Welcome to the 2019-2020 school year!

It is my great pleasure to serve as your new superintendent. In the short time I’ve been here, I’ve learned a great deal about the exceptional opportunities, support and partnerships our district offers to help students graduate with the confidence, courage, and competence to make their dreams a reality.

This parent/guardian handbook includes descriptions of school operations, programs, and services that will help you stay engaged in your child’s education and connected to your school. It is also your main resource for important notices that apply to you and your student.

We have high expectations for every student, and we want to collaborate with you to help your student meet them.

We start by providing a safe and welcoming school environment. You can help by staying connected to your child’s social network and ensuring that your child understands our shared expectations for positive behavior at school.

Our teachers set clear expectations for academic work, and we regularly measure student progress toward academic goals. You can help by modeling behaviors that show you place a priority on education:

- Provide a dedicated space for schoolwork at home
- Communicate regularly with your child’s teacher(s) and attend your school’s parent/teacher conferences
- Ask your child about school every day
- Celebrate student achievement

Be sure to sign up for ParentVUE so you can monitor your child’s attendance, school lunch balance, bus assignment, and more. If you need information about how to sign up, please contact your child’s school or visit www.district279.org/parentportal.

You can stay informed about school news by watching school board meetings (webstreamed and archived online); following us on Facebook, Twitter, and YouTube; reading your school’s newsletter along with the district parent e-newsletter; 279connect; and visiting the websites for your school and the district (www.district279.org).

Best wishes for a successful school year!

Cory McIntyre
Superintendent
facebook.com/OsseoSchools
@CoryHMcIntyre
Mission

Our 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.

Goals

- Each student articulates, plans for, and progresses toward his/her evolving dreams.
- Each student chooses to contribute to community in a mutually meaningful way.
- Each student demonstrates initiative and persistence to continually learn that which is important to him/her.
- Each student is ready for kindergarten.**
- Each third-grader can read at grade level.**
- Each student graduates from high school.**
- Each student is ready for college and career.**
- The achievement gap is closed on all state-mandated measures.**

** Indicates one of Minnesota’s World’s Best Workforce goals

Strategies

- Create transformational system change to ensure equitable student achievement.
- Develop understanding and support of our district’s mission and core values among members of our community.
- Engage students and families as partners to achieve our mission and strategic objectives.
- Leverage and align the talents of our employees and the assets of our system to achieve our mission and strategic objectives.

Our Core Values

We believe that—
- lifelong learning is essential for the individual and community to thrive;
- everyone has equal intrinsic value;
- trust is essential to sustaining successful relationships and to achieving results;
- better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and
- everyone can learn more.
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ISD 279 – Osseo Area Schools website: www.district279.org
This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.
Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

• To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
• The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
• The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student’s district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student’s school for information on specific testing days.

• The MCA and MTAS testing window begins in March and ends in May.
• The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student’s results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child’s progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our Statewide Testing page (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)
Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student’s school.

To best support school district planning, please submit this form to the student’s school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date_____________________ (This form is only applicable for the 20 to 20_____ school year.)

Student’s Legal First Name

Student’s Legal Middle Initial

_____________________________________________________

Student’s Legal Last Name

Student’s Date of Birth

_____________________________________________________

Student’s District/School Grade

_____________________________________________________

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing on the MDE website
# 2019-20 School Calendar

**ISD 279 - Osseo Area Schools**
11200 93rd Avenue North
Maple Grove, MN 55369
Ph: (763) 391-7000
district279.org

### August
- August 19-22: New Licensed Staff Workshop
- August 26-29: Licensed Staff Workshop
- September 2: Labor Day (No School)
- September 3: First Day of School for Students
- October 17-18: Education MN Professional Conference (No School)
- October 28: Licensed Staff Workshop
- November 27: Mark Reporting for Pre-K-12 (No Regular Classes Scheduled for Students)
- Thanksgiving Holiday (No School)
- December 2: Tri II Begins
- December 20: Last Day of School Before Winter Break
- January 3: Conference Release Day for Pre-K-12 (No School)
- January 6: First Day of School After Winter Break
- January 20: Martin Luther King Jr. Day (No School)
- January 27: Licensed Staff Workshop
- February 17: Presidents’ Day (No School)
- March 9: Mark Reporting for Pre-K-12 (No Regular Classes Scheduled for Students)
- March 10: Tri III Begins
- April 3: Last Day of School Before Spring Break
- April 13: First Day of School After Spring Break
- April 27: Licensed Staff Workshop
- May 25: Memorial Day (No School)
- June 5: Last Day of School for Students
- June 6: High School Commencement Ceremonies
- June 8: Mark Reporting for Pre-K-12 (No Regular Classes Scheduled for Students)

**Approved by School Board 12-12-17**

### September
- September 3: First Day of School for Students
- October 17-18: Education MN Professional Conference (No School)
- October 28: Licensed Staff Workshop
- November 27: Mark Reporting for Pre-K-12 (No Regular Classes Scheduled for Students)
- November 28-29: Thanksgiving Holiday (No School)
- December 2: Tri II Begins
- December 20: Last Day of School Before Winter Break
- January 3: Conference Release Day for Pre-K-12 (No School)
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- June 6: High School Commencement Ceremonies
- June 8: Mark Reporting for Pre-K-12 (No Regular Classes Scheduled for Students)

**Approved by School Board 12-12-17**

**Notes:**
- X - No school for students and licensed staff
- ☀ - No regular classes scheduled for students
- ☑ - Conference Release Days

- Tri I: Sept. 3-Nov. 26...58 days
- Tri II: Dec. 2-March 6...57 days
- Tri III: March 2-June 6...57 days
  - Spring Break: April 6-10

**March 9 & April 27 are reserved as possible school cancellation make-up days.**

**Revised:** 01/2019
# Start and Dismissal Times

## Elementary Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basswood Elementary</td>
<td>763-494-3858</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Birch Grove Elementary School for the Arts</td>
<td>763-561-1374</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Cedar Island Elementary</td>
<td>763-425-5855</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Crest View Elementary</td>
<td>763-561-5165</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Edinbrook Elementary</td>
<td>763-493-4737</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Elm Creek Elementary</td>
<td>763-425-0577</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Fair Oaks Elementary</td>
<td>763-533-2246</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Fernbrook Elementary</td>
<td>763-420-8888</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Garden City Elementary</td>
<td>763-561-9768</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Oak View Elementary</td>
<td>763-425-1881</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Palmer Lake Elementary</td>
<td>763-561-1930</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Park Brook Elementary</td>
<td>763-561-6870</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Rice Lake Elementary</td>
<td>763-420-4220</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Rush Creek Elementary</td>
<td>763-494-4549</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Weaver Lake Elementary</td>
<td>763-420-3337</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Woodland Elementary</td>
<td>763-315-6400</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Zanewood Community School: A Science, Technology, Engineering, Arts &amp; Math School</td>
<td>763-561-9077</td>
<td>9:30 a.m.</td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>

## Secondary Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn Middle STEAM School</td>
<td>763-569-7700</td>
<td>8:10 a.m.</td>
<td>2:40 p.m.</td>
</tr>
<tr>
<td>Maple Grove Middle School</td>
<td>763-315-7600</td>
<td>8:10 a.m.</td>
<td>2:40 p.m.</td>
</tr>
<tr>
<td>North View Middle School</td>
<td>763-585-7200</td>
<td>8:10 a.m.</td>
<td>2:40 p.m.</td>
</tr>
<tr>
<td>Osseo Middle School</td>
<td>763-391-8800</td>
<td>8:10 a.m.</td>
<td>2:40 p.m.</td>
</tr>
<tr>
<td>ACHIEVE</td>
<td>763-315-9760</td>
<td>8:10 a.m.</td>
<td>2:40 p.m.</td>
</tr>
<tr>
<td>Maple Grove Senior High</td>
<td>763-391-8700</td>
<td>7:30 a.m.</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Osseo Senior High</td>
<td>763-391-8500</td>
<td>7:30 a.m.</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Park Center Senior High IB World School</td>
<td>763-569-7600</td>
<td>7:30 a.m.</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Osseo Area Learning Center</td>
<td>763-391-8890</td>
<td>8:50 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Osseo Secondary Transition Center</td>
<td>763-315-7470</td>
<td>7:30 a.m.</td>
<td>2:00 p.m.</td>
</tr>
</tbody>
</table>
**DIRECTORY**

**ELEMENTARY SCHOOLS**

**BASSWOOD ELEMENTARY**
15425 Bass Lake Road, Maple Grove MN  55311
763-494-3858  Absence Line: 763-494-3858, ext. 1
Principal - Interim Dr. Steven Schwartz
Assistant Principal - Dimitri Russell

**BIRCH GROVE ELEMENTARY**
4690 Brookdale Drive, Brooklyn Park MN  55443
763-561-1374  Absence Line: 763-561-1374, ext.1
Principal - Dr. Ronald Salazar
Assistant Principal - Keisha Davis

**CEDAR ISLAND ELEMENTARY**
6777 Hemlock Lane, Maple Grove MN  55369
763-425-5855  Absence Line: 763-425-5855, ext. 1
Principal - Dan Wald

**CREST VIEW ELEMENTARY**
8200 Zane Avenue N., Brooklyn Park MN  55443
763-561-5165  Absence Line: 763-561-5165, ext. 1
Principal - Shawn Stibbins

**EDINBROOK ELEMENTARY**
8925 Zane Avenue N., Brooklyn Park MN  55443
763-493-4737  Absence Line: 763-493-4737, ext. 1
Principal - Aaron Krueger

**ELM CREEK ELEMENTARY**
9830 Revere Lane N., Maple Grove MN  55369
763-425-0577  Absence Line: 763-315-7692
Principal - Elizabeth Ness

**FAIR OAKS ELEMENTARY**
5600 65th Avenue N., Brooklyn Park MN  55429
763-533-2246  Absence Line: 763-533-2246, ext. 1
Principal - Sara Looby

**FERNBROOK ELEMENTARY**
9661 Fernbrook Lane, Maple Grove MN  55369
763-420-8888  Absence Line: 763420-8888, ext. 1
Principal - Jeff Zastrow

**GARDEN CITY ELEMENTARY**
3501 65th Ave. N., Brooklyn Center MN  55429
763-561-9768  Absence Line: 763-549-2363
Principal - David Branch

**OAK VIEW ELEMENTARY**
6710 E. Fish Lake Rd., Maple Grove MN  55369
763-425-1881  Absence Line: 763-425-1881, ext. 1
Principal - Bill Kuendig
Assistant Principal - Stephanie Webster

**PALMER LAKE ELEMENTARY**
7300 W. Palmer Lake Dr., Brooklyn Park MN 55429
763-561-1930  Absence Line: 763-561-1930, ext. 1
Principal - Sarah Schmidt
Assistant Principal - TBD

**PARK BROOK ELEMENTARY**
7400 Hampshire Ave. N., Brooklyn Park MN  55428
763-561-6870  Absence Line: 763-549-2408
Principal - Scott Taylor

**RICE LAKE ELEMENTARY**
13755 89th Ave. N., Maple Grove MN  55369
763-420-4220  Absence Line: 763-420-4220, ext. 1
Principal - Margo Kleven

**RUSH CREEK ELEMENTARY**
8801 County Road 101, Maple Grove MN  55311
763-494-4549  Absence Line: 763-315-9774
Principal - Josie Johnson

**WEAVER LAKE ELEMENTARY:**
A SCIENCE, MATH & TECHNOLOGY SCHOOL
15900 Weaver Lake Rd., Maple Grove MN  55311
763-420-3337  Absence Line: 763-391-8882
Principal - Lena Christiansen

**WOODLAND ELEMENTARY**
4501 97th Ave. N., Brooklyn Park MN  55443
763-315-6400  Absence Line: 763-315-6400, ext. 1
Principal - Robert Nelson

**ZANEWOO COMMUNITY SCHOOL**
A Science, Technology, Engineering, Arts and Math School
7000 Zane Ave. N., Brooklyn Park MN  55429
763-561-9077  Absence Line: 763-549-2439
Principal - Adrain Pendelton
Assistant Principal - Courtney Gulyard

**EARLY CHILDHOOD OFFICES**

**EARLY CHILDHOOD FAMILY EDUCATION**

ARB: 9401 Fernbrook Lane  763-391-8777
Maple Grove  Fax: 391-8762

WL: 7020 Perry Avenue North  763-585-7330
Brooklyn Center  Fax: 585-7303
Site Coordinator - Sally Nault-Maurer

**EARLY CHILDHOOD SPECIAL EDUCATION**

ARB: 9401 Fernbrook Lane  763-391-8786
Maple Grove  Fax: 391-8762

WL: 7020 Perry Avenue North  763-585-7300
Brooklyn Center  Fax: 585-7303
Site Coordinator - Candace Larson

**BOARD OF EDUCATION**

Mike Ostafé  .................. Chairperson
Jessica Craig  ................. Vice Chairperson
Heather Douglass ............ Clerk
Tanya Simons ................. Treasurer
Kelsey Dawson Walton ....... Director
Jackie Mosqueda-Jones ....... Director
ATTENDANCE

Consistent attendance is essential for children to learn and make progress. When students are late, picked up early, or absent, they miss instruction.

Parents/guardians are responsible for seeing that their children receive instruction in compliance with MN Statute 120A.22. The district’s expectation is that your children will attend school all day, every day that school is in session.

ABSENCE REPORTING

Please call your school’s absence line before 10 a.m. on the day your child is absent.

Excused Absences

Appointments for dentist, doctor, mental health professional, orthodontist, legal matters, funerals, illnesses, in- or out-of-school suspension, late bus, religious reasons, or severe weather will be excused.

Situations such as sibling adoption or birth, family, student, or personal concern, family illness, or prearranged vacation may be excused at the principal’s discretion.

Unexcused Absences

Absences due to sibling child care, no stated reason, missed the bus, and non-school extracurricular activities (dance, music, gymnastic lessons, etc.) will not be excused.

Continuing Truant

MN Statute 260A.02 Subd. 3 states that when a child under 12 years of age has three days of unexcused absences, he or she is considered a continuing truant.

Habitual Truant

MN Statute 260C.007 Subd.19 states that when an elementary child is absent from attendance at school without lawful excuse for seven days, he or she is considered a habitual truant.

Attendance Procedures

The district has a defined procedure for recording full, half-day, and partial-day attendance. Staff members monitor student attendance and work with families to ensure regular school attendance. If a student starts to show a pattern of missing all or a portion of the school day, staff will contact his or her parents. If a student has excessive absences (excused or unexcused), an administrator may become involved.

Follow-up for unexcused absences may include a letter from school staff seeking to resolve frequent, unexcused absences. If the attempts to resolve unexcused absences are not successful and the student has accrued six unexcused absences, a referral will be made to the Hennepin County Attorney’s office for a Parent Group Meeting (PGM). After the PGM, if there are three additional days of unexcused absences, a referral will be made to the Hennepin County Attorney’s Office for Educational Neglect.

In order to learn and comply with Minnesota’s compulsory instruction laws, students need to have consistent, regular attendance.

BEHAVIOR - STUDENTS

School Board Policy 506--Student Discipline

The School Board recognizes that in order for the District to achieve its mission, a safe and healthy learning environment is essential. Students, therefore, must conduct themselves in a manner that maintains a climate in which learning can take place. It is the School Board’s position that when it becomes necessary to implement disciplinary measures, those measures should be implemented in a manner that is fair and equitable and that provides a learning opportunity for students that forms a basis for future self-discipline and student achievement. The districtwide, unacceptable student behaviors that are subject to disciplinary action include, but are not limited to 1) assault against one or more people; 2) vandalism and theft of school or personal property; 3) sexual, religious, racial, and other harassment and violence; 4) threats and disruptions to school operations; 5) insubordination; 6) trespassing; 7) hazing; 8) weapons; 9) tobacco and chemical use; and 10) truancy and unauthorized absences.
BULLYING AND HAZING PROHIBITION POLICY

School Board Policy & Procedure 514
The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. It is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with MN Statute 121A.0695, the district prohibits any act of bullying by any individual student or group of students.

It will be a violation for any student, employee, or agent of the district to bully a student, employee, or agent of the district through conduct or communication in person or through misuse of technology (cyber-bullying) of a bullying/intimidating nature as defined by School Board Procedure 514. It will also be a violation for any student, employee, or agent of the district to engage in bullying conduct at any time or any place that interferes with or obstructs the mission or operations of the school district by affecting the safety or welfare of the student, other students, or employees. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying.

CHEMICAL USE AND ABUSE

CHEMICALS
School Board Policy 541
This policy applies districtwide at all district locations: school property; any school-related activity, trip or function whether on or off school property; school bus stops and inside buses; in any vehicle approved for district purposes; and at the entrance to or departure from school premises or events for all students regardless of age.

The School Board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of student and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention and to maintain a safe and healthy environment for students.

TOBACCO FREE ENVIRONMENT
School Board Policy 419
The use of possession of tobacco, tobacco-related devices, or electronic cigarettes is prohibited for all persons within all school buildings, school vehicles or school contracted vehicles, or on school grounds during all hours of every calendar day. This prohibition applies to all students and adults.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

CHEWING GUM IN BUILDINGS AND ON SCHOOL GROUNDS

For safety and maintenance reasons, children are not allowed to chew gum at school. Exceptions may be provided for students with special needs.

DAMAGE TO SCHOOL PROPERTY

School textbooks, mobile devices, media resources, and other instructional materials are expensive. Children are expected to take care of the items issued to them. School personnel may seek restitution or replacement costs for material that either is not returned to school or has been damaged. Parents/guardians are responsible for paying this cost.

DISMISSAL DURING THE SCHOOL DAY

Please report to the office if you must pick your child up during the school day. You will be asked to sign a register indicating your relationship to the child. You may be asked to show picture ID. Office staff will call your student out of class. Do not ask us to send your child home from school unattended. Parents or authorized people must pick up children at school before we release them. A parent/guardian must provide a written note if someone else has been given permission to pick his/her child up from school. This regulation is for the safety of your child.
DRESS AND APPEARANCE

School Board Policy & Procedure 504

The responsibility for the appearance of the student rests with the parent/guardian and student. The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, offends community standards or interferes with the educational process. Examples of unacceptable clothing/appearance include, but are not limited to, the following:

- Obscene and/or profane language, slogans, emblems, or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang affiliation
- Immodest or sexually provocative clothing, words, or symbols
- Headwear – except during school-sponsored events and/or for cultural, religious, or medical reasons, with the principal’s approval
- Items that cause destruction to school property such as cleats on boots or shoes that scratch or mark floors, chains, pins, studs, rings, and other potentially hazardous items
- Certain courses may require students to wear specified clothing for health and/or safety reasons, such as protective eye wear

ELECTRONIC DEVICES

Use of cell phones and other electronic devices is allowed during school hours, only for educational purposes. Misuse of any electronic device may result in temporary confiscation or disciplinary action. Bringing any of these devices is at the student’s risk. School personnel are not responsible for investigating lost or stolen items.

EMPLOYED PARENTS’ RIGHT TO ATTEND SCHOOL

MN Statute 181.9412 Subd. 2 allows employed parents to request a leave for school conferences and activities. An employer must grant an employee a leave of up to a total of 16 hours during any 12-month period to attend school conferences or school related activities related to the employee’s child, provided the conferences or school-related activities cannot be scheduled during non-work hours. You must let your employer know in advance and make every effort to schedule the leave so that it disrupts your workplace operations as little as possible. The law does not guarantee that the time off will be paid, but paid vacation or other paid leave time may be used.

EMERGENCY INFORMATION

STUDENTS

At the beginning of each school year, emergency information for each student is sent to schools. Open house is an excellent time for you as parents to review your child(ren)’s information. In the case of a medical emergency or illness, school personnel will immediately attempt to notify parents/guardians. If a child has an accident or is too ill to remain in school, it is the parent/guardian’s responsibility to make arrangements for his/her proper care and transportation.

In order for you to receive phone calls in an event of an emergency, including weather related cancellations, your most current phone number must be on file at school.
FIELD TRIPS

Class trips provide concrete learning experiences. There is a separate approval form for each trip. Chaperones may be expected to ride the bus when supervising field trips. Chaperones should refrain from using personal cell phones during field trips. Only children of the class involved, the teacher, and designated adult chaperones are eligible to attend. Children who are not members of the class, including the chaperones’ and faculty members’ children, are not eligible to attend.

FIFTH GRADE COMMEMORATION

Fifth grade commemoration guidelines seek to:

- keep the fifth grade end-of-year celebration at a level appropriate for the age of the children and the emphasis deserved; and
- make the celebration available to all children at the school, regardless of a family's income.

GUIDELINES

- Fifth grade teachers and principals provide guidance and are responsible for seeing that planning committees work within these guidelines.
- The focus of the event should be on achievement, recognition, celebration, and a milestone towards high school graduation.
- To keep the event age-appropriate, groups should refrain from using the term graduation: instead, use terms such as recognition or achievement.
- The event should be held during the school day.
- The event should take no more than three hours, but can take considerably less time if it is the wish of the planning committee.
- This event should not cost more than $4-$6 per student.
- No fundraising activities should be held for this purpose.
- No student should be denied the opportunity to participate for financial reasons.

Commemorations may vary from school to school.

HARASSMENT AND VIOLENCE

School Board Policy and Procedure 413 Prohibition Against Discrimination, Harassment, and Violence

In compliance with MN statutes sections 121A.03, Subd. 2 - Sexual, Religious, and Racial Harassment and Violence, and M.S. 363A - Department of Human Rights, the District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Violation of these statutes and policy will be cause for disciplinary action. For detailed information you may go to policies and procedures (School Board Policy and Procedure 413) online at www.district279.org.

REPORTING PROCEDURES

Any student who believes she/he has experienced harassment, violence or discrimination on the basis of his or her actual perceived protected status as described above should report the alleged acts immediately, or as soon as possible to their building principal or a staff member in their school.

Any district employee who observes an act or receives a report of alleged harassment, violence or discrimination toward a student shall intervene to attempt to stop the act and shall report it to the building principal or principals’ designee in their school immediately, or as soon as possible.

RETAILITION

ISD 279 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 harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

NOTIFICATION

Notice of Policy 413 will be conspicuously posted at each school site and included in student and staff handbooks. Schools will develop a method of discussing School Board Policy 548 with students and school district employees.
<table>
<thead>
<tr>
<th>DISEASE</th>
<th>SYMPTOMS</th>
<th>INCUBATION PERIOD</th>
<th>SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY</th>
<th>MODE OF TRANSMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Bugs</td>
<td>Painless bites on head, neck, arms, hands, legs become irritated/inflamed; scratching may cause infection</td>
<td></td>
<td>No exclusion; people should inspect clothing and baggage after traveling; consult licensed pest control operator before starting control activities if bed bugs confirmed.</td>
<td>Do not jump or fly; crawl to host and feeds for less than 5 minutes, then hides; may be in luggage, beds, furniture, and can survive many months without food.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Slight fever, general feeling of illness, rash resembling water blister usually appearing 2-3 days after illness begins; scabs appear later.</td>
<td>13-21 days</td>
<td>Exclude until day 6 after the rash begins or sooner if all the blisters have dried into scabs; contagious approximately 1-2 days before rash begins and not more than 5 days after the appearance of the first blisters.</td>
<td>Virus spread directly from person through discharge from nose and mouth; also by discharges from the skin and mucous membranes of infected person.</td>
</tr>
<tr>
<td>Common Cold</td>
<td>Upper respiratory signs including watery eyes, sneezing, runny nose, general feeling of illness.</td>
<td>12 hours to 3 days</td>
<td>No exclusion; communicable 24 hours before onset and 5 days after nasal involvement.</td>
<td>Virus spread through coughing, sneezing, and airborne droplets; also, indirectly through articles containing discharge of infected person.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Infestation of the head hair; watch for persistent itching, scratches, or scalp rash; look for small, silvery egg cases (nits) stuck to hair follicle, usually close to scalp at neckline and/or behind ears.</td>
<td>Variable: eggs hatch in 1 week.</td>
<td>No exclusion; if lice found on student while in school, the nurse will call parent to discuss treatment; required treatment before returning to school.</td>
<td>Louse/lice transmitted primarily by direct contact with infested person; lice also transmitted through combs, brushes, bedding, and wearing apparel.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Blisters or pustules on face (and other parts of the body) rupture to form honey-colored crusts; may be confused with cold sores.</td>
<td>1-6 days</td>
<td>Exclude from school until 24 hours after antibiotic treatment has been implemented.</td>
<td>Bacteria spread by skin-to-skin and contact with articles freshly soiled with discharge from nose/throat of patient.</td>
</tr>
<tr>
<td>Influenza - seasonal</td>
<td>Chills, body aches, headache, fatigue, fever, sore throat, cough, runny nose, and possible nausea, vomiting and diarrhea in children.</td>
<td>24-72 hours</td>
<td>Exclude from school until clinically well, usually 2-7 days after onset of symptoms, or until 24 hours after resolution of symptoms, whichever is longer.</td>
<td>Virus spread directly through coughing, sneezing, and contact with nose or throat discharges of patient; possibly airborne.</td>
</tr>
<tr>
<td>DISEASE</td>
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<tr>
<td>Pink Eye (Conjunctivitis)</td>
<td>Redness of conjunctiva; (membrane that covers the eye and lines the inner surface of the eyelid) Itching, burning, pain, may/may not have purulent discharge.</td>
<td>For communicable disease—1-12 days after exposure for symptoms, usually 1-3 days.</td>
<td>For Purulent pink eye with thick white/yellow eye discharge/pain: Exclude from school until confirmed diagnosis of bacterial infection &amp; Communicable for 24 hours after treatment begins. For Non purulent pink eye with redness, clear watery eye(s) with no fever or pain, no exclusion as long as child is able to keep hands away from eyes.</td>
<td>If communicable—spread through touching secretions from eyes, nose or mouth of infected person: may be either viral or bacterial.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Itching, scratch marks, or wavy, threadlike burrows; sites include finger webs, wrists, elbows, knees, armpits and waist area.</td>
<td>Days to weeks (Until child has been treated for 24 hours)</td>
<td>Must provide medical treatment to eliminate the infection; exclude from school 24 hours after treatment begins; family should be examined.</td>
<td>Mite transferred by contact with infected person and perhaps undergarments, or soiled sheets contaminated by an infected person.</td>
</tr>
<tr>
<td>Scarlet Fever (Scarlatina)</td>
<td>Vomiting, fever, sore throat, chills, and a fine red rash usually on upper chest and back; symptoms appear 2-7 days after exposure.</td>
<td>2-5 days</td>
<td>Exclude from school until child has been on medication for 24 hours and until the child is without fever for 24 hours.</td>
<td>Bacteria spread directly from nose and throat discharges of infected persons.</td>
</tr>
<tr>
<td>Strep Throat</td>
<td>Fever, sore throat, headache, nausea, vomiting, and sometimes the streptococcal rash called Scarlet Fever.</td>
<td>2-5 days</td>
<td>Exclude from school until results of throat culture are known; if positive for strep, exclude from school until 12 hours after antibiotic treatment has been started and until the child is without fever for 24 hours.</td>
<td>Bacteria spread by coughing or sneezing; or by touching surfaces contaminated with secretions from nose or mouth.</td>
</tr>
</tbody>
</table>

**EMERGENCY INFORMATION**

Accurate, up-to-date information makes it possible for school personnel to provide proper emergency response. As a parent or guardian, you will be asked to update your child’s emergency information at the beginning of each school year. The emergency and health information will be available to school staff as necessary to serve your child. If your telephone number or place of residence changes during the school year, please notify the office staff at your student’s school.

In case of a medical emergency or illness, school personnel will attempt to notify you immediately. **It is your responsibility to make arrangements for the proper care and transportation of your child** if he/she has an accident or becomes too ill to remain in school. Arrangements include designating friends or relatives who may pick up and care for your child in the event we are unable to reach you. Be sure to include your designees’ names and phone numbers in the emergency information. If the emergency is urgent, school staff will call 911. A copy of the emergency information will be provided to the ambulance attendant.

**EXCUSE FROM PHYSICAL EDUCATION**

Please send a written request to the teacher if your child needs to be excused from physical education. If your child will be excused for more than two days for health related reasons, written instructions are required from his/her physician that include the re-entry date.
HEALTH SCREENINGS
Vision and hearing screenings occur for free half-day/everyday PreK, ECSE and children in grades one, three, and five, and upon a teacher and/or parent/guardian request. First grade boys will receive color vision screening. Please inform us if your child has special health problems so we may plan a program accordingly. We will inform individual families of any new health concerns detected through screening. School administrators and health service staff are available if you would like to discuss a health problem that affects your child’s well being.

ILLNESS
If your child develops a temperature of 100°F or above, and/or shows other illness symptoms during the school day, the building nurse will call you to pick him/her up. The contact designee on your child’s emergency information card will be notified if you cannot be reached.

Children who have a contagious disease or are experiencing vomiting, diarrhea, or other illness symptoms should not attend school until appropriate treatment is secured. Your child should be free of an elevated temperature, vomiting, and/or diarrhea for 24 hours without fever reducing medication before returning to school.

If a doctor has confirmed that your child has contracted a contagious disease, you must inform the building nurse. Parents of other children may be cautioned to watch for signs of the disease which will help to prevent its spread throughout the classroom.

MAKE-UP WORK
The majority of the student's energies should be spent on getting well. However, if you decide after several days of illness that your child is able to do school work, you may contact the school office. Homework will only be given for concepts already taught, not future work. Assignments may be modified for absent children. All assigned work should be completed and returned in a reasonable length of time once the student returns to school.

MEDICATION
Diagnosis, treatment of illness, or prescribing drugs and medications are never responsibilities of a school and should not be practiced by any school personnel. School personnel will dispense only medications prescribed by a physician. When possible, medication doses should be given at home to avoid interruptions in the school day. If medication, including over-the-counter, is needed during the school day, the policy is as follows:

1. Parents/guardians must inform the building nurse when a child requires medications during the school day. Children observed by school personnel self-administering unauthorized medications shall be reported to their parents/guardians.
2. A written statement is required from the parent/guardian and physician authorizing the administration of all medications, thereby releasing school personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Exceptions to policy for student asthma medications: Students may be granted permission to carry and self-administer prescription asthma or reactive airway disease medications by inhaler with written parent/guardian authorization. A physician order is not required unless the asthma medication is stored in the health office for the nurse to administer if needed. Forms are available from the health office or on the district website, www.district279.org.
3. Medication must be provided in pharmacy-labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The pharmacy shall be requested to split medication into duplicate bottles if it is necessary to give medication during school hours. One bottle will be kept at home and the other at school under the care of school authorities.
4. The building nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by a designee named by the principal in consultation with the nurse. Children will be allowed to carry and self-administer emergency medications only with a physician’s and parent’s written permission and physician order (with the exception of asthma/reactive airway disease medication in which case a physician's order is not required). An authorization form needs to be on file in the health office.
5. Tylenol or other over-the-counter medicines will be administered to children only with a physician's written order in addition to the parent authorization as required above. Over-the-counter medication must be in the original container.

PET ALLERGIES
Animals are not allowed in school without the principal’s permission because of potential health implications for students with allergies and asthma. We need to make sure that no students in the affected area will be negatively impacted by the animals. Certified therapy dogs may be permitted in schools no more than three days per week.

WELLNESS POLICY 533
The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. This policy is required according to Federal Public Law 108-265 (2004). The district encourages student, parent, and employee involvement in monitoring and reviewing district nutrition and physical activity practices. We all work to combat the growing problem of childhood obesity and health problems associated with poor nutrition and lack of physical activity. The policy is in place to ensure the school environment promotes and protects students’ health, well-being, and ability to learn.
LOCKERS

School Board Policy 502
School lockers are provided for the convenience of students and are the property of the school district. Inspection of the locker interiors 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 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. School authorities must provide notice of the search to the student whose locker was searched as soon as possible after the search of a student's personal possessions, unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Each year, clothing and other items are left at school and never claimed. We urge you to mark ALL clothing items with your child’s name. Permanent ink and/or tape securely sewn in place are the best methods. Lost articles may be picked up at the school office. Lost and found items will be donated to charity periodically throughout the year as storage is limited. **ISD 279 is not responsible for any lost or stolen items.**

LUNCH

School lunches are served in each of the elementary schools. A menu committee plans the meals with input from all schools. Menus are analyzed to assure they meet the federal nutrition standards for school meals. Menus are available on the district website: www.district279.org, as well as sent electronically to parents.

Lunch offers protein-rich foods, vegetables, fruit, rich whole grain rich bread and a milk choice. Children who bring lunch from home may purchase milk or juice in the cafeteria. Sharing food items among children is discouraged.

ACCOUNT

You may pre-pay your child’s meal account with cash, check, or through FeePay. Children’s accounts transfer to the next grade or school with them.

ParentVUE

The ParentVUE parent portal allows you to make online payments for your child’s meals using a credit card or electronic transfer from your checking or savings account. If you have any questions about the online payment feature, please contact the food service secretary at 763-391-7066. If you have any problems logging into ParentVUE, please call 763-391-7056.

Meal Charging

Charging is allowed, but it is discouraged. All charges should be paid in full by the end of the school year.

Refunds

Refunds will be issued upon request, if a student is leaving ISD 279. To obtain a refund, you must complete and sign a voucher request form (BA9) and submit it to the school cashier. BA9 forms are available in the school office.

- Under $20 cash will be issued
- $20 or more checks will be issued and mailed to the address submitted on the BA9.

www.district279.org  Parent Handbook  12
LUNCH (continued)

Free & Reduced Price Meals: Take advantage of the easy online application
Families experiencing difficult financial circumstances may qualify for free or reduced price meals. You may complete an application online (www.district279.org) or obtain a form in your child’s school office.

FOOD ALLERGIES OR OTHER DIETARY RESTRICTIONS
All allergies should be reported to the school health office immediately. Children who have an allergic reaction to milk must provide a physician’s statement before we can substitute anything for milk. Students with allergies are required to have a Special Diet Form completed by a licensed physician. This form is located on the district website. Lactose intolerance should not be confused with food allergies. The school lunch program is required to serve fluid milk and offers low fat, fat-free, and flavored fat-free milk. Upon the written request of a parent/guardian, lactose-reduced milk will be supplied for children who are lactose intolerant.

MAGNET SCHOOL ENROLLMENT
Magnet schools and programs offer specialized curricular themes that are attractive options for students and families. Through District 279 magnet options, students may discover the scientist within them; learn through their passion for the arts; gain critical experience in the health sciences; and expand their horizons through an internationally recognized global education. You may apply online at www.nws.k12.mn.us. Keep the following in mind:

• Students who live in one of the member districts of the Northwest Suburban Integration School District (NWSISD) (ISD 279 is a member) may submit a NWSISD Magnet application for admittance to any magnet school in ISD 279. Accepted students will receive transportation from their residence to the magnet school of acceptance, in accordance with district transportation guidelines.
• Students who are not residents of any member district in NWSISD may complete an enrollment options application and submit it to the Enrollment Center. If approved these students will not be eligible for transportation.
• Parents/guardians, and students who are interested in an ISD 279 magnet school are strongly encouraged to visit the magnet school before applying. Most magnet schools offer tours; check the school’s website for dates/times. For applications and additional information, contact the Enrollment Center at 763-585-7350 or visit www.district279.org.

NETWORK / INTERNET ACCEPTABLE USE
This document summarizes the expectations for students using Osseo Area Schools technology and digital networks. This is a summary of and not a full replacement for the entire board policy 441. The complete policy can be found on the district website.

GENERAL PURPOSE
Digital resources are provided for students to conduct research, complete assignments, and communicate with others. Students are responsible for good behavior when using the district’s digital resources just as they are in a classroom or a school hallway. Access is a privilege not a right and entails responsibility. As such, general school rules for behavior and communications apply, and users must comply with district standards. District staff may review files, system use and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that digital files created and/or stored on district digital resources will be private.
Internet/ email access
Access to internet and email enables students to digitally communicate and find information from libraries, databases, and other web resources to enhance their learning. Osseo Area Schools utilizes a variety of tools, including filtering software, to protect students from harmful content. While our staff is dedicated to keeping students safe, no tool is capable of 100% protection. Students and staff are expected to report any inappropriate content immediately, so technology staff and administrators can address the issue. We believe that the benefits to students from access to the internet and email, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Parent expectations
Outside of school, parents bear responsibility for the same guidance of digital resource use as they exercise with electronic resources such as television, telephones, radio, movies, and other digital media. Parents are responsible for monitoring their student’s use of the school district resources and of the internet if the student is using them from home or a remote location.

Policy violation
Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district’s digital resources may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other applicable school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Unacceptable use of digital resource
Unacceptable use of Osseo Area Schools digital resources includes but is not limited to the list outlined below.

- Sending, storing or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks
- Damaging or modifying computers, computer systems or computer networks
- Downloading, installing and using games, audio files, video files or other applications including shareware or freeware without teacher permission
- Violating copyright laws
- Sharing or using others' logins or passwords or other confidential information
- Trespassing in others' digital folders, work, or files
- Posting information, sent or stored, online that could endanger others using Osseo Area Schools digital resources for non-academic purposes, commercial purposes, financial gain, or fraud.

Expectations for the use of digital resources
Osseo Area Schools has outlined the expectations below guiding the use of the district's digital resources.

- Users are expected to keep passwords private and secure. Passwords may be required to change on a regular basis.
- Students no longer enrolled in Osseo Area Schools will have account access removed upon leaving the district.
- Students should be aware that files and communications created or stored with Osseo Area Schools digital resources are not private and may be monitored by authorized staff.
PARENT –TEACHER CONFERENCES

The conferences for grades kindergarten through fifth grade are scheduled twice each year. Information regarding specific dates and times will be sent home prior to each conference period, and are available on the district website. You are encouraged to ask for additional conferences at any time.

Parent-teacher conferences provide parents, guardians, and teachers the opportunity to discuss student growth and to plan cooperatively to meet student needs.

PARENTAL CUSTODY AND STUDENT CONTACT

The custodial parent is responsible for providing the following to the school:

- A copy of the signed and certified court order, awarding custody
- Court order revisions/updates that affect custody, visitation, or record-access rights

Upon request, a non-custodial parent has the right to access and receive copies of school records and information; to attend conferences; and to be informed about the child's welfare, educational progress, and status, as authorized under MN Statute 120A.22, Subd. 1(a). ISD 279 is not required to hold a separate conference for each parent. In cases where parents are separated, divorced, or never married it is recommended that the parent(s) provide documentation of custody and visitation rights.

*It is the parent/guardian’s responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with his or her child/ren.*

PLEDGE OF ALLEGIANCE

MN Statute 121A.11 and School Board Policy 647

The Pledge of Allegiance is recited in every school building at least once a week either by each individual classroom or over the school intercom system by a school administrator. Recitation is voluntary. Everyone must respect the rights of others who opt to forego reciting the pledge.

POLICIES AND PROCEDURES

The Board of Education approves the policies by which the district is governed. All school board policies and procedures are available on the district website, www.district279.org.

School board policies of particular interest to parents/guardians of elementary-age children include 441-Digital Technologies and Digital Acceptable Use; 502-Search of Student Lockers; 503-Attendance and Absences; 504-Student Dress and Appearance; 506-Student Discipline; 514-Bullying Prohibition; 515-Protection and Privacy of Education Records; 541-Chemical Use by Students; 542-Extended Educational Trips; 548-Harassment and Violence; 549-Age of Entrance; 558-Enrollment Options Program; 707-Transportation of Students.

In addition to ISD 279 School board policies, many state laws apply to your child’s educational experience. State laws address issues such as compulsory instruction, truancy, attendance, and neglect.

RECORDS AND YOUR RIGHTS

School Board Policy & Procedure 515-Protection and Privacy of Education Records

This policy and procedure outlines 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 has overall responsibility for student records and delegates the day–to–day responsibility to administrators in charge of each elementary and secondary school and to certain district personnel. All school board policies and procedures are located on the district website.

**STUDENT DATA**

**Public Data**
Directory information may be disclosed in the form of class lists or other lists. The following student information is public: a) student’s and parent’s name; b) school of attendance; c) dates of attendance; d) grade level; e) degrees and awards received; f) participation in officially recognized activities/sports; g) height and weight of members of athletic teams; h) student’s photograph (including most videos); and i) information regarding a student stated or written in district or school publications that would not be objectively viewed as harmful or an invasion of privacy is disclosed.

Names of students in each class and classroom photographs are designated as limited directory data and allow parents and guardians to have access to that information without designating it as public information.

**Denial of Release of Directory Information**
Either the parent/guardian of a student or an eligible student (18 years old or older) may object to the designation of this information as directory information. To do this, bring a completed appendix C of policy 515 to the school office. This appendix may be obtained from any school office or the district website. The designation of directory information as private information will be in effect for one school year or until modified, whichever occurs first.

Requests for directory information are made in writing to: Information Systems at 11200 93rd Avenue North, Maple Grove, MN 55369.

**Private Data**
Private student data is inaccessible to the public, but the parent/guardian or eligible student may request it. Private data may be made available without a parent/guardian’s consent as provided under Minnesota Statute 13.32 subd.3. This includes, but is not limited to the following:

- District school officials whom the district determines have a legitimate educational interest in such records;
- Officials of other schools or school districts in which the student seeks to enroll. Records sent to a transfer school include formal disciplinary action taken. Suspension and expulsion information and if applicable, data regarding a student’s history of violent behavior. Records may include a copy of any current juvenile court records such as: probable cause notice, disposition, or court order;
- State and federal agencies authorized to audit records; and
- Educational research that will not identify individual students.

**Confidential Data**
State statute or federal law has declared this data not public and inaccessible to the student and/or his or her parent or guardian. This includes, but is not limited to the following:

- 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.

**STATEMENT OF RIGHTS**

**School Board Policy & Procedures 515-Protection and Privacy of Education Records, Appendix A:** The full statement of rights is located on www.district279.org. All rights and protections given parents/guardians under Minnesota statutes, regulations, and school board policies transfer to a child when he or she becomes an eligible student.

**Family Educational Rights and Privacy Act (FERPA)**
Parents/guardians and eligible students have the following rights under FERPA and the Minnesota Government Data Practices Act (MGDPA):

1. The right to review and inspect their student’s educational records.
2. Seek amendment of the student’s education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA, MGDPA, and their regulations authorize disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.
STUDENT RECORDS

Storage
Records are kept in locked file drawers in the student’s school or in 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 ISD 279 Educational Service Center for permanent retention.

Student Transfers

Within ISD 279 Boundaries
The student file will be reviewed for completeness and then forwarded to the student’s new school.

Outside ISD 279 Boundaries
Copies of the student’s records, including records of disciplinary action (see Private Data on prior page), will be forwarded to the student’s new school. Your written permission is not necessary to transfer records to a school where your child intends to enroll. You may request a copy of the records transferred and challenge the content of these records in accordance with Procedure 515-Appendix H.

Questions concerning data practices should be directed to the data practices compliance officer at 763-391-7000.

TEACHER DATA
You have the right to request information regarding the professional licensure of a student’s classroom teacher.
To view license information, go to this Minnesota Department of Education website: https://mn.gov/pelsb/

REPORTING STUDENT ACHIEVEMENT

School Board Policy 626-Grading and Reporting Student Achievement
The school board recognizes that in order to achieve the district’s mission, communication of student achievement and progress must be meaningful, accurate, consistent, and supportive of learning. A standards-based grading system has been designed to accurately report student achievement of academic standards. This system provides consistency in grading practices across schools and classrooms, and aligns grading and reporting with standards-based instruction and graduation requirements. It also supports student learning, providing the most meaningful, accurate, and consistent communication of a student’s progress.

General Policy Statement—Grading and Reporting Standards of Practice

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- Term grades will be determined in a manner that accurately represents students’ attainment of the standards and promotes student learning.
- Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner.

Student achievement will be organized on each report card according to reporting standards (which are based on state content standards and benchmarks) using the following marking codes and descriptions:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Meets Expectation</td>
</tr>
<tr>
<td>I</td>
<td>Inconsistently Meets Expectation</td>
</tr>
<tr>
<td>D</td>
<td>Does Not Meet Expectation</td>
</tr>
</tbody>
</table>

Social skills & work habits: Parents/guardians of children in grades kindergarten through fifth receive feedback on their children’s social skills and work habits with these letters:
M = Meets Expectation I = Inconsistently Meets Expectation D = Does Not Meet Expectation
RETAINING A STUDENT IN CURRENT GRADE

Elementary students will usually advance academically, socially, and emotionally, and progress annually from grade to grade. However, exceptions may be made when, in the judgment of the professional staff and parents, an alternative placement is in the best educational interest of the student. These exceptions will be made once a retention team, including the classroom teacher, principal, psychologist, social worker, special education staff and parents (vital members of this team) has gathered and studied data and reached a joint decision regarding the students grade-level placement.

DECISION-MAKING TIMELINE
- If a student is not making satisfactory progress, the classroom teacher contacts his/her parents to seek their involvement in identifying specific concerns.
- The retention team is formed and normally meets within two weeks following the spring conference to determine whether a student will be promoted or retained.
- The team’s findings are reported.
- The retention process will be completed May-June.
- Parents sign a retention recommendation form to indicate their approval or disapproval.

RISK MANAGEMENT

ACCESSIBILITY NOTICE
The Americans with Disabilities Act (ADA) requires that our programs and services be accessible for individuals with qualifying disabilities. If you need auxiliary aids or services in order to participate in or attend a district activity, call your local school or 763-391-7000 at least 72 hours in advance (two-week notice preferred).

ASBESTOS
In accordance with the Asbestos Hazard Emergency Response Act (AHERA), this handbook provides annual notice to parents regarding asbestos-related activities.

Asbestos does not present a hazard if it is properly maintained. In 1988, all ISD 279 school buildings were inspected by accredited personnel for asbestos-containing materials. Since then, the district has conducted surveillance checks every six months and re-inspected buildings every three years as required to ensure that asbestos is properly maintained. Except for floor tile, most of the asbestos in the district is limited to non-public areas, such as mechanical rooms and above ceilings. ISD 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 asbestos should be directed to the district’s Coordinator of Risk Management at 763-391-7191.

INDOOR AIR QUALITY
The district has established an indoor air quality (IAQ) plan that includes procedures for maintaining good air quality. Forms are available in each building for reporting air quality concerns. Questions should be directed to the principal or the district’s Coordinator of Risk Management at 763-391-7191.

LATEX-SAFE SCHOOLS
To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes and with prior approval by the principal. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

LEAD IN WATER
As required by the Minnesota Department of Health, Osseo Area Schools conducts lead in water testing every five years. In 2017-2018, samples from potable water sources in every district building were analyzed by an independent firm. From 2018-2019 forward, samples are collected and analyzed on the following cycle, which ensures that every building is tested every five years.

Year 1:
- Arbor View Early Childhood Center, Basswood, Fernbrook, Maple Grove Senior High, Rush Creek and Weaver Lake

Year 2:
- Cedar Island, Education Service Center, Oak View, Osseo Education Center, Maple Grove Middle School and Rice Lake

Year 3:
- Community-Based Vocational Assessment and Training Program (Timberland), Elm Creek, Ice Arena, Osseo Area Learning Center, Osseo Middle School and Osseo Senior High

Year 4:
- Brooklyn Middle School, Garden City, Fair Oaks, North View Middle School, Palmer Lake, Park Center Senior High and Zanewood

Year 5:
- Birch Grove, Crest View, Edinbrook, Enrollment Center, Park Brook, Willow Lane Early Childhood Center and Woodland

Testing results are available upon request through the Coordinator of Risk Management – Health & Safety at 763-391-7191.
PESTICIDE NOTICE
The long-term health effects on children from the application of pesticides, or the class of chemicals to which they belong, may not be fully understood.

A schedule of applications is available for review at each school office where certain pesticides are applied to school property. To review a copy of the application schedule or request notifications prior to any applications on days other than those specified (excluding emergency applications), contact your school principal. The district only uses pesticides when non-chemical methods have been ineffective, so a few applications may not be scheduled. Questions regarding this notice should be directed to the district’s Coordinator of Risk Management at 763-391-7191.

BUILDING ACCESS AND SECURITY
For the safety of students and staff, all exterior doors are locked during the school day, except for the main entrance. Visitors must check in at the main office and obtain a visitor’s badge. A child will be released only to his/her parents or individuals authorized on the student’s emergency card; identification may be requested.

It is a misdemeanor for any person to enter or be found in an elementary, middle, or secondary school building unless he or she:

- is enrolled or a parent/guardian of an enrolled student in the school;
- is a school district employee;
- received permission/invitation from a school official to be in the building;
- is attending a school event, class, or meeting to which he or she has been invited;
- reported his or her presence in the school in the manner required for school visitors.

State law prohibits a person from entering or being found on school property within one year of being told by the school principal or designee to leave the property and not return, unless the principal or the principal’s designee has granted the person permission.

SEVERE WEATHER & EMERGENCIES
Generally, you can expect that school will be held, even in severe weather. If school is held on a day you believe the weather is hazardous, you may keep your child home. Please call your school’s absence line to report the absence. The absence will be excused.

School Cancellation
District administrators consider the combined effects of snow, ice, and wind chill when determining if school will be held. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be canceled. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.

Early Release/Dismissal
Early dismissal is unlikely, due to the complexity of student transportation. However, if a storm worsens during the day, the superintendent may decide to close school early. Staff would attempt to make such a decision by 11 a.m.

- **Mid-day dismissal**: Lunch may be served, and schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.
- **Tornado warning or other severe weather**: Buses will not be loaded, and students will remain at school.

No Late Starts
Due to the complexity of student transportation (e.g., students coming from other districts for magnet schools, homeless student transportation, and transportation to out-of-district special education programs), Osseo Area Schools currently does not offer late starts. At the time this handbook was published, however, the district was studying the feasibility of weather-related two-hour late starts. Families will be updated if late starts become an option.

Programs, Activities, Events
When schools close, all after-school and evening activities and programs are generally canceled as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district’s facilities reservation department are also cancelled.

The Kidstop Family Handbook describes pick-up procedures related to early dismissals.

COMMUNICATIONS
If school is canceled or dismissed early, we inform families as follows:

- **Telephone/email**: We will call and/or email you using an automated messaging system. Please be sure to submit or update your contact information through your child’s school.
- **Online**: Whenever possible, emergency information will be posted on the district’s website—www.district279.org—and the district’s Facebook page—www.facebook.com/OsseoSchools.
- **Broadcast**: Information will be submitted to major radio and TV stations as “Osseo District 279.”
Please do not call your child’s school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 763-391-7000.

PARENT/GUARDIAN RESPONSIBILITIES

- **School emergency plan for your family:** Make sure your children know what to do if school is canceled. Do they know how to get into your home safely if school closes early?
- **Student emergency contact information at school:** Students will be released only to parents, guardians and authorized individuals listed on the student emergency cards kept at school. Please keep this information current.
- **Weather-appropriate clothing:** Please send your child to school dressed appropriately for the weather, e.g. warm coat, mittens, hat, and/or boots. Your child will be expected to go outdoors when outdoor recess is held. The school principal will determine whether to hold outdoor recess when the weather is questionable.

**EMERGENCY PREPAREDNESS**

Osseo Area Schools has a comprehensive emergency plan developed with the help of local law enforcement, emergency management, and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies.

The emergency plan is based on an “all-hazard” approach that incorporates four universal response actions that can be implemented quickly. In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed:

1. **Evacuation:** All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.
2. **Shelter-in-Place**: All students and staff will move into the building. Exterior doors and windows will be locked and public access to the school will be temporarily suspended. If a potentially hazardous substance has been released into the environment, ventilation systems will be temporarily disabled to keep out contaminants.
3. **Lockdown**: All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.
4. **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.

*During a shelter-in-place or lockdown, building access will be restricted to the public, including parents. Once the emergency response action has been lifted, you will be allowed to enter the building.

Children will only be released to their parents or individuals authorized on the students emergency card.

**TIP LINE: 763-391-8660**

The district has established a tip line for people to report bullying, weapons, drugs, and violence. Callers may 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. You may also complete an anonymous Tip Line form on the district website www.district279.org. All messages will be forwarded to the school principal or administrator.

**WEAPONS**

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

The district does not allow real and look-alike weapons, including, but not limited to the following:

- all firearms: loaded or not
- guns of all types, including, but not limited to pellet, BB, paintball, non-functioning, or toy
- knives, including but not limited to switch blades, automatic-opening knives, box cutters, or razor blades
- explosives, including but not limited to live ammunition and fireworks
- flammable liquids or combustibles

*Except for weapons or look-alike weapons at official school-sponsored activities such as weapons safety or marksmanship activities.

Any student who possesses, uses, or distributes a weapon will have the weapon confiscated and a conference with the parents/guardians will be held. Appropriate disciplinary action will be taken. More information is available in Policy 506.
SCHOOL HOURS

Students are allowed into the building ten (10) minutes before school begins. Please plan accordingly, so your child is properly supervised. Supervised times are posted in each building. Students should not arrive at the school prior to posted supervised times. Students must walk or be picked up prior to the end of the afternoon supervision time. School personnel are not available to provide additional supervision and are not responsible prior to posted supervision times.

STUDENTVUE AND PARENTVUE

Osseo Area Schools offers parents/guardians access to ParentVUE, an online service that is easy to access and enhances teacher/parent communication. ParentVUE 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. In addition, parents may use ParentVUE to update their phone numbers and any email address except the primary one. Primary email addresses can be updated through the student’s school. Home addresses can be updated at the Enrollment Center. Questions about ParentVUE may be directed to Information Systems at 763-391-7056.

SECTION 504 - ACCOMMODATIONS FOR STUDENTS WITH A DISABILITY

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability.

A student may qualify for a 504 plan if he or she has a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building principal or Assistant Director of Student Services at 763-391-7137.

SOLICITING AND ADVERTISING

School Board Procedure 905-Advertising
Students, staff, or facilities of the school system may not be used for soliciting, advertising, or promoting any commercial or non-school agency’s interests, except in accordance with policy. Information may be distributed to students or posted in schools according to School Board Policy and Procedure 923-Distribution of Material for Students.

TELEPHONE USAGE

Children are permitted to use the school telephone in an emergency situation only, or as directed by a staff member. As stated on page 7, electronic devices are restricted during school hours and will be confiscated if a situation occurs where they cause a disruption. Visitors are requested to silence personal cell phones while at school. ISD 279 is not responsible for lost and/or stolen items, or for investigating lost or stolen phones/electronics.

Students should not use their personal phones during the instructional day unless for academic purposes. Parents/guardians should call the school office if they need to speak with their child(ren).
TENNESSEN NOTICE

Occasionally (usually in the context of allegations of violations of school rules, behavior guidelines, or school board policy), school staff may need to interview students to gather private or confidential information regarding the individual student that would be helpful in an investigation.

Before those interviews are conducted, the staff member will give each interviewee a “Tennessen Notice,” which describes the purpose for collecting information, how it will be used, and the consequences of not providing information. Students also will be notified that they have the right not to respond to school staff members’ questions about their behavior. If a student wishes not to respond, however, the school staff member may consider the student’s refusal to be insubordination and subject the student to discipline.

TRANSPORTATION

BICYCLES
It is recommended that children not ride expensive bicycles to school. Children should lock their bicycles in the racks provided. The school district is not responsible for the safety of bicycles.

BUS TRANSPORTATION
School Board Policy 707--Transportation of Students
School bus transportation is a privilege, not a right. A student's eligibility to ride a school bus may be revoked due to a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Revocation of a student's bus riding privilege is not a school exclusion, expulsion, or suspension (Pupil Fair Dismissal Act). Revocation procedures for disabled students are governed by state and/or federal provisions.

Transportation Eligibility
The school district will provide transportation for eligible students to and from school in accordance with this policy. The school district will set bus riding eligibility distances that meet or fall within requirements of the State of Minnesota.

1. The school district will provide transportation for students within eligibility distances in appropriate circumstances as determined by the transportation safety director or his or her designee.
2. At a minimum, the school district will provide transportation for the following eligible students:
   - All elementary students who live 0.8 miles or more from school.
   - All middle school and high school students who live one mile or more from school.

Student Responsibility
Each student is responsible for practicing safe and courteous bus ridership. The safety of all children is important and must be protected. Students are responsible for riding their own buses and walking directly home from the bus stop.

Cameras on School Bus
For safety purposes, cameras may be installed for recording student conduct on district contracted buses and taxicabs. When audio and video tapes contain identifiable information on students or staff, the data may be classified by state statutes as private or confidential data to which access may be prohibited.

Day Care Arrangements
Arrangements must be made so that children in day care board and depart the bus at the same stop every day. Provide busing information and rules to your day care provider. The morning stop may differ from the evening stop; therefore, pick-up and drop-off locations must be consistent for each day of the week.

Temporary Arrangements
School district employees will not approve “two days here, three days there,” or temporary bus stop requests. Do not send notes to the school or to the bus driver requesting special arrangements.

Notify the school office in advance when plans change during a school day and your child will not ride the assigned bus home, e.g., you will pick him/her up or he/she will walk home with a friend. Students cannot ride a different bus other than the one they are assigned to by transportation.

Illness
Do not send your child to school if he/she is ill. If your child becomes sick during the school day, you will be notified to pick him or her up. Buses and taxicabs are not available to bring your students home during the school day.

AT THE BUS STOP
Children should be at their assigned bus stop five minutes before the scheduled arrival time and wait five minutes past in the event the bus is late before returning home. If a child is late, he/she should not run after the school bus. Bus drivers cannot return to pick up children who have missed the bus.
TRANSPORTATION (continued)

LATE ARRIVING BUS
You can check the status of your bus by visiting your schools website or downloading the MyOsseoBus app for android or iPhone.

Parent/Guardian Responsibility
You are responsible for your children’s conduct at bus stops and reinforcing safe bus conduct within the bus. Please provide instruction by reviewing these bus guidelines with your children and enforcing the rules. Bus stops are frequently located at a corner which can be someone’s property; please be respectful of private property.

ON THE BUS
Large objects cannot be transported on the bus. Items packed for field trips, e.g. environmental camps, may be transported to school on the bus if the student can hold everything on his/her lap. Excessive luggage must be transported to school by other means, and it is your responsibility to make these arrangements. Children should carry their papers and other items in a school bag. Skates and rollerblades must be enclosed in a protective case.

Items not allowed on the bus include the following:
- skis, ski poles, sleds, skateboards, hockey sticks, lacrosse sticks and large bags of sporting equipment
- animals, fish, or plants of any kind
- musical instruments that cannot be held on the lap, such as cellos, string bass, and tubas
- consumption of food, candy, or beverages
- large science and art projects

Seat Assignment
All elementary buses will have assigned seats. Secondary buses may have assigned seats implemented at either the driver’s or district’s discretion.

Ridership Guidelines
Review the following guidelines with your child to ensure he/she exhibits the proper behaviors:

- **Be Safe:**
  1. seat to seat, back to back and feet on the floor;
  2. keep aisle clear;
  3. keep objects and body parts in the bus;
  4. keep hands, feet and objects in your own space.

- **Be Respectful:**
  1. treat people and property with kindness;
  2. conversations and electronics are quiet;
  3. follow adult directions.

- **Be Responsible:**
  1. take a seat quickly;
  2. keep food and drinks in your backpack the entire ride;
  3. be on time (5 minutes before pick-up);
  4. electronics are only used for school work, music or gaming.

EXITING THE BUS
If your child must cross the street after getting off the bus, he or she should wait for the driver to signal, then walk at least ten (10) feet in front of the bus watching for any vehicle that may not be stopping. Students should never cross the street after the bus has departed from the stop, nor pick up dropped papers in front of the school bus when crossing the street. Students should not cross behind the bus.

UNACCEPTABLE BEHAVIORS
A student who jeopardizes the safety and comfort of others on the bus may lose the privilege of school bus transportation. Bus drivers report unacceptable behavior to the building principal or designee who determines and imposes any necessary consequences. Parents may be notified by phone, in person, or in writing. The building principal or designee may set up a conference with the student or parents/guardians. A pattern of minor infractions or a single major infraction of the rules may result in suspension of bus riding privileges. Destruction or vandalism to the bus or private property may result in monetary restitution.
Guidelines for identifying unacceptable behaviors in or out of the bus are listed, but not limited to the following:

**Damaging bus property**
- cutting or destroying seats
- scratching the finish of the bus
- breaking or cracking windows

**Abusive language**
- swearing
- belittling, name calling, or offensive language
- talking back to bus driver or district staff

**Injury to others**
- hitting, scratching, kicking, pushing, tripping
- throwing or shooting any object, e.g., pencils, paper clips, pins

**Unsafe behavior**
- does not stay clear of bus
  - when bus is approaching
  - after getting off
- playing with safety equipment, including door and windows
- hanging or extending any body part out the window or hanging onto the bus bumper
- throwing objects
- getting on and/or off at the wrong stop

**Excessive noise**
- yelling, screaming or shouting
- creating a disturbance using other types of noises

**Use of electronic devices**
- electronic devices including but not limited to tablets, computers or cell phones may not be used to threaten or intimidate others and/or cause any disruptions on the school bus
- cell phones may be used on a bus with the exception of digital and video photography; volumes should be kept to a minimum and the use of headphones is encouraged
- no digital/video photography and/or audio recordings are allowed to be taken on the school bus or of a school bus for the protection of privacy rights

The bus driver may report any behaviors he/she considers unacceptable and assign or reassign seats as necessary.

**STUDENTS WHO WALK TO SCHOOL**
For maximum safety, teach your child to follow the safest route to school. Review the use of crosswalks and stopping at the curb looking both ways before crossing a street. Teach your child the meaning of traffic signals. Once students leave the school grounds, supervision of students is the parent/guardian’s responsibility.

**Safety Patrols**
Several schools have established student safety patrols who are on duty approximately ten minutes before school and five minutes after school. The chief duty of the patrol is to help students cross streets safely. It is expected that all students will listen to the patrols’ directions when provided.

**Weather Conditions**
Extra caution must be used if snow has blocked sidewalks. Children should not walk on the high snow banks next to the street. If a cleared sidewalk is not available and the child must walk on the side of the street, teach your child to walk on the side facing traffic.
TREATS AND OUTSIDE DELIVERIES

Food for school events must be commercially prepared. Personal outside deliveries, such as flowers and non-latex balloons, are discouraged. If delivered, they will be kept in the office until the end of the school day.Parents will be responsible for transporting these items home that day. Latex balloons are not allowed due to allergies.

The school district encourages all students, staff, and parents to make age appropriate, healthy selections of foods and beverages.

VACATIONS

Sometimes a family vacation has to be taken when school is in session. To help your child get the most from a vacation and, more importantly, to be true to our belief that class work should only be assigned after it has been taught, school work will be assigned upon return to school. The classroom teacher may modify the amount of work.

Encourage your children to read for pleasure while on vacation. This will greatly enhance both the trip and their reading skills. You may ask your children to do activities they can share with classmates upon return to school, e.g., compile a scrapbook, picture diary, or journal; or mark the places and dates visited on a map.

VISITORS IN CLASSROOMS

Parent involvement in his/her child’s educational experience is encouraged. Generally, visits must be prearranged with the school principal, and identification may be required. As a general rule, unaccompanied children (cousins, friends, etc.) are not permitted to visit classrooms. No other children will be permitted to accompany the parent during the visit. All visitors must check in at the main office.

Permitted visits to a classroom should be short and the length of the visit will be at the discretion of the principal and teacher.

WITHDRAWING A CHILD FROM SCHOOL

When transferring from one school to another, both school offices involved should be notified in advance of the move. Parents/guardians are requested to inform the school office of their intent to move as far in advance as possible. Your child’s new school will request records.
CURRICULUM AND PROGRAMS
CURRICULUM OVERVIEW

Elementary students study reading/language arts, math, science, social studies, health, art, music, physical education, and information literacy.

Orchestra and band instruction begins in grade five. Small group instruction is provided to students during the school day once each week. These students combine into a large group orchestra to perform a variety of concerts for the public. Vocal music opportunities include instruction during the day for grades K-5 and the audition-based ISD 279 Children’s Chorus. Tennis shoes are required for physical education. Special programs are offered to meet the needs of specific populations include English learners (EL), students with special needs, American Indian education, and gifted education.

HUMAN SEXUALITY CURRICULUM

Grades 4-5 curriculum includes age-appropriate study of family life, including growth and development and human sexuality. Parents will be offered opportunities to review the materials prior to the subjects being taught. If you do not want your child to participate in an established human sexuality curriculum, please notify your child’s teacher or school principal. Students who opt out of the program must choose one of three alternative options:

Option 1: The student will work in a supervised area on a grade-appropriate health unit, which does not include human sexuality instruction.

Option 2: The student will complete school work in a supervised area.

Option 3: The student will use parent-provided materials in a supervised area.

INFORMATION LITERACY & TECHNOLOGY PROGRAM

The instructional literacy and technology program develops 21st century learners by:

• teaching/collaborating to integrate information literacy and technology skills into the curriculum;
• providing access to information and facilitating the use of a variety of resources;
• designing strategies to stimulate interest in reading, viewing, listening, collaborating, and presenting; and
• enhancing learning through the inquiry process to develop learners who have excellent research skills and are critical thinkers.

Research shows that the school media center and program that supports it can contribute to improved student achievement. The instructional media and technology program is supported by:

• library media specialists (LMS) who collaborate with classroom teachers, the building principal, and building and district media staff to support the instructional program for the district, school, and classroom;
• technology integration specialists who partner with the LMS to support teachers who integrate technology within the curriculum to create an interactive, student-centered, and engaging classroom;
• digital resources selected and implemented to support 21st century curriculum needs;
• training and staff development in the effective integration of technology; and
• shared collection of instructional and professional resources.

If you have any questions, please call 763-391-7230 for more information.

STUDENT SERVICES

Additional support for students to help them succeed in a variety of ways is provided by counselors, speech therapists, psychologists, and social workers. Programs include homeless, highly mobile, and safe and drug-free schools.

If you have any questions about these services, please contact the Student Services secretary at 763-391-7125.
SPECIAL EDUCATION SERVICES

The district provides services that meet the needs of children with disabilities. At least two pre-referral interventions are implemented to help a student progress in general curriculum prior to a referral for a special education evaluation. A student is not referred if the interventions have been successful. Licensed special education teachers provide services along with psychologists, occupational therapists, speech/language pathologists, social workers, and physical therapists. An individual education program (IEP) addresses needs that result from a student’s disability. Each elementary school has a team of special education service providers. Parents of children who need services may contact their child’s school office for assistance or the ISD 279 Student Services program office at 763-391-7125.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

This program provides special education services for children from birth to kindergarten in a variety of locations, e.g., home, center-based classroom, early childhood family education setting, community preschool classroom, etc. It focuses on development of a child’s skills in one or more of the following areas: speech/language; social/emotional development; self-help; motor; and pre-academics. Families are encouraged to assume an important role in the development and delivery of services for their children. ECSE is located at Arbor View Early Childhood Center, Willow Lane Early Childhood Center, and other sites. You may call 763-585-7300 to discuss concerns about your child’s development and refer him/her for services.

TALENT DEVELOPMENT, ACADEMIC CHALLENGE & GIFTED SUPPORT

Students deserve and need challenging learning opportunities that help them discover their unique interests and strengths. Our programming is designed to meet the needs of all students including those who have demonstrated high performance or show the potential for high performance relative to others of their age, experience or environment. In order to provide the right services at the right time for each student, students are identified for services using multiple measures. Student programming needs are reviewed yearly.

LEVELS OF TALENT DEVELOPMENT, ACADEMIC CHALLENGE AND GIFTED SUPPORT

Level One - All Students

Enrichment opportunities are provided for all students. Level One opportunities may include: Classroom lessons, Maker’s Space, Genius Hour, Engineering Projects, guest speakers, Community Building or Community Service events. The TAG (Talent Development, Academic Challenge and Gifted Support) Specialist at each site will use lessons that are focused on creative thinking skills, analogies, growth mindset, mindfulness just to name a few. The goal of this level of service is to provide rigorous and enriching opportunities for all students. Differentiated support is provided by the TAG specialist to classroom teachers in order to support all students with challenging learning opportunities that help them discover their unique interests and strengths.

All students are placed in diverse classrooms. “Clustering” is used to create instructional groups in each third through fifth grade classroom. This practice reduces the range of the instructional groups within a classroom, allowing the teacher to better provide a differentiated learning experience for each student.

Level Two - Some Students

Enrichment and enhancement opportunities are provided through pull-out classes. These sessions focus on verbal, non-verbal and quantitative skills. Level Two services, while targeting specific ability areas, are designed to introduce and build ‘how to learn’ skills in our students. These skills include, but are not limited to becoming creative thinkers, problem solvers, strategic researchers and skilled communicators, while efficiently using technology, as well as determining how to best share information with a targeted audience producing a desired result.

Level Three - Some Students

Extension and challenge is provided through pull-out sessions. Sessions may include a more rigorous version of Level Two programming. Additional core course extensions such as Continental Math League and Word Masters may also be provided.

Level Four - Few Students

Students are involved in independent investigations of a special area of interest. Students will develop a project and share their findings. These independent study projects will be facilitated by the TAG Specialist. In addition to independent investigations, the following may be an option for some students:

- Full grade acceleration
- Single subject acceleration
- Participation in advanced coursework through university partners or other agencies
Join Community Education!
Serving infants - senior citizens:
www.district279.org/community– education
763-391-7114

ADULT BASIC EDUCATION (ABE) PROGRAMS
ABE offers free classes for adult learners in English learning (EL), academic skills (reading, writing, math), adult diploma, GED prep, family literacy, and career training programming. Free day and evening classes are held at the Northwest Family Service Center and Willow Lane Early Childhood Center. Online GED instruction is also available for students meeting eligibility criteria. Volunteer opportunities are also available in both day and evening classes. For more information, please call 763-566-5452.

ADULT ENRICHMENT PROGRAM
Adult enrichment programs offer a wide variety of learning opportunities for you to gain job skills, develop hobbies, manage your money, get creative, and more. According to participants, adult enrichment classes come with a 96% satisfaction rate. Browse our catalog and discover a class that sparks your interest. Try one today and engage in a lifetime of learning. Or, become a teacher. If you have a skill or expertise in a specific area and wish to consider teaching a course, please contact Community Education to learn more or check out the district web page under Community Ed/Enrichment Instructors.

To find the most up-to-date program information and our easy, convenient 24-hour registration, log on to osseo.ce.eleyo.com and click on Adult and Youth Programs. Watch your mail for Community Education catalogs. Follow us on Facebook @CommEd279 or for more information call 763-391-7119.

EARLY CHILDHOOD AND FAMILY EDUCATION (EC&FE)
ECFE is for parents and their children, ages birth through pre-kindergarten. ECFE provides support and education to families with young children through a variety of opportunities to explore, learn and play together. The lessons learned in classrooms mirror our district curriculum designed to prepare all children with an educational foundation for kindergarten and beyond. ECFE class fees are determined by a sliding fee scale based on family income. By state statute, no one is denied participation for inability to pay. Classes are available at the following locations: Arbor View Early Childhood Center and Willow Lane Early Childhood Center.

For more information, visit the website at www.osseo.ce.eleyo.com or call 763-391-8777 with questions.

EARLY CHILDHOOD SCREENING
Early Childhood Screening is a free and simple check of a child’s health and development. All 3 to 5 year old children in Minnesota are required to complete the screening before a child enters public school kindergarten. Screening should be completed between a child’s third and fourth birthday to determine if a child needs any additional support or services to prepare them for kindergarten. There is no charge for this service and it provides you with information about your child’s health and development.

Appointments can be scheduled online at www.osseo.ce.eleyo.com or by calling 763-391-8777.

PRESCHOOL AND PREK PROGRAMS
Preschool/PreK programs are designed to support a child’s development and create a foundation for a child’s future academic, emotional and social success. Teachers are licensed in early childhood and/or parent education. Curriculum and activities focus on building confidence, independence, academic and social skills so children enter kindergarten ready to continue to learn.

Preschool and PreK curriculum is based on the Minnesota Early Childhood Indicators of Progress and is designed to prepare children for kindergarten. Kindergarten and early childhood teachers work together to ensure the preschool concepts and skills lay the groundwork for those taught in kindergarten.

There is a strong emphasis on growth, development, and having fun while learning through play. Parent involvement is critical to your child’s learning. We provide various opportunities for parents to support their child’s learning both in the classroom and at home.
COMMUNITY EDUCATION AND SERVICES (continued)

**PRESCHOOL FOR THREE AND FOUR YEAR OLDS**

*Child must be age 3 on or before September 1, 2019*

- Emphasis on social-emotional development, such as how to be part of a group, take turns, share, and ask for help; what the teacher’s role is; etc.
- Play-based learning in literacy areas (talking, listening, writing), math/science, motor development and movement, creative arts, and more!

*Classes are held at the locations below:*
  - Arbor View Early Childhood Center
  - Cedar Island Elementary
  - Willow Lane Early Childhood Center

For more information, visit the website at www.osseo.ce.eleyo.com or call 763-391-8777.

**PREK FOR FOUR AND FIVE YEAR OLDS**

*Child must be age 4 on or before September 1, 2019*

- Emphasis on school readiness skills in these areas: social-emotional, literacy, math/science, motor development and movement, creative arts and more!

*Classes are held at the locations below:*
  - Cedar Island Elementary
  - Elm Creek Elementary
  - Fernbrook Elementary
  - Oak View Elementary
  - Rice Lake Elementary
  - Woodland Elementary
  - Willow Lane Early Childhood Center

For more information, visit the website at www.osseo.ce.eleyo.com or call 763-391-8777.

**PRESCHOOL FOR THREE AND FOUR YEAR OLDS / PREK FOR FOUR AND FIVE YEAR OLDS WITH PARENT CONNECTION**

*Child must be age 4 on or before September 1, 2019*

As your child’s first and most important teacher, parents attend class one day each week for enhanced learning time with their child, other parents, and a licensed parent educator. Benefits of Parent Connection include the following:

- Greater awareness of teaching and learning + teacher modeling + reinforcement at home = maximized learning
- Teachers offer in-depth activities
- Meet other parents for support and discussion
- Receive information from licensed parent educators about latest research in the parenting field

*Classes are held at the locations below:*
  - Arbor View Early Childhood Center
  - Willow Lane Early Childhood Center

For more information, visit the website at www.osseo.ce.eleyo.com or call 763-391-8777.

**FOUR STAR EXPRESS**

Jump start your child's enthusiasm for kindergarten! Four Star Express is a fee-based program that provides care while supporting the early learning needs of four-year-old children in a school setting. The curriculum-based themes develop literacy, social, math, science, music, technological skills and more. Available Monday through Friday 6:30 AM - 6:00 PM.

Elementary locations include: Basswood, Cedar Island, Fernbrook, Rice Lake, Rush Creek, Weaver Lake, and Woodland

Check us out and register by visiting www.FourStarExpress279.org
Email CECares@District279.org Or call the main office at 763-585-7281

**KIDSTOP**

Kidstop is a tuition-based, quality and enriching out of school care program for kindergarten through fifth grade that provides opportunities as unique as your child. Kidstop is built around student choice where children are encouraged to explore, achieve, grow, emerge independent, and gain leadership qualities while engaging active learning and academic support. Inspire your child and see their confidence excel. Available 6:30 AM - 6:00 PM.

- Basswood
- Edinbrook
- Birch Grove*
- Cedar Island
- Fair Oaks*
- Elm Creek
- Fernbrook
- Oak View
- Rush Creek
- Weaver Lake
- Palmer Lake*
- Park Brook*
- Woodland
- Zanewood
- Rice Lake

*Birch Grove, Palmer Lake, Park Brook, and Fair Oaks students bus to/from Zanewood

Check us out and register online by visiting www.Kidstop279.org.

Email CECares@District279.org or call the main office at 763-585-7281

[www.district279.org Parent Handbook 30]
The SPOT
SPOT is a tuition-based, safe and supervised, student driven after school program for middle school students. Qualified staff build meaningful relationships through hands-on leadership opportunities that invest in student driven ideas, desires, and interests. Youth who attend the SPOT receive encouragement, experience ownership, develop life skills and build friendships. Available at Maple Grove Middle School and Osseo Middle School. SPOT is open after dismissal until 6:00pm and available on non-school days from 6:30am-6:00pm.
Check us out and register online by visiting www.thespot279.org

Early Dismissal: SPOT will close at the same time school closes on early dismissal days.

1:1 Tutoring and Skills Boost—Small Group Tutoring Programs
ISD 279 tutoring services provide families with both Skills Boost Small Group Tutoring and 1:1 Academic Tutoring. Both programs are taught by highly qualified licensed teachers. Each program offers customize instruction, focused on district curriculum and outcomes. The delivery of the material is meant to be engaging, interesting, and challenging for your child. Skills Boost small group tutoring is located at ISD 279 facilities. Call 763-391-7223 for more information.

Volunteer Program
Parent, youth, and community involvement in various volunteer activities is welcomed and encouraged in all schools. Volunteers of all ages donate thousands of hours each year in many different areas: tutoring; chaperoning field trips; speaking in classrooms; and assisting with art work, special events, and projects. Part-time site volunteer coordinators assist in creating a comfortable and rewarding experience. Anyone interested in volunteering may contact the school volunteer coordinator. For a directory of volunteer coordinators, go to district279.org/volunteer, click “Volunteer Coordinator Directory.” For general information, you may contact the Community Education Coordinator, at 763-391-7112.

Youth Enrichment Program
Studies show that youth who participate in youth enrichment activities will:
• increase in academic achievement and engagement;
• improve emotional adjustment and connections to their school and community;
• suffer less from obesity; and
• continue in learning throughout their life.

Youth enrichment programs offer educational and enriching activities for children of all ages. Your child will discover hands-on learning in a safe, exciting environment. Look for activities that spark your child’s interest, provide continued learning that aligns with the school day, and allows him/her to discover talents and develop skills. Programs are offered for K-5th grade students, as well as middle school students, throughout the district. After school enrichment classes include: chess, art, theater, engineering, sports and more. Camp ROCKS! (Really Outrageous Camp for Kids) is offered during the summer months and includes summer school and enrichment camps. Watch for information to come home either in your Wednesday Peachjar electronic mail or check online for current options at osseo.ce.eleyo.com

Targeted Services Programming
Its purpose is to provide funding for out-of-school time programs for students K-8 who are determined to be at risk of not graduating due to academic and/or social issues. The mission of Targeted Services is as an intervention/prevention to assist students to be successful and to remain in the traditional school. Targeted Services classes provide a variety of learning techniques and experiences different from what they are doing during the school day.

21st Century Community Learning Centers
The 21st Century Community Learning Center grant provides free afterschool and summer programming at Brooklyn Middle School, North View Middle School, TreeHouse, and Zanewood Recreation Center. We provide a range of high-quality services to support student learning and development, which includes tutoring and mentoring, homework help, academic enrichment and community service opportunities, as well as music, arts, sports and cultural activities. At the same time, we help working parents by providing a safe environment for students during non-school hours or periods when school is not in session. Students and parents can learn more about programming options at the sites listed above. Programming occurs during the school year and summer.
FACILITIES SCHEDULING
District schools are owned by and operated for community residents. The school board welcomes and encourages public use of school facilities (Board Policy 902 - Use of School District Facilities and Equipment).

To reserve district facility space for a school, district or community activity or event, please go to district279.org and research for “receive a facility”. Please call facilities scheduling at 763-391-7123 or 763-391-7121 with any scheduling questions.

ADDITIONAL PROGRAMS AND SERVICES
- Community involvement through the Community Education Program Advisory Council (CEPAC)
- Resource for services available through community agencies
- High school completion programs

DISTRICT 279 FOUNDATION
District 279 Foundation was founded in 1991 to support and enhance the district’s dedication to learning for all.

The focus of the foundation is to:
1) Support students through innovative and creative projects that enhance curriculum, experiential learning opportunities or contribute to the community. Any district employee, school volunteer or community member may submit an application for consideration.
2) Recognize the achievements of students and staff in Osseo Area Schools at the annual Investment in Youth celebration.

Key District 279 Foundation events include the following:
- Saturday, August 10, 2019: Reading is Fun 5K Run/Walk
- Early October: Employee Annual Giving Campaign
- Friday, February 7, 2020: A Night Out—Silent auction, dinner and program
- Sunday, May 3, 2020: An Investment in Youth – a celebration of individuals in Osseo Area Schools

For additional information visit the Foundation’s website (district279foundation.org) or call the Foundation office at 763-391-7118.