demonstrating prejudice against groups or individuals) or which advertise drugs, alcohol or tobacco. Shoes must be worn at all times for health and safety reasons. Students must not wear facemasks or any item that would prevent them from being immediately identifiable. See Dress Code Section for additional requirements.	* Up to 1 day susp.	* Up to 1 day susp.	Up to 3 day susp.	3 day susp.
18	Explosives, Possession and/or Use - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.	Expel and VSB			
19	Fighting - Adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or both of the parties contributed to the situation by verbally instigating a fight and/or physical action.	* Up to 1 day susp.	Up to 3 day susp.	Up to 5 day susp. and VSB	Expel
20	Fighting, Promoting/Instigating a Fight - Contributing to a fight verbally or through behavior, including the use of electronic communication.	* Up to 1 day susp.	Up to 3 day susp	Up to 5 day susp. and VSB	5 day susp.
21	Fighting (non-adversarial) - Engagement in risky play fighting, wrestling, pushing/pulling, poking, or other physical contact.	*	*	* Up to 1 day susp.	Up to 3 day susp
22	Fire Extinguisher, Unauthorized Use - Unauthorized handling of a fire extinguisher or fire alarm sensors.	1-5 day suspension and restitution	3-5 day susp./re stitute	Expel	
23	Fireworks, Possession - Possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation.	1 day suspension	3 day susp.	5 day susp.	Expel
24	Fireworks, Use - Using any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation.	3 day suspension	5 day susp.	Expel	
25	Gambling - Playing a game of chance for stakes.	*	*	1 day susp.	3 day susp
26	Harassment - Participating in or conspiring with others to engage in acts that injure, bully, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography, and harassing words or actions that negatively impact on an individual or group because of their characteristics, including the use of electronic communication.	*	1 day susp.	5 day susp.	Expel

	Misbehavior	1st Offense	2nd Offense	3rd Offense	4th Offense
27	Hazing - Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club, including through the use of electronic communication.	1 to 3 day susp.	3 day susp. and VSB	5 day susp. and VSB	Expel
28	Insubordination - Willful refusal to follow an appropriate direction given by a staff member.	*	* Up to 1 day susp.	1-3 day susp.	5 day susp.
29	Incendiary Devices - Unauthorized possession or igniting of matches, lighters, and other devices that produce flames.	*	1 day susp.	3 day susp.	5 day susp.
30	Interference, Disruption or Obstruction - Any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including loud speech, shouting, screaming or through the use of electronic communication.	*	* Up to 1 day susp.	1-3 day susp.	3-5 day susp.
31	Lewd Behavior - Sexual conduct that is considered indecent or offensive. <i>Police will likely be contacted.</i>	*	1 day susp.	5 day susp.	Expel
32	Nuisance and/or Recording Devices - Causing a nuisance with objects that cause distraction, such as MP3 players (iPods), radios, headsets, cellular phones, universal remote controls, laser pointers, etc. Causing a nuisance through the use of non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of these recordings without staff permission is prohibited.	*	* 1 day susp.	1-3 day susp.	3-5 day susp.
33	Pornography - Possessing, creating or accessing sexually explicit material, including through the use of electronic communications or materials, such as sexting.	*	1-3 day susp.	3-5 day susp.	5 day susp.
34	Propping, Rigging or Disabling a Secure Door - Any action which causes a door to be unsecured in order to facilitate subsequent re-entry.	* Up to 1 day susp	Up to 2 day susp.	Up to 3 day susp.	Up 5 day suspension or Expel
35	Records or Identification Falsification - Falsifying signatures, data, or school documents, or refusing to give proper identification or giving false information to a staff member.	* Loss of event	Up to 1 day susp. Loss of event	3 day susp. Loss of event	5 day susp. Loss of event
36	Robbery or Extortion - Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses, including the use of electronic communication.	3 day susp. Restitution	5 day susp., restitute and VSB	Expel restitute, and VSB	
37	Sexual Violence - A physical act of aggression or force, or the threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, intentional touching of a person's intimate parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments. <i>Police will be contacted.</i>	5 day suspension or Expel and VSB	Expel. and VSB		

	Misbehavior	1st Offense	2nd Offense	3rd Offense	4th Offense
38	<p>Technology - Related - Non-school use of technology</p> <p>Unauthorized adding or deleting of hardware/software on a computer.</p> <p>Unauthorized access or activity in a secured area area of computer or network through the use of any electronic communication or device.</p>	<p>* Loss of account for 3 days</p> <p>3 day susp. Restitute</p> <p>3 day susp.</p>	<p>* Loss of account for 3 days</p> <p>5 day susp. restitute</p> <p>5 day susp.</p>	<p>1 day susp.</p> <p>Expel and restitute</p> <p>Expel</p>	
39	<p>Technology - Cyberbullying - Inappropriate use of technology or other electronic communication including but not limited to, a transfer of a sign, signal, writing, image, sound or date, including a post on a social network Internet website or forum, transmitted through a computer, cell phone or electronic device to bully another. Cyber Bullying is prohibited on school premises, during school functions or activities, on school transportation, or on school computers, forums and mailing lists, or off the school premises to the extent such use substantially and materially disrupts student learning or the school environment. Students may also be disciplined under other qualifying categories listed within this document.</p>	<p>*</p>	<p>Up to 1 day susp.</p>	<p>1-3 day susp.</p>	<p>5 day susp.</p>
40	<p>Terroristic Threat - Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another, including through the use of electronic communication.</p>	<p>3-5 day susp. and VSB</p>	<p>Expel and VSB</p>		
41	<p>Theft, or Knowingly Receiving or Possessing Stolen Property - Unauthorized taking of the property of another person or receiving or possessing such property.</p>	<p>Up to 1 day susp. Restitution</p>	<p>1-3 day susp. restitute</p>	<p>3-5 day susp. restitute</p>	<p>Expel restitute</p>
42	<p>Tobacco - Possessing, using, selling, giving or sharing tobacco, liquid or electronic cigarettes or electronic hookah pens in school building, on school grounds, in school vehicles or at school events.</p>	<p>*</p>	<p>Up to 1 day susp.</p>	<p>1-3 day susp.</p>	<p>3-5 day susp.</p>
43	<p>Trespassing - Being present in any part of the school when it is closed to the public or when the student does have the authorization to be there.</p>	<p>1 day susp.</p>	<p>1-3 day susp.</p>	<p>3-5 day susp.</p>	<p>5 day susp.</p>
44	<p>Weapon or Look-alike Weapon, Possession - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any knife; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. <i>Likely call Police.</i> <i>State law requires expulsion if the weapon is a firearm.</i></p>	<p>* to Expel and VSB</p>	<p>* to Expel and VSB</p>	<p>* to Expel and VSB</p>	<p>* to Expel and VSB</p>

ALCOHOL AND CHEMICAL USE POLICY

A student shall not knowingly buy, sell, possess, use, transmit, be under the influence of, smell of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, while on school property (*including buses or while attending school sponsored functions*).

If an administrator has reason to believe that an illegal act or violation of school rules has occurred, he/she is authorized to search the student and his/her property (*including the student's bag and vehicle*) and confiscate any contraband.

Local law enforcement agencies are required by law to forward UMA the names of our students cited for alcohol or chemical related violations. This information is known as a 691 citation and may result in a referral to a chemical and addiction counselor.

TOBACCO/E-CIGARETTES

The possession, distribution and use of tobacco products, e-cigarettes and paraphernalia or look alikes is prohibited on school property or at school sponsored events.

Consequence: Parent/guardian will be notified; restorative or consideration for suspension.

HAZING POLICY

"Hazing" means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- A. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- B. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- C. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- D. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in the school.
- E. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate school district official designated by this policy.

Upon receipt of a complaint or report of hazing, Upper Mississippi Academy School District No. 4210 shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Upper Mississippi Academy School District No. 4210 will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.

WEAPONS POLICY

This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. UMA will determine the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. No student or non-student, including adults and visitors, shall

- possess, use, or distribute a weapon or other dangerous object when in a school location or direct vicinity (A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.)
- possess use or distribute ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon
- possess, use, or distribute explosives or any compound or mixture, the primary or common purpose of intended use of which is to function by explosion
- throw pennies, change/coins or other projectiles to include spitballs and other items

Minnesota statute requires UMA to, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil who brings a firearm to school unlawfully.

The consequence for possessing, using or distributing weapons may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the school board chairperson of dismissal to include up to expulsion. Pursuant to Minnesota law, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case by case basis. A student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

Harassment and Violence Prohibition Policy

The purpose of this policy is to help maintain a positive, safe learning and working environment for students and staff that is free from harassment and violence based upon their actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age (protected class).

Purpose

- A. It will be a violation of this policy for any student or employee to harass a student or employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age (protected class) as defined by this policy. For purposes of this policy, an employee includes Board of Directors members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the School.
- B. It will be a violation of this policy for any student or employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or employee's actual or perceived protected class as defined by this policy.
- C. The School will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student employee who is found to have violated this policy.

Definitions

- A. Disability. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment." This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.
- B. Discriminate. "The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment."
- C. Educational Institution. "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution."
- D. National Origin. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors." This includes harassment of students born in the United States who have relatives that are from other countries.
- E. Sexual Harassment. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ... or education...;
 - (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...or education...; or
 - (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...or education..., or creating an intimidating, hostile, or offensive employment, ...or educational... environment.”
- F. Sexual Orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

Harassment and Violence General Applicability

- A. The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic, and extracurricular) programs of the School, whether conducted in school facilities or elsewhere.
- B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.
- C. For purposes of this policy, any employee who is harassed or discriminated against, including violence, by students or other employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.
- D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.
- E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

Description of Harassment based upon a Person's Perceived or Actual Protected Class

- A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

- (1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
 - (2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.
 - (3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
- B. Sexual harassment based upon sex/gender and/or sexual orientation
- (1) Sexual conduct that is unwelcome.
 - a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.
 - b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.
- C. Sexual Violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- (1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
 - (2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.
 - (3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.
 - (4) A police report does not relieve the school of its responsibilities under Title IX.
- D. Assault: Assault, as defined in state statute is:
- (1) an act done with intent to cause fear in another of immediate bodily harm or death;
or
 - (2) the intentional infliction of or attempt to inflict bodily harm upon another.
- E. Racial, color, creed or national origin harassment/violence
- (1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
 - (2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.
- F. Religious harassment/violence
- (1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a

student's participation in or receipt of benefits, services, or opportunities in the School's programs.

- (2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Disability harassment

- (1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
- (2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

Reporting Procedures

The Board of Directors hereby designates Co-Director Amy Elverum as human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves one of the designated human rights officers, the complaint will be filed directly with the Board of Directors. The School will conspicuously post the name of the human rights officer(s), Title, and Board of Directors: including mailing addresses and telephone numbers.

The Human Rights Officer:

Co-Director Amy Elverum, amy.elverum@umissacademy.org,

19 E Exchange St., St. Paul, MN 55101, 651.528.8091

UMA School Board Chair:

Joe Klancher, joe.klnacher@umissacademy.org

19 E Exchange St., St. Paul, MN 55101. 651.528.8091

These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.

- (1) The school official must immediately notify the Co Director, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school Co Director is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.
- (2) If the report was given verbally, the Co Director will personally reduce it to written form within 24 hours and forward it to the human rights officer.
 - a. If the school Co Director fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the Co Director will be subject to disciplinary action.

- (3) If the complaint involves the building Co Director, the complaint will be made or filed directly with the Title or the School human rights officer by the school official or reporting party or complainant.

The human rights officer may request, but not insist, upon a written complaint. The School encourages the reporting party to complete the complaint form for written complaints. It is available from the Co Director of each building or the office. Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.

The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The School will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

INVESTIGATION

- A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- D. The School may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.
 - (1) Upon completion of the investigation, the School or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the Title. If the complaint involves the Title, the report must be filed directly with the Board of Directors. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.
 - (2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.

- (3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.
- (4) The school will comply with federal and state law pertaining to retention of records.

Appeal

If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the investigation. The investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the investigator is final, and action will occur as addressed below.

School Action

- A. Upon conclusion of the investigation and receipt of the findings, the School will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs or school wide training, counseling, and class transfer. The School's action taken for violation of this policy will be consistent with the requirements of applicable state and federal law, and school policies.
- B. The result of the School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School in accordance with state and federal law regarding data or records privacy.

Reprisal

The school will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.

Conflict of Interest

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

Harassment or Violence as Abuse

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.
- B. Nothing in this policy will prohibit the School from taking immediate action to protect victims of alleged harassment, violence, or abuse.

Dissemination of Policy and Training

This policy is posted in the following way:

- (1) Posted in the school building accessible to students and staff members.
- (2) Given to each employee and independent contractor at the time of entering into the person's employment contract.
- (3) Included in each school's student handbook on school policies.
- (4) Posted on the school website for parents and community members.

School will discuss the school's harassment and violence policy with students and employees on an annual basis. The Board of Directors will review this policy annually for compliance with state and federal law.

514 BULLYING PROHIBITION POLICY

PURPOSE

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

GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on Education District property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the Education District or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off Education District resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the Education District shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the Education District's policies and procedures, including the Education District's discipline policy (See MSBA/MASA Model Policy 506). The Education District may take into account the following factors:
 - The developmental ages and maturity levels of the parties involved;
 - The levels of harm, surrounding circumstances, and nature of the behavior;

- Past incidences or past or continuing patterns of behavior;
- The relationship between the parties involved; and
- The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The Education District shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the Education District, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from Education District property and events.

- G. The Education District will act to investigate all complaints of bullying reported to the Education District will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee of the Education District who is found to have violated this policy.

DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
- a. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - b. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on Education District property, at school functions, or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than the following school day.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on Education District property, at school functions or activities, or on school transportation” means all Education District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Education District purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Education District property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the Education District does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate Education District official designated by this policy. A person may report bullying anonymously. However, the Education District may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The Education District encourages the reporting party or complainant to use the report form available from the Co Director or building supervisor of each building or available in the Upper Mississippi Academy office, but oral reports shall be considered complaints as well.

- C. The building Co Director, Human Rights Officer, and/or the designee (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to an Education District human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Education District Executive Director or the Education District’s Human Rights Officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the Education District shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. Education District personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The Education District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Education District’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Education District ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the Education District shall undertake or authorize an investigation by the building report taker or a third party designated by the Education District.
- B. The building report taker or other appropriate Education District officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the Education District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. Education District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable Education District policies; and applicable regulations.
- E. The Education District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the Education District. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the Education District shall, when determined appropriate by the child's individualized education program (IEP) team of Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

RETALIATION OR REPRISAL

The Education District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Education District who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

TRAINING AND EDUCATION

The Education District shall discuss this policy with school personnel and volunteers and provide appropriate training to Education District personnel regarding this policy. The Education District shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the Education District. The Education District or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

The Education District shall require ongoing professional development, consistent with Minn. Stat. & 122A.60-, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk or perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

The Education District annually will provide education and information to students regarding bullying, including information regarding this Education District policy prohibiting bullying, the harmful effects of bullying and other applicable initiatives to prevent bullying and other prohibited conduct.

The administration of the Education District is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-economic learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

The Education District may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

The Education District shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The Education District may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

NOTICE

- A. The Education District will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the Education District and the office of each school.

- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the Education District.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the Education District's or a school's website.
- F. The Education District shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

SPECIAL EDUCATION

Special Education is a continuum of services available to eligible students with disabilities. Guided by the federal Individuals with Disabilities Education Act (IDEA) and Minnesota regulations, Upper Mississippi Academy ensures all special education students receive a free and appropriate public education. This is guided by the Individualized Education Program (IEP) development process, which results in a comprehensive plan addressing needs specific to the individual student.

UMA offers programs and services for students who have met special education eligibility in any of the 13 disability areas identified in Minnesota Rules Chapter 3525. UMA also follows requirements pertaining to districts special education responsibilities found in the United States Code, title 20, chapter 33, sections 1400 et seq., and Code of Federal Regulations, title 34, part 300.

What Special Education is not . . .

- tutoring in regular education courses;
- an assurance that the student(s) will pass regular education classes;
- a cure . . . it assists in removing barriers caused by the disability but does not remove the disability;
- for below average academic performance alone;
- rehabilitation for a physical disability.

Medical doctors, private therapists, attorneys, or other agencies may not prescribe special education. They may refer a student for special education evaluation.

To request an evaluation for special education services for your child, please contact the Director of Special Education.

Special Education Advisory Council (SEAC)

SEAC will meet once during first quarter. Dates and times will be posted on the UMA website.

SECTION 504/REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities; "Substantial limitation" of a major life activity means an important and material limitation and it is determined by the impairment's nature and severity; how long it will last or is expected to last; and its permanent or long term impact or expected impact;
2. Has a record of impairment; or
3. Is regarded as having such an impairment.

UMA will identify, evaluate and provide a free and appropriate public education to students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. The referral and identification procedures can be obtained by contacting the 504 Coordinator.

If the parent(s) or guardian(s) disagree with the determination of the district's professional staff, he/she has the right to pursue the UMA complaint procedures or file a complaint with the Office of Civil Rights.

For questions regarding a 504 for you child, please contact the 504 Coordinator.

Section 504 Grievance Procedure

It is the policy of UMA not to discriminate on the basis of disability. UMA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for UMA to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within one week of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of UMA relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Executive Director within 15 days of receiving the Section 504 Coordinator's decision. The Executive Director shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

UMA will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio recordings of material for the blind, or assuring a barrier free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

GRIEVANCE POLICY

UMA has established the following procedures for resolving any grievance or issue arising at UMA except disciplinary actions and Section 504 grievances (process defined above). The goal is to resolve as many issues as possible prior to the formal grievance stage.

Informal Procedure

If a conflict arises between employees, between students or between employees and students, the parties should make every effort to resolve their differences. If this is not an option, the Co Directors may be involved. The UMA School Board should only be contacted after the informal procedure has run its course. The parties should meet at least twice with a Co Director and should give the school at least two weeks to resolve the issue before going to the board.

If a party's grievance is with the administration, the party should deal directly with whomever he/she has the grievance.

Formal Procedure

Parties not satisfied with the result of informal efforts to resolve their situation or parties who wish to appeal an administrative decision must use the following procedure:

1. Present a formal written grievance in writing to the Co Directors.
2. Co Directors will deliver the complaint to the Board.
3. Within ten (10) working days after receipt of the formal written complaint to the executive committee, two members of the Board and will meet concurrently with the complainant in an effort to resolve the issue.
4. In the event the complaint is not resolved, the complainant may request a hearing before the Board of Directors. The Board shall review the complaint at the next scheduled Board meeting after receipt of the request. The Board's decision shall be final and shall be made within ten (10) working days of the hearing.

PROTECTION AND PRIVACY OF PUPIL RECORDS

Upper Mississippi Academy gives notice to parents of students currently in attendance at UMA, of their rights regarding pupil records.

- A. Parents and eligible students are hereby informed that they have the following rights:
 - a. The parent or eligible student has a right to inspect and review the student's education records;
 - b. That the parent or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records. Except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. Section 1232g, and the rules promulgated thereunder;
 - e. That the parent or eligible student has a right to obtain a copy of the school's policy regarding the protection and privacy of pupil records; and
 - f. Policies are posted on school website.

NON-DISCRIMINATION POLICY

It is the policy of the School Board of Upper Mississippi Academy to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender identity, gender expression, marital status, sexual orientation, status with regard to public assistance, age, or disability (hereinafter "protected class status") be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore full time or part time under any education program or activity operated by the district. Any student of UMA who feels he/she has been discriminated against in violation of the District's nondiscrimination policy may avail himself/herself of filing the grievance with the Co Directors. Any employee or other individual who feels he/she has been discriminated against on the basis of protected class status should file a complaint with the Co Directors. If the Co Directors are witnesses or otherwise involved in the alleged discrimination, the complaint should be filed with the Board President.

2019-20 School Calendar (Noteworthy Dates)

AUGUST 2019

August 27: All School Orientation -
6:00-8:00 PM

SEPTEMBER 2019

September 2: No Students (Labor Day)
September 13: No Students (Staff Dev)
September 27: No Students (Staff Dev)

OCTOBER 2019

October 11: No Students (Staff Dev)
October 16: *Conferences/Early Release Day- School ends at 12:50.* Conferences
1:30-8:40 PM
October 17: No Students/Morning
Conferences 8:40 AM -12:40PM
October 18: No Students/MEA

NOVEMBER 2019

November 7: First quarter ends
November 8: No Students (Staff Dev)
November 27-29 No Students/Fall Break

DECEMBER 2019

December 13: No Students (Staff Dev)
December 23, 2019-January 3, 2020:
No students/Winter Break

JANUARY 2020

January 6: Classes resume
January 10: No Students (Staff Dev)
January 20: No Students (MLK)

JANUARY 2020 (cont.)

January 24: End of Semester 1
January 27: No students (Staff Dev)

FEBRUARY 2020

February 14: No Students (Staff Dev)
February 17: No Students (President's Day)
February 27: *Conferences/Early Release Day- School ends at 12:50.* Conferences
1:30-8:40 PM
February 28: No Students/Morning
Conferences 8:40 AM -12:40PM

MARCH 2020

March 13: No Students (Staff Dev)
March 26: Third quarter ends
March 27: No Students (Staff Dev)
March 30- April 3: No Students (Spring
Break)

APRIL 2020

April 4: Classes resume
April 17: No Students (Staff Dev)

MAY 2020

May 1: No Students (Staff Dev)
May 22: No Students (Staff Dev)
May 25: No Students (Memorial Day)

JUNE 2020

June 10: End of Semester 2/Last day of
School for students grades 6-11
June 10: *Graduation (planned for evening)*

All dates are subject to change. Please consult UMA's website for updated dates, times and events.