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Welcome to North View Junior High

Dear Parents and Students:

Welcome to our new 6th and 7th graders, and welcome back to our returning 8th and 9th grade students. We are excited to have you back, and we have lots of new things going on at North View.

Our school culture is especially important because we are a fully authorized International Baccalaureate World School. Our staff has been attending workshops this summer to learn more about the IBWS philosophy and teaching methods. Our parents and community members can learn more about IBWS on our web site.

Please call or email if you have questions or concerns. We best meet the needs of our students when we work together.

Sincerely,

Peg Vickerman

NVJH MISSION STATEMENT

*Cultivating, scholarship, virtue
and excellence in a
global community.*

ISD 279 MISSION

is to inspire and prepare all students
with the confidence, courage and
competence to achieve their dreams;
contribute to community;
and engage in a lifetime of learning.



F.Y.I. - CONFISCATED ITEMS

Any electronic or nuisance items that are confiscated and not picked up within 30 days will be disposed of or donated.

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1-800-627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).

DIRECTORY

ADMINISTRATION

Peg Vickerman Principal
 Brian Chance Assistant Principal
 Maryann Pellot Assistant Principal
 Roman Cress..... Administrative Assistant
 David Tramel.....Business Manager

TEACHING STAFF

<p>ART Ms. Lauber-Westover Mr. Manders Ms. Plum</p> <p>ELL Ms. Christlieb Ms. Moskowitz Ms. Zetah Ms. Zugic</p> <p>FACS Ms. Garczynski Ms. Mohr</p> <p>HEALTH/PHY ED Ms. Anderson Mr. Koltes Mr. Minor Mr. Stewart Ms. Venhuizen</p> <p>HUMANITIES Ms. Agosto Ms. Duncan Ms. Ziemer Mr. Scheurman Ms. McGowan</p> <p>LANGUAGE A Ms. Bednarczyk Ms. Callander Ms. Christianson Mr. Maloney Mr. Wilson</p>	<p>LANGUAGE B Ms. Swanson Ms. Allen Ms. Mathews Mr. Stewart</p> <p>MATH Ms. Gabrielson Ms. Havelak Ms. Howitson Ms. Hippen Ms. Burroughs Ms. Koffski</p> <p>MEDIA Ms. Teeple</p> <p>MUSIC Ms. Burk Ms. Knapp Mr. Reissetter Mr. Terry</p> <p>SCIENCE Mr. Detert Ms. Heath Ms. McClendon Ms. Molskness Mr. Whiteman</p> <p>SPEECH Ms. Ohlenkamp</p>	<p>SPECIAL ED Ms. Bergum-Carling Ms. Breitbarth Ms. Krause Ms. Johnson Mr. McCann Ms. Puchtell Mr. Rundquist Mr. Wiig Mr. Wucherer</p> <p>TECH. EDUCATION Mr. Jacobson Mr. Kasten</p> <p>6TH GR. TEACHER Ms. Travis-Eull</p>
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DIRECT DIAL TELEPHONE NUMBERS

North View Junior High School.....(763) 585-7200
 Attendance Office (reporting an absence).....(763) 585-7250
 Guidance Office (Kris Tiry, secretary).....(763) 585-7215
 NV Fax(763) 585-7210
 Band Office(763) 585-7251
 Boys P.E. Office.....(763) 585-7256
 Girls P.E. Office.....(763) 585-7255
 Music Office(763) 585-7249
 Pool(763) 585-7257
 Special Education Office(763) 585-7252

IMPORTANT PHONE NUMBERS

District Transportation..... (763) 391-7045
Educational Service Center..... (763) 391-7000
Brooklyn Center Park & Rec..... (763) 569-3400
Brooklyn Park Park & Rec (763) 493-8335

SPECIAL SERVICES AT NVJH

Kurt CarlsonIB Assessment Coordinator
 Anna Wicks6th & 7th Grade Counselor
 Janell Leisen 8th Grade Counselor
 Shanna Schroeder 9th Grade Counselor
 Shaunece SmithStudent Learning Advocate
 Pat Walberg Head Cook
 Bruce WilliamsHead Custodian
 Pam Hyde Health Service Specialist
 Sue HowardInternational Baccalaureate Coordinator
 Anna Teeple Information Technology Specialist (Media Ctr.)
 Det. C. McNeill Police Liaison Officer
 Sandra CrossettPsychologist
 Tom Brandt.....SEM Coordinator
 Paula Monson Special Education Social Worker
 Jerri Johnson Special Education Building Coordinator
 Kay Evers Volunteer Coordinator

POLICIES AND PROCEDURES

WELLNESS

The District 279 School Board Policy 533 - Wellness is a response to the growing problems of childhood obesity and the health problems associated with poor nutrition and a lack of physical activity. This policy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. A healthy school environment promotes and protects student learning by encouraging healthy eating and physical activity. To that end, the policy outlines school guidelines for promoting a healthy environment. Our school district encourages the involvement of students, parents, and staff in monitoring and reviewing district nutrition and physical activity practices. The policy is required by federal statute.



BULLYING PROHIBITION

The safety and well being of all students is of primary importance. School Board Policy 514 - Bullying Prohibition is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Bullying: is any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include but not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that student(s).

NOTICE OF USE OF HAND HELD METAL DETECTORS

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use hand held metal detectors as a method of searching for those weapons.

CANINE SEARCHES

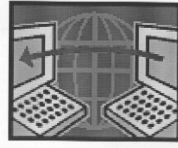
As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search student lockers and the school building during and after school hours. If a dog identifies a locker as having a prohibited item in it, the locker, its owner and his or her possessions will be searched.

***These policies, procedures, and guidelines are available to parents and students upon request at the junior high office or District Web site.**

POLICIES AND PROCEDURES (cont.)

INTERNET ACCEPTABLE USE AND SAFETY

Electronic information research skills are fundamental to preparation of students as citizens of the world. The School District expects that faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.



Use of the District's network/internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used within District Policies 524 and 441. Consequences for students who fail to abide by Policy 524 - Internet Acceptable Use and Safety will be included in the building discipline procedures required by Policy 506 - Student Discipline. Infractions by students will also be referred to legal authorities when appropriate.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet resources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

SAFE SCHOOLS - VIOLENCE FREE

We are sure that parents share the staff expectation of appropriate student behavior. The school is a public place and all the legal and common sense rules of public behavior apply on school property. An orderly atmosphere promotes learning. A safe, violence free school promotes security and learning.

North View Junior High School has taken a hard line on aggressive behavior and on the possession or use of weapons or look-alike weapons. NVJH will ask the School Board for an expulsion if a student is involved with a dangerous weapon on school property, or is threatening someone with a look-alike weapon.

Furthermore, we request that if a student has knowledge of a dangerous object, or a harmful, threatening, suspicious or frightening situation, that the student report it to an adult immediately. **We are all responsible for a safe, violence-free school.**

THE SCHOOL DAY

School begins at 7:30 a.m. and dismisses at 2:00 p.m.

AFTER SCHOOL HOURS

Students are NOT to be in the building after 2:10 p.m. unless supervised by a teacher or coach. Students are required to have a pink hall pass to remain in the building after 2:10 p.m. Students who display inappropriate behavior may be barred from staying after school.

BEFORE SCHOOL HOURS

Students may not be in the building before 7:10 a.m. unless they are with a teacher. If it is necessary to come before 7:10 a.m., they need to stay between the double doors until 7:10 a.m. Locker and classroom areas will be off limits to students until the 7:10 a.m. bell rings.

DAILY SCHEDULE

Students go to a regular 8-period day on Monday, Thursday, and Friday. Tuesday and Wednesday are 4-period days.

ELECTRONIC LUNCH/BREAKFAST ACCOUNTS

North View Junior High has a computerized system for payment of school meals. Every student is assigned a four or five digit personal account identification number. Students may deposit as much as they want into their account. When you have prepaid into your account, you simply pick up your lunch, approach the cashier, enter your identification number on the keypad and the cost of your lunch is automatically deducted from your account.

The cashier will notify students when their balance is low. Under no circumstances may students charge meals. Deposits by check must be made in the kitchen before the start of the school day.

LATE BUSES

Late buses are available for students participating in a school activity, working with a teacher or assigned detention. Students suspended from their regular bus for behavior consequences MAY NOT ride the late bus. Students who leave the property MAY NOT return to ride the late bus.

MEDIA CENTER HOURS AND INFORMATION

The Media Center is open daily from 7:20 a.m. – 2:10 p.m. Students may checkout a maximum of three books. Students are responsible for checked out media materials. Materials need to be returned on time. Students will be charged for damaged or lost items.

PARENT GROUP

The North View IB World School Parent Group is open to all parents/guardians of North View students, staff, and students. There are no dues or fund-raising involved. Meetings for the 2009-10 school year will be in September, January, & April and are from 7:00 - 8:00 p.m. in the media center. The purpose of this group is to meet and determine, discuss and/or have speakers based on current “hot topics” of North View parents/guardians and students. Ms. Vickerman, principal, is the group’s coordinator. Check your calendar for meeting dates.

PEER MEDIATION

Peer mediation is a method for negotiating disputes and finding resolutions that combines the needs of the parties in conflict instead of compromising those needs. It is a way for students to deal with differences without coercion. Peer mediation works well to resolve conflict in schools because through it students gain power. The more students become empowered to resolve their difference peacefully, the more responsibly they behave.

Peer mediation is voluntary. Students may request mediation when they are involved in a dispute, or they may be referred by teachers, administrators, or parents. When both parties agree to mediate, an assigned peer mediator arranges a meeting with the students. Successful peer mediation may result in no consequences or reduced consequences to the disputants, depending on the incident. Not all behavior incidents are eligible for peer mediation.

TARDY

Students who arrive late to school must report to the attendance office for an admit slip. If students do not have an approved excuse, the tardy will be recorded as unexcused. Unexcused tardies will result in detention. The student will be assigned a date to serve detention. Failure to serve detention will result in suspension. Three tardies constitute one truancy. For an ABSENCE/TARDY parents should call (763) 391-7285 the morning of the absence/tardys, otherwise, it will be marked as a truancy.

VISITORS

No student visitors will be allowed to accompany students.

To ensure student safety and to minimize classroom disruption, a legal parent or guardian is required to give the school 24 hours notice and present a picture ID to visit a classroom or student.



No backpacks/bookbags allowed in classrooms/hallways during the school day.

PHYSICAL VIOLATION INTERVENTION PLAN

Physical violence of any kind is not tolerated at North View Junior High. This includes physical fighting and assault, defined as intentionally causing or attempting to cause bodily harm upon another person. Any physical assault may result in a recommendation for expulsion.

At NVJH, if you initiate or participate in a fight, you can expect the following:

After a first physical fight/assault:

1. Student is suspended, number of days to be determined by administrator (minimum of three days).
2. Student and parent attend reentry conference with administrator.
3. Student is required to attend two sessions with a counselor to:
 - a. explore the following:
 - emotional or behavioral problems
 - anger management styles
 - problem solving strategies
 - mediation with person in conflict
 - appropriateness for referral to an anger management group
 - b. develop written goals and strategies related to the prevention of further violence.

After a 2nd physical fight/assault:

1. Student is suspended, number of days to be determined by administrator (minimum of three days).
2. Student and parent attend reentry conference with administrator, and if available, counselor or social worker.
3. Student to meet with counselor to reassess goals set in above sessions.
4. Counselor to provide student and parent resources for outside assessment or counseling.

After a 3rd physical fight/assault:

1. Student is suspended, number of days to be determined by administrator (minimum of three days).
2. Further disciplinary action, including expulsion, may result.

ANY PHYSICAL VIOLATION MAY RESULT IN CRIMINAL CHARGES AND/OR EXPULSION.

IN ORDER TO EARN A DIPLOMA FROM THE OSSEO AREA SCHOOLS,

THE GRADUATING CLASS OF 2010 AND BEYOND MUST:



Pass State tests in Writing, Reading, and Mathematics.

PLUS



Meet all State of Minnesota coursework requirements.

PLUS



Meet any additional district requirements.
See course registration handbook for details.

Students on IEP plans, served by the English Language Learner program, or on 504 plans, will be reviewing these requirements annually during program planning conferences.

Each high school will have some requirements and opportunities that differ from other schools. Your school handbook will provide you with the specific information you need for your school.

REPORTING PROCEDURES

Report any misbehavior you witness or experience. Everyone has a right to feel safe and respected.

1. Begin by reporting the misbehavior to your class teacher. In the lunchroom, tell one of the supervisors.
2. If personal safety is an issue, go to the nearest adult. Tell them you need help and are not feeling safe.
3. On-going problems should be reported to a counselor or administrator. Be aware of the date, time, and location of the incident. This information will help in the investigation.

ATTENDANCE PROCEDURES

THE LAW

The state of Minnesota requires that all children between the ages of six and eighteen attend school every day that school is in session.

ABSENCES

If your child is absent from school, please call the school with the reason for the absence. The telephone call eliminates the need to send a note with your student when he/she returns to school. We would appreciate having the call between the hours of 7:00 and 9:00 a.m.

When the parent/guardian does not call the school, the school may attempt to reach someone at home or at work. It is the parent's responsibility to furnish the school within three school days the reason for their child's absence, otherwise the absence will be considered truant.

The Hennepin County Attorney's Office identifies reasons which a court would not find as "lawful absences," as including missed bus, no clean clothes, staying at home to baby-sit younger siblings, oversleeping, or chronic medical excuses without a doctor's statement.

EXTENDED STUDENT ABSENCE

Contact the school office and teachers to make prior arrangements for homework for any extended student absence.

PARENT/GUARDIAN ABSENCE

If parent/guardian will be away from home and the student will be under the supervision of another person, parents/guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

TRUANCY

Truancy is being absent from school or class without the approval of the building authorities. The authority to decide whether an absence is excused or unexcused rests with the building principal. **There are no authorized skip days.**

APPOINTMENTS

A parent/guardian must send a note excusing their student from school for appointments. The student must bring the note to the office before school to get a blue pass and then sign out at the time of leaving. Without a note, a parent/guardian is required to come into the office to sign out their student at the time of leaving. The student must sign back in when returning to school.

HOMEWORK REQUESTS

If your child has been absent for three or more consecutive days, you may call the office and request homework. It may be picked up after school on the following day. This request is to be made through the main office.

CLOSED CAMPUS

The junior high school campus is closed. **Under no circumstances may any student leave school property after arriving without parent/guardian permission and office sign out.** Any student leaving campus without authorization who returns to the building may be searched.

WITHDRAWALS/TRANSFERS

Parent/guardian of students transferring to another school are asked to notify the office at least three to five days before their student's last day of attendance. The student should report to the counseling office on the morning of his/her last day of attendance to pick up a withdrawal form which teachers must sign.

CHANGE OF ADDRESS/PHONE NUMBER

Parent/guardian should notify the school office as soon as possible concerning changes in home/work phone numbers and/or address.

August 2009

16	17	18	19	20 6 th Grade IB Academy 9:00-3:00	21	22
23	24	25	26	27 7 th -9 th Grade Student Orientation 1:00-4:00	28	29
30	Licensed Staff Workshop	31	<div style="border: 1px solid black; padding: 5px; display: inline-block;">New Licensed Staff Workshop</div>			

ACADEMIC & SUPPORT SERVICES

CONTACTING TEACHERS

Should you wish to talk to one of your child's teachers, call the school and leave a phone number and the time when you can be reached, or contact the teacher through e-mail. The teacher will contact you at his/her earliest availability. Information in regards to your child's attendance, grades, assignments and much more can be accessed through School View. To sign up for School View contact your child's counselor.

STUDENT/TEACHER CONCERNS

If a parent/guardian and student have a concern regarding a teacher or coach, it is expected the parent/guardian will contact the teacher or coach and share the concern with them. This will give them the opportunity to respond to your concern and resolve the conflict at the lowest level. After contacting the teacher or coach, if there are still concerns, contact your child's counselor or a building administrator.

REPORT CARDS

Report cards are sent home with the students approximately two weeks after the first two trimesters. Report cards will be mailed home after the third trimester. The junior highs follow the practice of withholding report cards until all books are returned and fines are paid.

MID-TRIMESTER REPORTS

Student progress is assessed approximately mid-way through each trimester. Mid-trimester reports are sent home with the student. It is possible that a student may earn a satisfactory report at mid-trimester time, but an unsatisfactory grade at the end of the trimester if the quality of the work declines.

HONOR ROLL

An honor roll will be published each trimester giving recognition to those students with outstanding scholastic achievement. The honor roll will be computed as follows:

1. Each letter grade will be given the following numerical value:

A =4.0	B+=3.33	C+=2.33	D+=1.33	F = 0
A-=3.67	B-= 2.67	C-=1.67	D-= 0.67	

2. The numerical values will be added together, then divided by the total number of the grades on the report card for the trimester.

3. If the grade average determined in No. 2 is 3.66 or greater, the student will be on the "A" Honor Roll. If the grade average determined in No. 2 is 2.66 or greater, but less than 3.66 the student will be on the "B" Honor Roll.

COUNSELING SERVICES

The role of the counseling program is to help students succeed in their academic and personal lives. Our goals are to provide support and understanding of the ups and downs of adolescence, help with educational planning, help prevent problems from becoming overwhelming, address chemical issues, and to assist in determining options and resources when problems reach the crisis stage.

HIGH PERFORMANCE (HP) PROGRAM: Grades 7-9

As students transition from elementary school to junior high school, the emphasis of Talented and Gifted Program Services shifts from potential to performance. Classroom instruction in English, science, social studies and math at the junior high level emphasize Type II skill development.

High performance classes are designed with an emphasis on pacing, complexity of content professional thinking, interdisciplinary study, quality products and rigor. Of particular importance is the emphasis upon metaphorical thinking or the ability to make connections within the subject area or across other disciplines. Proficiency in the basic skills for each subject area also must be demonstrated. Any student may apply for a High Performance class in grades 7-9. Placement is determined by data.

SECTION 504 SERVICES

Section 504 of the Rehabilitation Act of 1973, prohibits discrimination against handicapped persons by school districts receiving federal assistance. Included in the regulation is the requirement that handicapped students be provided with a free appropriate public education (FAPE). These regulations require identification, evaluation, provision of appropriate service, and procedural safeguards in all public schools. Individuals who have been determined to be handicapped under Section 504 may not be disabled under special education (IDEA).

Section 504 services could apply to any school-age child who, 1) has, or; 2) has had a physical or mental impairment which substantially limits a major life activity, or 3) is regarded as handicapped by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

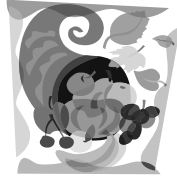
Parents who wish to have their child identified, evaluated, and/or placed for 504 services should contact the building counseling department. The District 279 Compliance Officer for Section 504 is Ann Kern, Assistant Director of Student Support Services.

SPECIAL EDUCATION

Special Education programs and related services are provided to eligible students with disabilities at all grade levels. Special Education services are based on the individual needs of students with handicaps. Parents who suspect that their child may have a disability should contact a teacher, counselor, administrator or Special Education Building Coordinator. Each junior high school has a Special Education Building Coordinator (SEBC) who coordinates the services in the Special Education Department. Counselors can provide addl. information.

ONLINE GRADE ACCESS

Students will be expected to periodically review their academic progress via School View online grading software, accessible from any internet-connected computer. It is the responsibility of the student to maintain the security of their user name and password information. Attempts to tamper with other students' accounts will result in discipline consequences.



September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Licensed Staff Workshop				
6	7 <i>Labor Day No School</i>	8 First day of school for students Code of Conduct Presentation	9	10 Picture Re-Take Day Bus Safety	11	12
13	14	15 6 th Grade Band Parent Meetings 4:30 or 7:30 Auditorium	16	17	18 Honor Roll/Perfect Attendance Celebration	19
20	21	22	23	24	25	26
27	28	29	30 Parent Meeting 7-8 p.m.			

SCHOOL SERVICES

HEALTH SERVICE

District 279 employs a registered nurse in each school building. No student may leave school because of illness without permission from the school nurse. In case of an emergency, the school will make every effort to contact the parent/guardian. If the appropriate contacts can not be made, the school will proceed with action deemed necessary for the welfare of the child.

Emergency Cards Students under 18 years of age will not be released from school if ill or injured unless authorized by a legal parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

Medications All medications, both prescription and over-the-counter, will be kept and administered in the school nurse's office. A request for medication administration is required annually and shall include parent and physician signatures. Medication must be in the original prescription or manufacturers' container. Students may carry and self-administer emergency medication (i.e. asthma inhalers and epi-pens) with specific written permission from the parent, physician, and school nurse.

Immunizations According to MN state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria. Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents may opt not to participate in the registry by calling 612-676-5100 or their school nurse for more information.

FAMILY/COMMUNITY OUTREACH INITIATIVES

Department of Equity and Integration staff provide student support, family outreach and education, and collaboration with district and community resources to assist all students and families with equal access to our schools and services. If you have questions, please call Sharon Peters-Harden, Coordinator at 763-391-7248.

FOOD AND BEVERAGE ITEMS

State Health Department guidelines do not allow students to share home baked/prepared food items or beverages with other students at school. Generally, food items and beverages that are pre-packaged and purchased at a store or bakery are acceptable for sharing at school. Please be aware that some individuals may have food allergies. Beverages, food, and candy are allowed in the cafeteria only. Food from outside vendors will not be allowed during the lunch day.

INSURANCE

Information and applications for student accident insurance and student dental insurance plans are available in the school office.

POLICE LIAISON OFFICER

A police liaison officer has been assigned to the school to accomplish the following objectives:

- To establish positive attitudes of understanding, respect, and trust of police officers and the system of law enforcement.
- To assist students and their parents/guardians, along with school staff members, with problems and questions about the criminal justice system.
- To help young people avoid getting into trouble with the law.

Parents/guardians and students should feel free to contact the liaison officer concerning school or community problems.

VOLUNTEER PROGRAM

The mission of volunteer involvement in ISD 279 is to build community, support student success and inspire people to excel by encouraging parent, student, and community involvement through meaningful volunteer work in our schools.

We want to THANK our parents, grandparents, and members of the community for their continued support! Volunteers are an important asset to our community.

Volunteers continue to support the educational process through the contribution of their time and talents. You can volunteer at your child's school by contacting our Volunteer Coordinator. Contribute your time and talents through:

- Tutoring
- Classroom Assistance
- School Events
- Field Trips

Schools recognize and support families and community members as participants in school programs by encouraging their roles in supporting, learning and honoring them as essential volunteers. We appreciate the support!

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1-800-627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).



October 2009



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Mid Tri Reports Go Home	8 Parent Teacher Conferences 2:30-7:30	9 Licensed Staff Workshop <i>No School for Students</i>	10
11	12 Final Picture Re-Take	13 Parent Teacher Conferences 2:30-7:30	14	15 Education MN Professional Conference <i>No School</i>		17
18	19	20 Parent Teacher Conferences 2:30-7:30	21	22	23	24
25	26	27	28	29	30	31

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular opportunities are offered for both boys and girls. We encourage you to have your child take an active part in the many clubs, organizations, and athletic programs. Announcements will be made at the beginning of each season regarding practice sessions and meeting dates, etc.

All equipment issued to your child is to be returned to the school at the end of the season. Lost or stolen equipment will be charged to the student. If your child quits an activity, please return all equipment immediately.



The following sports are available for students to participate in at the high school level. Starting dates are in August. Check with your high school.

Fall (Aug-Sept-Oct)

Cross Country (9th)	Football (9th)
Girls Volleyball (9th)	Girls Swimming (7-8-9)
Girls Tennis (9th)	Soccer (7-8-9)

Winter (Nov-Dec-Jan)

Basketball (9th)	Wrestling (7-8-9)
Hockey (7-8-9)	Girls Gymnastics (7-8-9)
Nordic Skiing (7-8-9)	Boys Swimming (7-8-9)

Spring (Mar-Apr-May)

Boys Tennis (7-8-9)	Track (7-8-9)
Girls Softball (Fast Pitch 9)	Baseball (7-8-9)
Golf (7-8-9)	Synchronized Swimming (7-8-9)

ADAPTIVE EXTRACURRICULAR SPORTS

If you want information on adaptive sports, please call the District Office at (763) 391-7000.

Cocurricular Activities

Orchestra	Band	Destination ImagiNation
Newspaper	Choir	(Students will be informed
Student Council	Drama	of other activities as they
Math Club	Musical	become available)

Physical examinations are encouraged each year. Parents/guardians assume the responsibility for their students' physical fitness by signing the registration form.

Generally, practices will be held after school. Students must find their own transportation after contests. Athletic participants must ride the bus back to school after away meets/games unless written arrangements have been made between the parent/guardian and coach ahead of time, or unless the child leaves with his/her parent/guardian.

Students using tobacco or chemicals will be suspended from competition according to State High School League rules.

Students who miss classes will not be permitted to participate in extracurricular activities that day.

FEES

District Instrumental Music Program

Rental of district owned instruments.....	\$90.00
Maintenance fee for school instruments.....	\$30.00
7th - 12th grade percussion fee (rental/maintenance).....	\$30.00

Extracurricular Activities

9th grade sports/high school participation.....	\$180.00
Destination ImagiNation, Future Problem Solving, Math Club, Drama, Musical, Band, Choir & Orchestra	\$45.00

Other considerations:

1. Families not able to pay athletic fees because of financial hardship should contact the building principal and/or athletic director of their school.
2. Fees are to be paid prior to equipment issue.
3. After the beginning of the season a refund request will be honored only if the student, through no fault of his/her own, cannot continue with the activity. NO REFUND will be provided in case of quitting a team or being dropped from a team because of disciplinary action. The allowable reasons for a refund include: injury, illness, or a transfer to another school out of the district. There will be NO REFUNDS after the mid-season of the activity has been reached.
4. NO REFUNDS will be given to a participant who is removed from the team because of his/her own actions.



November 2009



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 8 th Grade Explore Testing Nov. 2-11	3	4	5	6	7
8	9	10	11	12	13 Community Service Hours Due	14
15	16	17 7 th Grade Band/Choir Concerts 7:00 p.m. South Gym	18 Orchestras Concert 7:00 p.m. Auditorium	19 8 th - 9 th Grade Band/Choir Concerts 7:00 p.m. Auditorium/ South Gym	20	21
22	23	24	25	26	27 THANKSGIVING HOLIDAY No School	28
29	30					
30						

GENERAL INFORMATION

BICYCLES/MOTORIZED VEHICLES

We recommend that students NOT ride expensive bicycles to school. Students are expected to lock bicycles in the racks provided. The school is not responsible for the safety of bikes. Junior high students are not to drive motorized bikes or cars to school.

CLOTHING

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or that cause disruption will not be allowed.

In support of ISD 279's commitment to tobacco free, drug free, and violence free schools, words or symbols that advertise products or actions which are illegal or harmful for students will not be permitted. Examples that are inappropriate include but are not limited to: 1) sexually obscene and/or profane language, slogans, emblems or pictures; 2) gang symbols and/or emblems, or clothing worn in a manner to identify gang membership; 3) sexually provocative or immodest clothing, words, or symbols; 4) potentially hazardous items such as chains, pins, studs, and rings.

Outerwear coats, hats, and other headwear are not to be worn during the school day because of health and safety reasons. Sweaters and sweatshirts are recommended for use during the school day by students who may feel chilled.

COMMUNITY-SCHOOL FUNCTIONS

Community Park and Recreation Departments handle many functions within the junior high building after the normal school day such as swimming, dances, co-recs, etc. If you have a question, please do not call the junior high schools. For information call the Parks and Recreation Departments of Maple Grove, (763) 494-6500, Brooklyn Center, (763) 569-3400, or Brooklyn Park, (763) 493-8355.

DISTRICT POLICIES

The Board of Education decides the policies or "laws" by which the district is governed. The policies, procedures, and guidelines are available to parents and students upon request in the school office or District Web site. Policies of particular interest to the junior high school age include; Attendance No. 503; Student Records No. 515, Student Discipline No. 506; Bullying No. 514, Wellness No. 533; Student Dress No. 504; Chemical Use/Abuse No. 541; Bus Ridership No. 709 and 709.1; Sexual Harassment and Sexual Violence No. 548; Student Lockers No. 502; Expulsion No. 551; Student use of Network/Internet Resources No. 524.

ELECTRONIC DEVICES

IPODS, (including headsets), radios, CD players, tape recorders, pagers/beepers, cell phones, and other electronic devices are not allowed during school hours. Any situation where an electronic device is a disruption, the device will be confiscated. Parents may pick up items after school until 3:30 p.m.

EQUAL OPPORTUNITY POLICY

ISD 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, status with regard to public assistance or handicap.

If you have any questions or concerns, contact the **Human Resources Department, 11200 93rd Avenue North, Maple Grove, Minnesota 55369, (763) 391-7007.**

The District recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. If there are questions under 504, contact a building principal or **Ann Kern, 504 Coordinator for the District, (763) 391-7124.**

LOCKERS

Each student will be assigned a hall locker and will need to bring a lock. Students are urged NOT to bring expensive items to school; personal items are not covered by school insurance. Students should keep their lock combinations to themselves. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out.

It is the policy of the state of Minnesota that: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." (M.S. 127.47 Subd.1 and Policy 502).



December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 <i>Mark Reporting No School for Students</i>	5
6	7 <i>Tri II Begins</i>	8	9	10	11	12
13	14	15	16	17	18 <i>Honor Roll/Perfect Attendance Celebration Last Day of School before Winter Break</i>	19
20	21	22	23	24	25	26
WINTER BREAK						
27	28	29	30	31	 Seasons Greetings	
WINTER BREAK						

GENERAL INFORMATION (continued)

INDOOR AIR QUALITY

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Health & Safety Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Health & Safety Coordinator at 763-391-7191.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals first. Certified therapy dogs will be permitted no more than three days per week.

LOST AND FOUND/THEFT

Lost and found will be located in the counseling office. Students should report both lost and found items immediately. Please complete a lost and found/theft report in the office.

PHYSICAL EDUCATION EXCUSE POLICY

Types of Excuses:

1. **EXCUSES FOR 1 TO 3 DAYS** - Minor injuries and ailments require a written note from parent/guardian. These notes ARE NOT taken to the health specialist, but are given to your physical education instructor at the **BEGINNING OF YOUR CLASS**.
2. **EXCUSES FOR MORE THAN 3 DAYS** - You must obtain a written excuse from your doctor and have it signed by the school health specialist before giving it to your physical education instructor. Excuses of this kind will require an alternative project or assignment.

If there is a question about the validity of the note or about the number of days excused, the instructor may send you to the health specialist for verification with parent/guardian.

PHYSICAL EDUCATION UNIFORMS

Physical Education teachers will share information with their students regarding the type of clothing needed for physical education and swimming.

SALES IN SCHOOL

No individual student or organization, public or private, charitable or otherwise, may use the school to sell literature or products for a profit. The only exception to this rule is the sale of items by the school's organizations to raise funds specifically for the organization.

SCHOOL CLOSING ANNOUNCEMENTS

The decision to close school is made prior to the time the first bus leaves for senior high routes (6:00-6:30 a.m.) School closing announcements are made on WCCO A.M. 830; KSTP Channel 5, KMSP TV Channel 9, KARE TV Channel 11, and Northwest Community TV - Cable 12.

SEARCHES

For reasons of health, safety, or suspected criminal activity, students may be asked to empty pockets, purses/bags, and/or remove shoes and socks.

SENIOR HIGH ATHLETIC EVENTS

All senior high games played are under auspices of the Northwest Suburban Conference. The junior high schools have no jurisdiction nor will we chaperone your children. The senior high school requests that elementary and junior high students be supervised by parents while enjoying the game. Students exhibiting inappropriate behavior may be asked to leave.

SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed or literature to be distributed in the school building or on school grounds requires the prior approval of the administration. Public school buildings may not be used to promote the interests of any commercial or non-school agency. (See District Policy #905)

SKATEBOARDS/ROLLERBLADES

Skateboards/rollerblades may not be used in the building or on school grounds.

SPECIAL OCCASIONS

Balloons, signs, flowers, singing messages, beverages, food, and other items WILL NOT be allowed in school.

SUBSTITUTE TEACHERS

Substitute teachers are guest in the building providing a service for our students and staff. We expect students to be courteous, cooperative, respectful and helpful to all guests in the building.

TELEPHONES

Office telephones are for business only! They SHOULD NOT BE USED FOR PERSONAL CALLS EXCEPT IN CASES OF EMERGENCY, and then only with consent of someone in the office. Students WILL NOT BE CALLED FROM CLASS TO ANSWER THE TELEPHONE EXCEPT IN AN EMERGENCY. A courtesy phone is available for student use.



PESTICIDE APPLICATION NOTICE

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians at each school office. Parents/guardians may also receive, upon request, prior notice for pesticide applications made on days other than those specified in the estimated schedule.

State law also requires that parents/guardians be told the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you have any questions regarding pesticide applications contact your child's school or please stop by the school office.



January 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 WINTER BREAK	2
3	4 First Day of School after Winter Break	5	6	7	8	9
10	11	12	13 Jr. High Honor Band MGJH Auditorium Parent Meeting 7-8 p.m.	14	15	16
17	18 Martin Luther King Jr. Day <i>No School</i>	19	20	21	22	23
24	25	26	27 Mid Tri Reports Go Home	28 Parent Teacher Conferences 2:30-7:30	29	30

HEALTH AND SAFETY

ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. A thorough evaluation was conducted for compliance with accessibility codes and guidelines and a transition plan was developed to improve accessibility. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy two (72) hours in advance (two week notice preferred).



ASBESTOS

The asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall of 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding this notice should be directed to the district's Health & Safety Coordinator at 763-391-7191.

BUILDING ACCESS AND SECURITY

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office. Children will only be released to their parents or individuals authorized on the student's emergency card/screen. Proof of identification will be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person –

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building;
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission return to the property.

BUS RIDERSHIP POLICY NO. 709.1

The safety and comfort of all students is of primary importance.

STUDENT RIDERSHIP GUIDELINES

1. Take a seat promptly - move to window seat when possible.
2. Remain seated while on the bus.
3. Keep aisles clear of legs, instruments and/or other objects.
4. Talk quietly so that you do not bother others or distract the bus driver.
5. Do not tamper with safety or bus equipment.
6. Students are required to sit in their assigned seat.
7. Follow instructions of the driver.

Listed below are types of behavior included but not limited to those identified as unacceptable for bus ridership:

- Damaging bus property
- Abusive language
- Injury to others
- Unsafe behavior
- Excessive noise
- Disobeying the driver
- Use/possession of weapon or look-alike device
- Use/possession of tobacco or chemicals
- Throwing objects inside or out of the bus



Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation.

Building administration may set up a conference with the student or parents. Parents may be notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of the rules will result in suspension of bus-riding privileges. Other school consequences may also apply. It is essential to enforce the rules to ensure your child's safety and comfort.

Pupils are not allowed to make irregular changes in pickup or delivery stops such as to go home on the bus with a friend or for work, club, party, or social events. Questions regarding this policy should be directed to the Transportation Department at (763) 391-7044 in advance. School building officials can not give permission to change buses.

Musical instruments are permitted on the bus as long as the students can hold them on their laps. If the instrument is so large that it can't be kept by the student, then other provisions must be made to transport them. Skis, skateboards, breakable glass objects, unprotected skates, or rollerblades, fishing poles, and animals/pets are not allowed.

Parents or guardians are responsible for reinforcing safe bus riding behavior with their children. Students may be video taped on buses to maximize safety.



February 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Parent Teacher Conferences 2:30-7:30	5	6
7	8	9 Jr. High Orchestra Festival 7:30 OJH Gym	10	11	12 Licensed Staff Workshop <i>No School</i>	13
14	15 <i>President's Day No School</i>	16	17	18	19	20
21 28	22	23	24	25	26 Community Service Hours Due	27

HEALTH AND SAFETY (continued)

CHEMICAL USE/POSSESSION

ISD 279 will not allow the use, possession, or distribution of drugs and alcohol by students as it jeopardizes personal safety and interferes with the learning process.

No student, regardless of age, may possess, use, distribute, and/or exchange illegal chemical substances, paraphernalia or other mood-altering chemicals which can hinder the student's ability to learn, or participate, and/or could cause damage to the student's health. This prohibition is effective in school buildings, vehicles, and school contracted vehicles, on school property, and at school activities. "Use" is defined as drinking, sniffing, smoking, swallowing, chewing, injecting, or otherwise absorbing into the body such illegal or mood-altering substances. Look-alikes, example - Near Beer, are not permitted on school property or at school events. (See Policy #506 or Policy #541.)

In the event of a violation of Policy 506, the student will receive consequences ranging from suspension to expulsion as covered in Chemical Abuse Policy 541.

CHILD ABUSE POLICY

In accordance with Minnesota State Law it is the policy of District 279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

Minnesota Statute Section 626.556, Subd. 3

"A professional or his delegate, who is engaged in the practice of . . . education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, police department or the county sheriff . . ."

COLD WEATHER PROCEDURES

Extremely cold weather can be very dangerous. Minnesotans should be accustomed to many days of heavy snow and freezing temperatures during the winter months. Parents should be certain that their children are appropriately clothed and otherwise prepared.

The district will conduct school in the normal manner if there is a reasonable expectation that 85% or more of the children will be in attendance. If the wind chill, according to the National Weather Service, is 35 degrees below zero or colder at 5:30 a.m. and predicted to remain that low or become worse, school may be cancelled. In most cases however, the combined effects of snow, ice and wind are necessary to cause school interruptions.

Elementary school students are expected to go outdoors for recess unless the wind chill factor falls below -5°F. During the winter months, we often receive requests to keep children in the classroom during non recess. Such requests are difficult to honor because, by law, duty-free periods are provided for instructors at this time and the rooms are not under teacher supervision. We have found that a short period of outdoor exercise generally refreshes the youngster and gives him/her the opportunity to stretch and exercise their muscles. The student arrives back in the classroom better prepared to exert maximum effort.

EMERGENCY CLOSINGS, DELAYED STARTS AND EARLY RELEASE

If a storm occurs or continues during the night, we survey conditions by driving critical roads in the east and west sides of the district, consult with police departments in Brooklyn Park and Maple Grove if we can, consult with snow removal officials if we can, and monitor radio weather reports. While storms resulting in 10+ inches of snow with high winds can cause schools to be cancelled or dismissed early, most heavy snows or cold weather will not result in school closure.

When possible, decisions to close school or delay the start of school will be made by 5:30 a.m. Delayed school starts, due to weather conditions, will only be considered under unusual circumstances. A one-hour delayed start means that your bus pickup time will be one hour later and your school's starting time will be one hour later than usual. Dismissal will be at the normal time.

ISD 279 will do everything possible to avoid early dismissal once school is in session to avoid sending children home to locked houses. If a storm occurs or worsens during a school day, the same procedures described above will be followed, with a decision by 11:00 a.m. The school will try to serve lunch if a midday dismissal is called. If school is dismissed early, dismissal will be in the usual order: first high school, then junior high school, and elementary school last. This is done to minimize the disruption caused by changing schedules and to get older children home first to await younger brothers and sisters. Buses will not be loaded and students will not be dismissed if the school is under a tornado warning or severe weather is imminent.

When ISD 279 schools close, generally everything closes including all ISD 279 extracurricular activities, community education youth and adult classes, Kidstop, 4 Star Express, early childhood family education programs, and events scheduled by other non-district groups through the Community Education Department.

EMERGENCY COMMUNICATIONS

In the event of an emergency that causes the district to close school, delay the start of school or release students early, instructions will be distributed to parents using the Connect-ED automated calling system, broadcast on local television and radio stations, and posted on our district Web site (www.district279.org). School closing announcements and other emergency information will be broadcast on the following radio and television stations as "Osseo District 279":

Radio

WCCO – 830 AM

Television

WCCO – Channel 4

KSTP – Channel 5

KMSP – Fox Channel 9/UPN Channel 29

KARE—Channel 11

NW Community Cable Channel 12

Unless it is absolutely necessary, please do not call the school with questions during an emergency. Our telephone lines must remain open for emergency communications. Instructions will be communicated through our Connect-ED automated calling system, local television and radio stations, and on our district Web site (www.district279.org). If you need other assistance, please call the district office at 763-391-7000.



March 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Band 7-9/Choir 8-9 Solo/Ensemble Auditorium	5	6
7	8 TEAE/SOLOM Testing ELL March 8-19	9	10	11	12 Mark Reporting No School for Students	13
14	15 Tri III Begins	16	17	18	19	20
21	22	23	24 District Jazz Festival PCSH Auditorium	25	26 Honor Roll/Perfect Attendance Celebration Last day of school before Spring Break	27
28	29	30	31			
SPRING BREAK						

HEALTH AND SAFETY (continued)

EMERGENCY PREPAREDNESS

Emergency preparedness is vital to the protection of our students, staff and visitors. The District has developed a comprehensive Emergency Plan with the help of local law enforcement, emergency management, and public health officials. Each school has customized the plan for their building.

The District's Emergency Plan is based on an "all-hazard" approach that incorporates five Universal Response Actions. Universal Response Actions are clear, standardized directives that can be implemented quickly in a variety of emergency situations. When an emergency happens, the Principal or administrator will quickly implement one of the following response actions:

Evacuation - All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.

Reverse Evacuation - All students and staff will move inside the building. Exterior doors and windows will be locked. Public access to the school will be temporarily suspended.

Severe Weather Shelter - All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

Shelter-in-Place - All students and staff will move inside the building. Windows will be closed and ventilation systems will temporarily be disabled to keep contaminants out.

Lockdown - All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.

In the event of an emergency, we may need to contact you. It is extremely important to make sure that the emergency contact information on file at your school is current. This includes daytime phone numbers for parents and names of individuals who are authorized to pick up your children if they must be released early. **Children will only be released to their parents or individuals authorized on the student's emergency card/screen.**

It is not possible to outline all of the potential crisis events that could cause dismissal or disruption of the school day. Even though most of these events rarely occur, parents can be assured that the district has worked closely with our emergency partners including police, fire and medical to be prepared. All of our plans are focused on protecting the health and safety of our students.

FIRE DRILLS

According to Minnesota State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines each time the alarm is sounded. The guidelines are:

1. Leave the building immediately according to the directions posted in your area. Stay with your teacher and class. Students should exit the building quietly.
2. Once out of the building, remain 100' from the building until the all-clear signal is given.
3. If the alarm rings during lunch time, leave the cafeteria immediately, leave the trays on the tables. When you return to the cafeteria, finish your lunch and bus your tray.

HALLS

Injury can result when students run, push, shove, play fight, horse play, or trip other students in the halls or on the steps. Appropriate behavior is expected while students are in the hallways at all times. It is important that students walk slowly and follow the traffic patterns of the halls, as well as follow the stairwell directional pattern. Keep hands, feet, and objects to yourself. Students must have a pass while in the halls during class.

LATEX-SAFE SCHOOLS

To safeguard the health of students and staff having latex allergies, the District has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

SCHOOL SAFETY DRILLS

Each junior high will conduct a minimum of five lockdown safety drills per school year.

TORNADOES

In the event of a tornado warning while school is in session, all students will stay at the school until the all-clear is given.

TRESPASSING

Presence at any school location without permission from the staff of that school (students are not to go into other district buildings without permission from the staff of that building) is trespassing. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing. Incidents of trespassing will be dealt with by school and/or police.

TIP LINE

The district has established a tip line for students and parents to report bullying, weapons, drugs and violence. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. All messages will be forwarded to the principal or administrator.

TOBACCO FREE SCHOOLS

ISD 279 is a tobacco-free environment. School Board Policy 921 prohibits the use of tobacco in all school buildings, on school grounds, and in vehicles on school grounds, 24 hours a day, seven days a week.

ISD 279 is a tobacco-free environment. School Board Policy 921 prohibits the use of tobacco in all school buildings, on school grounds, and in vehicles on school grounds, 24 hours a day, seven days a week.

April 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				SPRING BREAK		
4	5 First day of school after Spring Break	6	7	8	9	10
11	12	13 MCA II Reading Grades 7-8 GRAD WC Testing	14 MCA II Reading Grades 7-8 make-up MCA II Math Grade 6	15 MCA II Math Grades 6-8	16 MCA II Math Grades 6-8 make-up	17
18	19 MCA II make-up tests Grades 7-8	20 MCA II Reading Grade 6 MCA II Make up tests Grades 7-8	21 MCA II Reading Grade 6	22 MCA II Make up tests Grade 6	23	24
25	26	27	28 Parent Meeting 7-8 p.m.	29 Parent Teacher Conferences 2:30-7:30	30 Licensed Staff Workshop No School	

STUDENT RECORDS AND YOUR RIGHTS

School Board Policy #515 - Protection and Privacy of Education Records, lists rules and procedures regarding the collection, security, storage and release of student information as required by State and Federal laws.

The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain District personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal or Ann Kern, Assistant Director, Student Support Services, (763) 391-7124.

Student Data

Student data is classified as public, private or confidential.

Public Data: Public Data is directory information which may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- student's name
- student's address
- date of birth
- school of attendance
- grade(s) completed
- dates of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)

A parent/guardian of a student or an eligible student may object to the designation of any or all of the above information as directory information and may notify the building principal or superintendent of schools in writing (Appendix B of School Board Policy 515) by September 30th of the current school year. By October 15th, the student's record will be marked by the record custodian to indicate the items the District will designate as directory information about the student for which this written request has been received. The designation will remain in effect until it is modified by written direction by the parent/guardian or eligible student. Copies of Appendix B may be obtained from any school office. Requests for directory information are made to Chris Brooks, Coordinator, Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369.

Private Data: Private data is data on an individual student which is not accessible to the public but is accessible to the parent/guardian or eligible student. Additionally, private data is accessible to:

- School officials, including teachers, within the District whom the District determines have a legitimate education interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken in the form of suspension and expulsion and any disposition order which adjudicates the student as delinquent for committing an illegal act on district property.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

Confidential Data: Confidential data is data which State statute or Federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

Storage of Student Records

Student records are kept secure in the school the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota, for permanent retention.

Transfer of Student Records

When a student moves to another school within the district, the record will be forwarded to the student's new school. When a student withdraws to enroll in another school district and records are officially requested by the new school, the following records are forwarded: academic transcript; continuous record of academic progress; health data sheet with health notes; special education records; 504 Plan; individual remediation plan; individual health plan/emergency plan; attendance reports; standardized test results/state testing results; indicator of grades and credits received from other schools; listing of disclosure and transfer of student records; relevant legal documents and documentation of suspensions and expulsions.

Questions concerning student records should be directed to Ann Kern, Assistant Director, Student Support Services, at (763) 391-7124.

Statement of Rights

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, Tennessee Notice, the Confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975, and Independent school District No. 279 School Board Policy 515 - Protection and Privacy of Education Records.

1. The right to inspect and review the student's records.
2. The right to seek to correct the student's records, in a hearing if necessary.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that Federal or State law authorize disclosures without consent;
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests.
 - b. Another exception is that upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, including records of disciplinary action taken in the form of suspension and expulsion, and any disposition order which adjudicates the student as delinquent for committing an illegal act on District property.
4. The right to report violations of the rules and regulations, cited above, to the Department of Education.
5. The right to explanations and interpretations of the records.
6. The right to have a representative of the parent/guardian or eligible student inspect and review the records.
7. The right to exercise a limited control over other people's access to the student's records.
8. The right, if asked to provide private or confidential data, to be informed of:
 - a. the purpose and intended use of the data within the school system;
 - b. whether he/she may refuse or is legally required to supply the requested data;
 - c. any known consequences of not providing the data; and
 - d. the identity of other persons or entities authorized by State or Federal law to receive the data.
9. The right to be informed of the above rights.

All rights and protections given parents/guardians under the above statutes, regulations and District policy transfer to the student when the student becomes an eligible student.

Parents/guardians or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the building principal or to the Superintendent of Schools.

Copies of this STATEMENT OF RIGHTS will be made available to parents/guardians through official school publications. Copies are also available from the district administrative offices upon request.



May 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 MCA II Science Grade 8 May 3-7	4	5	6	7	8
9	10 MAP/NWEA Tests May 10-14	11	12 New Student Open House Band 6 6:30 p.m. OJH Gym	13	14	15
16	17 MAP/NWEA Tests May 17-21	18	19 Knight Pride Night	20	21 Community Service Hours Due	22 9th Grade Formal
23	24 MAP/NWEA Tests May 24-28	25 8 th - 9 th Grades Band/Choir Concerts 7:00 p.m. Auditorium/ South Gym	26 Orchestras Concert 7:00 p.m. South Gym	27 7 th Grade Band/Choir Concerts 7:00 p.m. Auditorium/South Gym	28 All Media Materials Due	29
30	31 Memorial Day No School					

STUDENT BEHAVIOR PLAN

An orderly atmosphere is necessary for learning. (District Policy No. 506) Teachers should not have to devote a disproportionate amount of time to unruly students. Students are here to learn; teachers are here to teach.

All employees in the junior high school have the responsibility and the right to enforce school rules. **Students are expected to respond immediately and respectfully to any employee giving directions.**

GENERAL SCHOOL CONDUCT

This is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. It is expected that students will treat other students, as well as adults, with respect in class, in the halls, on school buses, at all school activities, and on all District 279 property.

GENERAL SCHOOL RULES

1. Be Prompt. Be Prepared. Be Polite.
2. Respect other people's property and feelings.
3. Conduct yourself in an appropriate physical and verbal manner.
Careless behavior can result in personal injury or property damage.
4. Keep traffic flowing in the halls. Do not loiter, congest or block others.
5. Show appropriate affection - neither "friendly hits" nor holding hands, embracing, and kissing are appropriate.
6. Follow the classroom behavior guidelines established by each teacher.
7. Report harmful, threatening, suspicious or frightening situations to an adult immediately.

DESCRIPTION OF STUDENT BEHAVIOR VIOLATIONS

Academic dishonesty: includes, but is not limited to; cheating on school assignments or tests, plagiarism or collusion. Academic consequences may also be assigned.

Amendment clause: any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.

Bomb threat: a spoken or written bomb threat will result in a recommendation for expulsion.

Bullying: is any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include but not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that student(s). See district policy #548 and #514.

Chemical violation: possession, use, sale, or distribution of any illegal drugs, drug paraphernalia, alcohol, or prescription drugs which do not belong to the person in possession. Any use of prescription drugs or over the counter medications for mood altering effects. See Policy 541.

Computer guidelines: the use of school computers is a right, along with this right comes the following guidelines and responsibilities. Students found violating these guidelines or neglecting their responsibilities are subject to school consequences. (School Board Policy 524)

Disruptions: interrupting the peace and good order of school activities.

Field trips: field trips have both academic and behavior requirements for students who may want to participate. Students that do not fulfill either the academic or behavior requirements are therefore ineligible to attend the field trip. These students will not receive a refund of their field trip fee unless the school is able to receive a refund from the field trip vendor.

Fire: possessing or using matches, lighters, or other fire producing instruments; giving false alarm or tampering with safety systems.

Forgery: falsifying signatures or date, forging notes, hall passes, etc.

Gambling: any participation in events or games of chance which involve the exchange of money, goods, or services.

Harmful articles: any item, other than a weapon that poses a threat to others or is a potential disruption (includes, but not limited to: shock pens and laser pointers).

Hazing: hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. See District Policy 526.

Identification: students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

Insubordination: failure to obey any reasonable request from a staff member.

Off campus behavior: students can be disciplined for off campus misconduct if the misconduct is a continuation of, or has a nexus to, improper conduct that occurred on school grounds.

Physical assault: assault of a staff member, chronic/repetitive assaultive behavior, one major assault, or participation in a group assault will result in a recommendation for expulsion. Instigation/Encouragement of fights/assaults will also result in school consequences.

Violent behavior rule: a student participating in their third fight/physical assault during their junior high career will be recommended for expulsion from the Osseo School District. Building administration will make a police report and criminal charges may follow.

Religious or racial harassment and violence: physical or verbal conduct which is related to an individual's religion/race.

Sexual harassment/violence: unwelcome verbal or physical conduct or communication of a sexual nature. See District Policy #532.

Tardy: less than 10 minutes late to class.

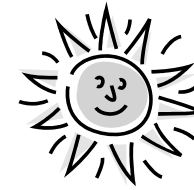
Theft: intentionally taking, using, transferring or retaining property of another without permission of the owner.

Threats/verbal or non-verbal assault: speaking, writing, or gesturing in an inappropriate, threatening, or offensive manner. Consequences may range from parent conference to expulsion. This includes communication via computer.

(continued)



June 2010



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Last Day of School	12
13	14 Mark Reporting Last Day for Staff	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	HAVE A FUN AND SAFE SUMMER!	

DESCRIPTION OF STUDENT BEHAVIOR VIOLATIONS (continued)

Tobacco: possessing or using tobacco on school property or trespassing on adjoining property to use tobacco. A tobacco violation will result in school consequences and a police referral.

Trespassing: unauthorized presence on school property.

Truancy: one period or more of missed class time.

Weapons: Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use an instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

The District takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not
- Other guns of all types including, but not limited to, pellet, air soft pellet, B-B, paintball, non-functioning or toy guns
- Knives, including but not limited to, switch blades, automatically opening knives, box cutters or razor blades
- Explosives, including but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles

Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and **immediately** takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

Vandalism: damaging school or personal property. Minnesota statute 504.18 provides that a parent or guardian of a minor is responsible for injuries or damages caused by the minor up to \$1000, such as computer damage.

DESCRIPTION OF CONSEQUENCES

It is our philosophy that the consequence and corrective action taken be appropriate, fair, and result in ending the behavior.

Parent/guardian involvement encourages appropriate behavior. Discipline consequences may be given by a staff member or for more serious offenses by the administration. Parents are not contacted for each infraction, but will be notified for in-school suspension or out-of-school suspension. Parents, check with your child regularly about his/her behavior.

Consequences may include but are not limited to: meeting with the teacher/counselor/principal, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, removal from class, out-of-school suspension, exclusion, or expulsion. Unless otherwise stated, the normal progression of consequences may include detention, in-school suspension, and out-of-school suspension. This may vary due to severity and frequency of offenses.

Detention is a supervised study period before or after school assigned by a teacher and/or principal. Out-of-school suspension means the student is not to be on any school property during the suspension. A parent conference will be required before readmittance to school.

Expulsion is action by the school board to prohibit an enrolled student from further attendance for a period of time.

Tennessee Notice: When allegations of violations of School rules, School Behavior Guidelines or School District Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the School and/or School District will take. Action may include disciplinary action against the individual(s) involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other School and/or School District officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

NOTICE: OTHER WEAPON CONCERNS

Paint Ball Guns ,air soft pellet and look-alike/replica firearms and have the capability of doing great bodily harm. **DO NOT BRING ANY LOOK-ALIKE/REPLICA OR REAL FIREARM ON SCHOOL PROPERTY. POSSESSION OF A PAINT BALL GUN ON SCHOOL PROPERTY WILL RESULT IN SUSPENSION AND A RECOMMENDATION TO THE DISTRICT OFFICE FOR EXPULSION.** Minn. Statutes CRIMINAL CODE - Section: 609.66, Sub. 1d.

Felony; possession on school property. (a) Whoever possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm or a BB gun on school property is guilty of a felony and may be sentenced to imprisonment for not more than two years or to payment of a fine of not more than \$5,000, or both.

SCHOOL VIEW

Osseo Area Schools offers parents/guardians access to SchoolView, an on-line service, that is easy to access and will enhance teacher/parent communication. SchoolView provides parents with the opportunity to go online and find information about their child's academic performance, schedule, attendance, food service account and transportation information. Users are able to view current academic progress reports and unofficial transcripts. It also allows you to subscribe to an email alert system that will automatically send an email when your child is absent. In addition, parents may use SchoolView to update their phone numbers and e-mail address.

In order to take advantage of SchoolView you are invited to pick up registration materials and access key in the counseling office. A parent or legal guardian must present one of the following forms of personal identification:

- a valid driver's license; a valid State identification card; or a valid passport

When you pick up your SchoolView registration materials, you will be asked to sign and date an **Acceptable Use Policy** before receiving your SchoolView access key. This access key allows you to setup your SchoolView account so you can gain access to your child's academic information. Once you activate your account, you will have 24-hour access to attendance, current term schedule and academic performance. You will also have access to academic progress reports for your child. Due to data privacy, we are unable to mail your secure access key via mail.

STUDENT VIEW IS HERE!!

Students have access to StudentView too! Within the first two weeks of the start of the school year, all students will be given access to their attendance, schedule, transcript and grade book information on-line. **Students will be expected to periodically review their academic progress via School View online grading software, accessible from any internet-connected computer.** This will give our students the opportunity to stay on top of their own attendance and classroom assignments. We are excited to give our students this access to their own learning.

It is the responsibility of the student to maintain the security of their user name and password information. Attempts to tamper with other students' accounts will result in discipline following the Osseo Area Schools Internet Acceptable Use and Safety policy.

SCHOOL VIEW IS ONLINE!!!

SCHOOL VIEW IS ONLINE!!!

Please note that SchoolView/StudentView requires a minimum web browser of Internet Explorer 5.5 (PC) or version 5.1 (Mac) or Netscape version 6.2 (PC and Mac) or a browser with similar capabilities.

OSSEO AREA SCHOOLS RETENTION GUIDELINES

The staff at your child's school is dedicated to the total and continuous development of each and every student; therefore, if a student fails to satisfactorily complete specified curricular areas, he/she may be required to repeat courses in the areas of deficiency to insure future academic success. Furthermore, the staff recognizes the individual needs and differences of special education and Section 504 students and the modified curriculum and grading procedures mandated for those students identified in their individualized plans.

It is the responsibility of the student and parent(s)/guardian(s) to be familiar with these guidelines.

JUNIOR HIGH 7th & 8th GRADE RETENTION GUIDELINES

Repeating of a single core class (math, science, English, and/or social studies) is determined as follows:

- Full year students in the District: Fail 3 trimesters of any core subject
 - Partial year subjects (7th grade science and 8th grade social): Fail 2 of 2 trimesters
- Partial year students: Fail 2 out of 2 trimesters of any core subject

Options for making up failed courses in science, English, or social studies:

- Repeat 1 trimester in the area(s) of failure during the next school year.
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

Options for making up a failed math course:

Due to the sequential nature of mathematics, a student who fails a math course will need to complete an appropriate math course to advance to the next math level.

- Failure of Math 7: repeat Math 7
- Failure of Math 8: repeat Math 8
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

JUNIOR HIGH 9th GRADE RETENTION GUIDELINES

In order to graduate from Osseo Area Schools, students must earn 64 credits in grades 9-12. Ninth grade students must pass all trimester courses in order to be on track for graduation.

Options for making up failed courses in science, English, or social studies:

- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.
- Successful completion of District-offered after school course(s).
- Students who are 16 years of age or older have the option to enroll in the Osseo Area Learning Center Independent Study Program.

Options for making up a failed math course:

- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.
- Take an appropriate math class at the senior high level.

REPEAT ENTIRE YEAR

If a student fails three or more of his/her core academic areas (English, math, social studies, science) for two or more trimesters, the school reserves the right to require the student to repeat the entire grade level. The building principal, upon consultation with counselor(s), teacher(s), parent(s)/guardian(s), and the student, retains the right to promote/pass a student who in his/her opinion would not benefit from retention.



NORTH VIEW'S CODE OF CONDUCT

The following are expectations that North View has for students. Adherence to this Code of Conduct will help to ensure a school that is safe and conducive to learning for all students.

1. Attend school and be on time each day.
2. Be tobacco and chemical free.
3. Dress appropriately. Inappropriate clothing includes:
 - ✓ Clothing advertising substances illegal for juveniles;
 - ✓ Clothing containing obscene or profane language or pictures;
 - ✓ Clothing containing gang symbols or clothing worn in a manner to identify gang membership;
 - ✓ Immodest clothing (sagging pants, midriffs, short shorts);
 - ✓ Hats and outerwear (lined) jackets
4. Use appropriate language.
5. Respond promptly and courteously to the direction of any staff member.
6. Walk in hallways.
7. Keep your hands to yourself. Racial, sexual, and religious harassment or assault will not be tolerated!
8. Follow the bus ridership guidelines outlined in your handbook.
9. Leave nuisance items at home (toys, beeper, electronic items).
10. Never possess, store, transmit or use a weapon or look-alike weapon at school as this is grounds for expulsion.
11. Consume food and beverages in the cafeteria only.
12. Keep your locker clean inside and out.
13. Recycle and reuse. Do not litter!

SEXUAL, RELIGIOUS & RACIAL HARASSMENT & VIOLENCE POLICIES & PROCEDURES

POLICY

School District 279 prohibits any form of sexual, religious, or racial harassment and sexual, religious or racial violence. Violation of these policies will be cause for disciplinary action.

It will be a violation of these policies for any student, employee or agent of the school District to harass a student, employee, or agent of the District through conduct or communication of a sexual nature or regarding religion or race as defined by these policies. It will also be a violation of these policies for any student, employee, or agent of the District to inflict, threaten to inflict, or attempt to inflict violence of a sexual nature or violence regarding religion or race upon any student, employee or agent of the District.

DEFINITIONS

Sexual harassment and violence

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other physical or verbal conduct or communication of a sexual nature when:
 - a) Submission to that contact or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education;
 - b) 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
 - c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

Religious and Racial Harassment and Violence

1. Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:
 - a) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

- c) Otherwise adversely affects an individual's employment or academic opportunities.
2. Religious/racial violence is a physical act of aggression or assault upon another person because of, or in a manner reasonably related to, religion or race.

REPORTING PROCEDURES

Students

Victims of alleged sexual, religious, or racial harassment or violence and third persons with knowledge of such conduct will report the alleged act immediately to the principal. Submission of a good faith complaint or report of sexual, religious or racial harassment or violence will not affect a student's grade. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform with any discovery or disclosure obligations.

Employees

Victims of alleged sexual, religious, or racial harassment or violence and third persons with knowledge of such conduct will report the alleged act immediately to District officials, as designated herein. Nothing in Policy 413 will prevent any person from reporting harassment or violence directly to the District Human Rights Officer.

1. At the building level, the principal is the responsible authority for receiving reports of sexual, religious, or racial harassment or violence. At the District level, the department head is the responsible authority for receiving reports of sexual, religious, or racial harassment or violence. Upon receiving any such report, the principal or department head must notify the District Human Rights Officer, but not to exceed 72 hours. The report must be forwarded without screening or investigating.
2. At the District level, the Assistant Superintendent of Human Resources, is the responsible authority for receiving reports of sexual, religious, or racial harassment or violence.

Submission of a good faith complaint or report of sexual, religious or racial harassment or violence will not affect the individual's future employment or work assignment. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform with any discovery or disclosure obligations.

VIOLENCE POLICIES (continued)

Sexual harassment or violence perpetrated against a minor will be considered sexual abuse and will be reported as directed in Policy 414 --Mandated Reporting of Child Neglect or Physical or Sexual Abuse and required by M.S. 626.556 - Maltreatment of Minors. Nothing in these policies will prohibit the District from taking immediate action to protect victims of alleged sexual abuse.

INVESTIGATION AND DISTRICT ACTION

Students

Complaints of a sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action will be taken in accordance with Policy 506 - Student Discipline and building procedures. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the school District against a student must be reported and investigated as directed in Policy 413 - Harassment and Violence, Policy 414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and as required by M.S. 626.556 - Maltreatment of Minors and other applicable law.

Employees

By the authority of the School Board, the District Human Rights Officer, upon receiving any report alleging sexual, religious, or racial harassment or violence, will conduct or authorize an investigation. In determining whether alleged conduct constitutes a violation of this policy the District should consider all the facts and surrounding circumstances of the allegation. During the investigation, the District may take appropriate action, at its discretion, to protect any person involved. The District Human Rights Officer will submit a written report to the Superintendent upon completion of the investigation. Upon receipt of the results of the investigation from the District Human Rights Officer, the Superintendent will authorize appropriate action consistent with requirements of applicable collective bargaining agreements, state and federal law, and District policies.

RETALIATION

The District will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to sexual, religious, or racial harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

NOTIFICATION

This document will be conspicuously posted at each school site and included in student and staff handbooks. Schools will develop a method of discussing Policy 548 with students. Principals/Supervisors will annually review Policy 413 with employees.

DISTRICT HUMAN RIGHTS OFFICER: Rich Melvin
11200 93rd Avenue North, Maple Grove, MN 55369 (763) 391-7007.

SEXUAL, RELIGIOUS & RACIAL HARASSMENT

- Harassment is illegal behavior
- Harassment violates District Policy #548

Harassment means

Behavior, words or put downs of a sexual, religious, or racial nature which

- **pressure or intimidate you**
- **make you feel uncomfortable**
- **affect you in a negative way.**

Some examples of harassment are:

- telling offensive jokes/stories
- making degrading gestures and comments
- displaying pornographic or sexually explicit materials
- calling someone derogatory names/put downs
- pressuring someone to do something which he/she is not comfortable
- inappropriate or offensive touching

Everyone has a right to feel safe and respected.

School officials must investigate and take timely and appropriate corrective action in sexual, religious, and racial harassment cases.