

Osseo Area Learning Center

STUDENT/FAMILY HANDBOOK

OSSEO AREA SCHOOLS

ISD  279



Osseo Area Learning Center

7300 Boone Avenue N.
Brooklyn Park, MN 55428

Telephone: (763) 391-8890
www.district279.org

OSSEO AREA SCHOOLS

ISD  279

OALC Building Administration

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Randy Carter..... Student Management Specialist..... carterr@district279.org

Support Services

Cara Frank..... Business Manager/Building Secretary..... frankc@district279.org
Mary McCullough..... Registrar mcculloughm@district279.org
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Megan Woods..... Counselor..... woodsm@district279.org
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Independent School District 279

ADMINISTRATION

Corey McIntyre

Kelli Parpart

Steven Flisk, Ed. D.

Michael Lehan

Superintendent of Schools

Assistant Superintendent - DLT

Assistant Superintendent – DLT

Assistant Superintendent - DLT

BOARD OF EDUCATION

Mike Ostaffe, Chairperson

Heather Douglass, Clerk

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Tanya Simons, Treasurer

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As of August, 2020

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Rachael Wilkerson.....Science..... wilkersonr@district279.org

2020-2021 Osseo Area Learning Center School Calendar

September 2.....	Learning Conferences 4:00 p.m. – 7:00 p.m.
September 7	Labor Day (No School)
September 8	First Day of School for Students – Tri I
October 8.....	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
October 15-16.....	Education MN Professional Conference (No School)
November 3.....	Licensed Staff Workshop (No School)
November 18.....	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
November 26-27.....	Thanksgiving Holiday (No School)
December 4.....	Mark Reporting for PreK-12 (No School)
December 7.....	Tri II Begins
December 18	Last Day of School Before Winter Break
December 21 – January 1	Winter Break
January 4	First Day of School After Winter Break
January 18	Martin Luther King Jr. Day (No School)
February 8	Licensed Staff Workshop (No School)
February 10	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
February 15	Presidents’ Day (No School)
March 12	Mark Reporting for PreK-12 (No School)
March 15	Tri III Begins
March 26	Last Day of School Before Spring Break
March 29 – April 2	Spring Break
April 5	First Day of School After Spring Break
April 6	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
April 26	Licensed Staff Workshop (No School)
May 31	Memorial Day (No School)
June 11	Last Day of School for Students (FULL DAY)
June 13	High School Commencement Ceremonies
June 14	Mark Reporting for PreK-12 (No School)
June 15.....	Conference Release Day(No School)

TERM SCHEDULE & CREDIT SYSTEM

All secondary schools in ISD 279 are on a trimester system. The OALC has broken each trimester into four distinct grading periods. For the 2019-2020 school year OALC will award credits at the end each three week grading period. Students will be expected to work with their teachers to check on their progress.

In order to provide more flexibility for students and teachers, a variable credit system is utilized which is unique to OALC and not found at our other district high schools. Within a trimester, a student will typically earn 1 credit with a passing grade for completing all of the required standards at satisfactory level. This will be assessed using the Standards Based Grading procedures and rubrics utilized by all Osseo Area Schools.

However, in order to recognize that all students learn and master various subjects at a different pace we will provide a more flexible credit earning system. For each trimester a student will have the opportunity to earn one of the five following grades:

- No Credit = completed less than 25% of required standards at a satisfactory level
- P .25 credit = completed more than 25% but less than 50% of standards at a satisfactory level
- P .50 credit = completed more than 50% but less than 75% of standards at a satisfactory level
- P .75 credit = completed more than 75% but less than 100% of standards at a satisfactory level
- P 1.0 credit = completed all standards at a satisfactory level

Trimester 1

Tuesday, September 8, 2020– Friday, December 4, 2020

Trimester 2

Monday, December 7, 2020 – Friday, March 12, 2021

Trimester 3

Monday, March 15, 2021 – Friday, June 11, 2021

CONFERENCE DAYS		
Trimester 1	Wednesday, September 2 Thursday, October 8 <u>Wednesday, November 18</u>	4:00-7:00 p.m. Learning Conferences 7:30-8:30 a.m. 3:30-7:45 p.m.
Trimester 2	Wednesday, February 10 <hr style="width: 50%; margin: 0 auto;"/>	7:30-8:30 a.m. 3:30-7:45 p.m.
Trimester 3	Tuesday, April 6	7:30-8:30 a.m. 3:30-7:45 p.m.

2020-2021 OALC
Daily Schedule

1 st Hour	8:50 – 9:45
2 nd Hour	9:50 – 10:45
3 rd Hour	10:55 – 11:50
4 th Hour	11:55 – 12:50
LUNCH	12:50 – 1:20
5 th Hour	1:25 – 2:20
6 th Hour	2:25 – 3:20

Advisory Schedule

1 st Hour	8:50 – 9:37
2 nd Hour	9:41 – 10:28
ADVISORY	10:32 – 11:02
3 rd Hour	11:12 – 11:59
4 th Hour	12:03 – 12:50
LUNCH	12:50 – 1:20
5 th Hour	1:25 – 2:20
6 th Hour	2:25 – 3:20

Advisory Dates: 10/7, 10/28, 11/18, 12/16, 1/20, 2/10, 2/24, 3/24, 4/21, 5/12

ISD 279 - Osseo Area Schools Mission

ISD 279 inspires and prepares all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

The Osseo Area Learning Center is an alternative school for students whose learning needs are better met in a non-traditional high school setting. The Osseo Area Learning Center differs from the traditional high school for many reasons. In addition to having multiple credit recovery options, at Osseo Area Learning Center, we deliver:

- Personalized Instruction with high expectations
- A welcoming and Inclusive Environment
- Holistic support for students and families

At the OALC we choose to:
Demonstrate appropriate behavior;
Engage in our education;
Navigate our environment
...so ALL students graduate!



Code of Conduct

The Osseo Area Learning Center staff is dedicated to the education of our students. We strive to promote a quality learning environment, which will foster intellectual development and promote positive interaction among our students. In addition, we believe that all persons in our school have the right to a safe, respectful, and productive learning environment.

The maintenance of this quality educational climate requires expectations, behavior guidelines, and consequences. The code of conduct is set forth in this section of the handbook and is in accordance with Osseo District policies #506 (Student Discipline), #541 (Chemical Use/Abuse), #550 (Suspension), and #551 (Exclusion and Expulsion). Copies of these school board policies are available at the school office, at the Educational Service Center, and on the District 279 website (<http://www.district279.org/who/policies.cfm>).

The code of conduct is in effect on school grounds (OALC or any ISD 279 school) during school hours, and at all school sponsored activities. All employees of the school have the responsibility and obligation to enforce school regulations.

Amendment Clause

Any and all of the material in this handbook are subject to amendment by the School Administration or the School Board of Education at any time.

EXPECTATIONS

In order to ensure ALL students graduate. At the OALC we expect students to:

1. Demonstrate appropriate behavior;
2. Engage in their education;
3. Navigate their environment

These three expectations will be taught and reinforced throughout the school year.

Parent/Guardians are expected to:

- Notify the OALC of current phone number(s) and address.
- Communicate with school personnel about any situation that may affect the school performance and/or attendance of the student.
- Come immediately to the OALC when contacted by a staff member of the OALC for an emergency situation involving their child. If the parent/guardian is unable or unwilling to come to the OALC, the staff will take necessary steps to ensure the safety of the student.
- Attend Student Conferences.
- Make school personnel aware of any special situations in which the OALC staff can assist.

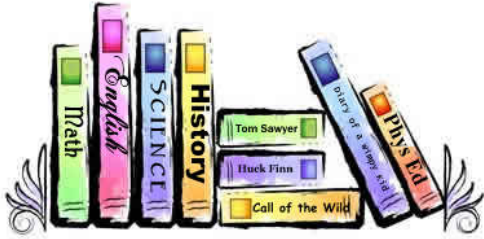
Contacting Teachers

Should you wish to contact one of your child's teachers, call the school office at (763) 391-8890 and leave a phone number and the time at which you can be reached. You may also contact any staff member via e-mail. E-mail addresses for staff members are listed on pages 3-4 of this handbook. The teacher will return your call/e-mail within one school day.

Student/Teacher Concerns

If a parent/guardian and student have a concern regarding a teacher, it is expected that the parent/guardian contact the teacher and share the concern with him/her. This will give the teacher the opportunity to respond to your concern and resolve the conflict at the initial level. After contacting the teacher, if there are still concerns, contact a building administrator.

Academic Information



Academic Eligibility for Participation in ISD 279 Activities Programs

Activities in ISD 279 offer students opportunities for participation and involvement in the school beyond the classroom. However, it is important that students remember their first responsibility is to be successful in school. Academic achievement is not to be sacrificed for participation in activity programs.

ISD 279 - Osseo Area Schools is a member of the Minnesota State High School League (MSHSL) and

Northwest Suburban Conference, and follows and enforces all of their rules and regulations.

Please see your Homeschool Activities Director or OALC administration for more information and page 44 in this handbook. Transportation will not be provided for afterschool activities.

Advisory

Each student is assigned an advisor who meets with him/her each grading period. Advisory time is devoted to updating credit information and Continuous Learning Plans. Advisors will also be available during this time to work with individual students on future goals and post high school planning. All students are expected to attend and fully participate in each advisory session.

Continuous Learning Plan

Each student enrolled at the OALC is required to create and continually update his/her own Continuous Learning Plan. The two key components of the Continuous Learning Plan are graduation credit planning and academic/personal goal setting. Students will be meeting with their advisor each week. During that time, the student will be updating his/her Continuous Learning Plan. Students are expected to continually update their Continuous Learning Plan and follow State of Minnesota Alternative Learning Center procedures. Any questions regarding the Continuous Learning Plan should be directed to Krista Frechette, academic counselor.

Credit Load

With administrative approval, it is possible for a student to earn more than six credits in one trimester. Typically, students will not be allowed to attempt more than 21 credits during the school year. (This includes credits earned in the classroom setting, Independent Study and/or other post-secondary educational opportunities, i.e., HTC, North Hennepin, etc.).

Health Class

If your student still needs to take required Health and you choose to NOT have them participate in the Human Sexuality/ HIV- Aids units, please see the building principal when your student begins their Health class.

Hennepin Technical College & North Hennepin Community College

Students interested in attending HTC or NHCC through the TCR program should meet with their school counselor and/or TCR Liaison.

Post-Secondary Enrollment Options Act (Community College, Vo-Tech, etc.)

The purpose of this program is to promote challenging educational pursuits and to provide a wider range of options to high school students. Qualified 11 or 12 graders may apply to take

classes at any approved post-secondary institution in the Post- Secondary Enrollment Options program. Each college has its own qualifications for PSEO admissions. Both high school and college credit may be earned. All transportation is the responsibility of the student

Graduation Credit Requirements

For the OALC staff to recommend a student for graduation, the student must pass all Minnesota mandated tests and satisfy the following minimum requirements:

12	trimester credits in English
10	trimester credits in Social Studies
9	trimester credits in Science
9	trimester credits in Math
3	trimester credits in the arts (Theater, Drama, Art classes, Dance, Music, Media Arts)
2	trimester credits in Physical Education/Health
19	<u>trimester elective credits</u>
64	trimester credits

Skills for Successful Living

Skills for Successful Living is a course offered at the OALC. New students must take Skills for Successful Living in the first grading period in which they are enrolled. The Skills for Successful Living course allows students to receive a brief introduction to the Osseo Area Learning Center along with curriculum that will help them become successful and healthy individuals.

Online Grade Access ([StudentVUE](#))

Students are expected to consistently review their academic progress via [StudentVUE](#), accessible from district-issued Chromebooks or personal smart devices.

Progress Reports

We provide students and parents/guardians access to progress grades through the [ParentVUE](#) system. For more information please contact the main office and/or refer to our website.

Report Cards

Report cards are available on [StudentVUE](#) and [ParentVUE](#) upon publication. Transcripts can be requested from [Parchment](#), also found on the school webpage.

Independent Study Guidelines/Credit Recovery - After School and Summer Programs

Independent Study is a state-certified program for students who are at risk of not graduating from high school. Students must meet once a week with their instructor and complete assignments on their own time. Students must be between the ages of 16 and 21 years of age to attend.

Osseo School District Independent Study Guidelines:

1. Students must be 16 years of age to be eligible to enroll in independent study.

2. The student must meet with his/her counselor who must assess eligibility and then recommend enrollment in an Independent Study Course.
3. State Guidelines for Graduation Incentive define eligibility for enrollment in Independent Study classes.
4. No student will be allowed to attempt more than 21 credits during the school year. (This includes credits earned in the classroom setting, Independent Study and/or other post-secondary educational opportunities, i.e., HTC, North Hennepin, etc.)
5. **A student may enroll in a maximum of 2 Independent Study classes at a time.**
6. Independent Study grades are Pass/Fail. Successful completion of a course or portion thereof in Independent Study will yield a student the equivalent trimester credit ONLY. The student's GPA will not be affected.

Any student with requests outside of the above procedure can appeal to their building principal.

The OALC offers various forms of Independent Study at several sites throughout the district both during the regular school year as well as in summer sessions. Depending on which Independent Study course the student is enrolled, the expectations may be beyond what is listed. It is recommended that the student discuss the expectations with his/her instructor.

Standards-Based Grading – Policy 626

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards-based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

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 assessments.
- 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.

ATTENDANCE PROCEDURES

School attendance is a joint responsibility to be shared by the student, family and school personnel. The following attendance procedures are an effort to ensure student success. Students 18 years of age must follow the same attendance procedures as all other students.

Student Responsibility

Students are required to attend school each day school is in session and to attend all scheduled classes and/or required programs.

Family Responsibility

It is the responsibility of the family to ensure the student attends school, to inform the school in the event of a student absence, and to collaborate with the school to address student attendance concerns that may occur.

Teacher Responsibility

It is the teacher's responsibility to maintain accurate attendance records, start and end each class on time, and communicate attendance concerns with students, families, attendance personnel, and administration.

School Responsibility

It is the responsibility of the school to inform the family of the student's attendance concerns and to collaborate with the family to interrupt patterns of student absences. **Final decisions regarding excused/unexcused absences are made by building administration.**

Procedure for Excusing a Student's Absence

In order to excuse all or any part of a day, parents/guardians should notify the school on the day of the absence via email, phone call or written note. If a parent/guardian is unable to notify the school on the day of the absence, attendance personnel may call the parent/guardian to verify the student's reason for absence.

Students are to clear missed classes due to appointments, partial-day absences, or full-day absences on the day of the absence or on the following day. Failure to do so may result in an unexcused absence. ***An absence not cleared within five school days is recorded as truancy.*** Students 18 years of age must follow the same attendance procedures listed here.

Prearranged Absences

If students plan to be absent for more than five consecutive days on a family trip, prior approval of an administrator is required for the absence to be excused. **The final decision as to whether or not absences are excused rests with school administration.**

Procedures for Leaving the Building

The student shall present a note or have a parent/guardian call the attendance clerk asking that the student be excused and giving the reason (i.e. doctor's appointment, family illness, etc.). If a note is sent, the student is to present it before 8:30 a.m. on the day of the absence. Students with appointments (medical, dental, etc.) may be requested to bring verification of the appointment (upon return) to the attendance desk.

If a student becomes ill during the day or an emergency situation arises during the day, ***they must have the approval and "Leave School Permit" from the nurse or an administrator before leaving.*** Failure to follow these procedures may result in an unexcused absence, a truancy, and/or disciplinary action.

If a student leaves the building without permission from a staff member or without an excused pass and returns to the building, the student will not be allowed to return to school for the remainder of the and/or is subject to a search.

EXCUSED ABSENCES

Definitions of Excused Absences

- Illness
- Religious instruction (not to exceed three hours a week)
- Family vacations provided prior approval has been obtained (students benefit if vacations coincide with school breaks)
- Serious illness or death of a family member or close relative
- Appointments that cannot be scheduled outside of the school day provided prior approval has been obtained
- Approved school activities
- Family emergencies
- Court appearances
- Administrative dismissal or suspensions

When an Absence is Excused

For a single-day absence, students are responsible, upon their return, for being prepared for all class activities and assessments assigned by their teacher prior to their absence. Students are responsible for being proactive in their absence by monitoring [Schoology](#), contacting their teachers or communicating with classmates.

For multiple-day absences, students are responsible for completing all assessments within five school days from the date of the student's return to school. This also applies to assessments assigned during the absence. Upon their return, students are expected to communicate with their teacher regarding class content missed during the absence.

Note: The decision whether a student comes to school is up to the family. The decision as to whether a student is excused rests with the school administration.

UNEXCUSED ABSENCES

Definitions of Unexcused Absences

- Absences without family permission and/or administrative approval
- Arrival ten or more minutes late to class
- Oversleeping or missing the bus
- Failure to follow the proper procedures when leaving the school building
- Work at home or at a business, except under a school-sponsored work-release program
- Any other absence not included under the attendance procedures

Note: Final decisions regarding excused/unexcused absences are made by the school administration.

Interventions for Unexcused or Excessive Absences

Students who accumulate unexcused or excessive absences can expect to have interventions put in place. These interventions are assigned in an effort to improve student attendance; they may include, but are not limited to one or more of the following:

- Meeting with the teacher, counselor, or administrator
- Loss or restriction of school privileges
- Student Attendance Review Team meeting with parents/guardians and the creation of an attendance agreement
- Referral to Hennepin County Attorney's Office

Tardiness

Students are considered tardy any time they are not in the assigned area when the bell rings to begin the class period. Teachers will communicate and enforce their tardy expectations; chronic tardiness may result in a referral to administration. Excused tardies are any for which the student is excused in writing by a staff member.

Truancy

Truancy is defined as an absence of one or more entire class periods without the approval of building administration. The authority to decide whether an absence is excused or unexcused rests with the school administration.

Signing Out

The Osseo Area Learning Center is a closed campus. On rare occasions, if a student needs to leave the building during his/her scheduled class time, he/she needs to get administrative approval, and sign out at the front desk. **No transportation will be provided for students leaving early. Students leaving the building without permission and/or signing out will not be allowed to return for any remaining class(es) for that day to ride a bus home.**

Withdrawal Procedures

If a student moves from ISD 279 or transfers to another school within the district, parents/guardians are asked to contact the counseling office. The school should receive this information at least two days before the student's last day of attendance. The student should report to the counseling office on the day of withdrawal from school.

Should a student choose to withdraw from school, please do the following:

- Notify the school two days prior to the student's final day of attendance
- Contact a counselor to explore possible alternatives to leaving
- Complete an exit survey with the counselor or administrator
- Obtain the withdrawal forms from the counseling office support professional
- Obtain the necessary signatures on the withdrawal form
- Return the completed withdrawal form to the Student Services secretary
- Return all district-owned property and pay all fees or fines

BEHAVIOR EXPECTATIONS

A safe and healthy learning environment is essential. 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 following behavior expectations are in accordance with ISD 279 School Board Policies and are in effect on school property and at all school-related activities, whether on or off school property, for all students regardless of age.

Suspension, exclusion, and expulsion are governed by The Pupil Fair Dismissal Act.

Behavioral Definitions

It is the responsibility of the Osseo Area Learning Center staff members to promote a quality learning environment which is safe, respectful, and productive. The following definitions clarify behaviors that interfere with a productive learning environment.

Academic Misconduct: Defined as any student behavior that creates a situation in which the student is not able to accurately demonstrate his or her learning due to behaviors including, but not limited to:

- inappropriate use of resources,
- cheating,
- plagiarism, and
- collusion.

Staff members are expected to teach, model and reinforce appropriate academic behaviors to all students, such as knowing how to use research tools and properly cite references.

Academic misconduct is addressed as a behavior, and not an academic penalty. An office referral will be submitted to administration and students will be required to provide additional evidence of learning at the discretion of the teacher. This may be taking a different form of a test, rewriting an assessment, or doing a different project as necessary to demonstrate learning. The teacher will establish a reasonable timeline for the student to complete the assessment(s), and they will be assessed with the opportunity for earning full credit by demonstrating what the student knows and can do.

In addition, the report of misconduct will be forwarded to the National Honor Society advisor; members are subject to consequences per the NHS constitution.

Students are responsible for knowing and avoiding the various forms and levels of plagiarism. *Writers Inc.* defines “**plagiarism** [as] the act of presenting someone else’s ideas as your own” (179). The following are the most common types of plagiarism that occur in student assessments:

- **Word-for-word plagiarism** is the direct copying of another’s material without giving credit.

- **Paraphrase plagiarism** is using someone else's **ideas** without crediting the source of the material or idea in English or any other language.
- **Spot plagiarism** is using keywords or phrases without giving credit.
- Translation websites used to complete World Language assessments.
- In addition, a student who allows others to use their assessments in fulfillment of class requirements will also be held accountable.
- **Dual Submission** – submitting the same paper or substantially similar papers to meet the requirements of more than one course without the prior approval of all instructors concerned.

Chemical Use/Abuse: No student, regardless of age, may possess, use, be under the influence of, distribute, sell and/or exchange unauthorized or illegal chemical substances including but not limited to, narcotics, drugs, or other controlled substances, alcohol, or other intoxicating substances or mood-altering chemicals, drug paraphernalia or look-alike substances, or other articles that are illegal or harmful to persons or property.

- This prohibition also includes one student sharing a prescription medication with another. Medication prescribed by a physician must be handled in accordance with [Policy 516 – Student Medication](#).
- [Policy 541 – Chemical Use/Abuse](#) applies district-wide on school property and at all school related activities, trips and functions, whether on or off school property, school bus stops, school buses, any other vehicle approved for ISD 279 purposes, and the area of entrance to or departure from school premises or events for all students regardless of age.
- Students apprehended using, possessing and/or exchanging chemical substances are subject to [Policy 506 – Student Discipline](#), and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.
- Students presently not under the influence who disclose their use of chemicals for the purpose of obtaining help with this problem are treated in a non-punitive way by school personnel.
- In the event a student receives treatment outside ISD 279, every effort must be made to effect a successful continuation in or re-entry into the school community.

Chemical/Tobacco Use/Abuse Regarding Students in Activities

Student participants in school activities are subject to [Policy 541](#) and Minnesota State High School League (MSHSL) rules. For out-of-season chemical violations and additional information, refer to the Extracurricular Eligibility Information Bulletin. MSHSL consequences are **cumulative** beginning with and throughout the student's participation in high school activities.

- **Note:** If a student is found to be under the influence of alcohol or any other mood altering chemical at an ISD 279 activities event, they may not be allowed to attend any further home activities events for that season.

Community Chemical Violations

When a student violates Minnesota law regarding chemical use, that community police department is mandated to notify the school. MSHSL consequences apply to any student participant of a MSHSL activity.

Digital Learning Devices and Electronics: Students are expected to bring their district-owned Chromebooks, fully charged, to school every day. It is the responsibility of each teacher to establish expectations for the use of digital learning devices in their classroom, and it is the responsibility of each student to follow those expectations. Use of digital learning devices and electronics that disrupt students from learning or teachers from teaching may result in confiscation of the device for the remainder of that class period. Students are responsible for securing their personal digital learning and electronic devices at all times as the school is not able to provide staff time to investigate lost or stolen items.

Disruptions: Disruptions are acts that interrupt the peace and good order of the school or school-sponsored activities, or disrupt the educational process. Disruptions include organizing or participating in walk-outs, sit-ins, cafeteria disruptions or acts which are dangerous or detrimental to the student, other students, school district personnel or surrounding persons, or which violate the rights of others or damage or endanger the property of the school or which otherwise interfere with the mission or operations of the school district or the safety or welfare of students or employees.

Dress Code: Student attire should be appropriate, neat, clean, and inoffensive. The school makes the determination whether student attire is inappropriate for school. Examples of inappropriate clothing include, but are not limited to:

- clothing advertising substances illegal for children and adolescents;
- clothing containing obscene and/or profane language, slogans, emblems or pictures;
- clothing containing gang symbols and/or emblems, or clothing worn in a manner to identify gang membership; or
- sexually provocative or immodest clothing.

Headgear and sunglasses are prohibited during the school day with the exception of headgear worn for religious reasons.

Gambling: Students may not participate on school property in games of chance with the express purpose of exchanging money or other goods while on school property or while attending any school sponsored activity.

Harassment: ISD 279 prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (see [School Board Policy 413](#) for more information). Reported incidents of harassment will be investigated and could lead to disciplinary action as outlined in [School Board Policy 506](#). Any occurrence of harassment, sexual violence or bullying, including cyber bullying should be reported directly to a school teacher, counselor, or administrator.

- **Racial and Religious Harassment** is defined as being any comment, gesture, joke, language or behavior, displayed in any manner that draws attention to racial, religious, or cultural differences in a demeaning, disrespectful or offensive manner.
- **Sexual Harassment** consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. Spreading sexual rumors, sexual name-calling, sexual jokes/cartoons/pictures, homophobic remarks and/or statements, inappropriate patting or pinching, intentional brushing against one's body, pressure for sexual activity and any unwelcome discussion that is sexual in nature are all examples of sexual harassment.
- **Sexual Violence** is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose or other illegal or inappropriate sexual conduct.

Hazing: ISD 279 prohibits any form of hazing activity which is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. See [School Board Policy 526](#) for additional information.

Identification: Students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name is considered insubordination.

Ignition Device: No student shall use or possess an ignition device, including a butane or disposable lighter or matches, inside of an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

Indecent Exposure: Indecent exposure is the purposeful and lewd exposure of one's own body or private parts, procuring another to expose private parts, other open lewdness or public indecency.

Insubordination: Students have the responsibility to follow a reasonable request from any staff member. The deliberate refusal to follow the reasonable request of a school staff member is considered insubordination.

Physical Violation: A physical violation is defined as acts which are rough or rowdy that can result in physical harm whether intentional or not. These acts include but are not limited to pushing, shoving, horseplay, or throwing objects.

School Safety: School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. *Any student observing a dangerous, harmful, threatening or suspicious situation should immediately report it to a staff member. We are all responsible for a safe and orderly school.*

Search: Per [School Board Policy 502](#), school lockers and desks are the property of the school district and are provided for the convenience of students. At no time does the school district relinquish its exclusive control of lockers or desks. Inspection of the interior of lockers or desks

may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students, whether within or outside of school lockers or desks, and/or a student's person may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers or desks were searched unless disclosure would impede an ongoing investigation by policy or school officials.

Theft: Theft is defined as the act of intentionally taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property or not making a reasonable effort to find the owner. Any found items must be turned in to the main office immediately. A student found to be involved in a theft will be subject to disciplinary action and/or referral to the police. Possession of stolen property will also be considered theft. Taking food items from the cafeteria line is considered theft regardless of the dollar value of the item(s).

Threats: Threats of violence, verbal or written, or the reporting of dangerous or hazardous situations that do not exist will result in serious disciplinary action. Families will be contacted and the student may be referred to the School Resource Officer.

Tobacco/Vaping: The use or possession of vape devices, 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. No student regardless of age may possess, use, sell or distribute vaping, tobacco or tobacco paraphernalia in any form or at any time at any school related activities, trips or functions, at bus stops, on school buses, in school buildings, school vehicles or school contracted vehicles, or on school grounds or the area of entrance or departure from school premises, property or events. Violations will result in disciplinary action, referral to the police, and loss of school privileges including, but not limited to, parking permits and admittance to school events.

Trespassing: Presence at any school location without permission from the staff of that school (students are not to go into other ISD 279 buildings without permission from the staff of that building) is trespassing. State law does not allow a person to enter or be found on school property within six months after being told by the school principal or designee to leave the property and not return unless the principal or designee has given permission to return. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing.

Vandalism: Vandalism is defined as damage to or destruction of school property or property of others. A student found to be involved in an act of vandalism will be subject to disciplinary action and/or referral to the police.

Verbal/Nonverbal Assault: Verbal or nonverbal acts which are abusive, degrading, threatening, intimidating and/or discriminatory will not be tolerated. This may include, but not limited to,

verbally abusive language, threats to cause harm, insulting remarks, gestures or written language meant to degrade a person or person's race, religion, gender, sexual orientation or gender identity, physical/mental abilities or other protected classification.

Violent Behavior: Violent behavior is defined as an act which intentionally inflicts, threatens to inflict, or attempts to inflict bodily harm upon another person or inflicting bodily harm upon another even though accidental or a result of poor judgment. Violent behaviors include:

- **Participant in a fight** – Engaging in any form of fighting regardless of who initiated the fight. This could include, but is not limited to hitting, slapping, pushing, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.
- **Physical assault** – When one or more persons attack an individual who does not physically retaliate with the intention of causing or attempting to cause harm to that individual.

Weapons: Students are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering or departing from school premises, property or events, consistent with state statute. Students in possession of a weapon will receive administrative consequences and will be referred to the police. Weapons of any kind will not be tolerated. Real and look-alike weapons include, but are not limited to:

- All firearms, whether loaded or not
- Other guns of all types, including, but not limited to, pellet, BB, paintball, nonfunctioning or toy gun.
- Knives, including, but not limited to, switchblades, automatically opening knives, box cutters, or razor blades.
- Explosives, including, but not limited to, live ammunition and fireworks.
- Flammable liquids or combustibles.

Students are expected to report harmful, threatening or suspicious situations immediately to a staff member. Failure to do so may result in disciplinary action. A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to a staff member will not be considered in possession of a weapon.

Notice: Paintball, pellet, BB, non functioning and/or toy guns are look-alike/replica firearms. Do not possess, store, transmit or use any look-alike, replica or real firearm. Possession, storage, transmission or use of a look-alike, replica or real firearm will result in suspension and a recommendation for expulsion.

BEHAVIORAL INTERVENTIONS

Investigation Procedure: When allegations of violations of ISD 279 School Board Policies or Procedures have been reported, the school will conduct an investigation to conclude the facts regarding the allegations and determine what action, if any, the school will take. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or

expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the school and/or school district will take. The information that is provided may also be shared with other school and/or school district officials, the school district's attorney, and may also be shared with law enforcement or other responsible agencies.

Disciplinary action may include, but is not limited to, one or more of the following:

- Meeting with the teacher, counselor, administrator, principal, or principal's designee
- Loss or restriction of school privileges, including suspension from extracurricular activities or school events
- Family conference with school staff, possibly resulting in a corrective action plan
- Referral to School Support Services
- Community service
- Referral to the local law enforcement agency or other appropriate authorities
- Detention before or after school as assigned by a teacher or administrator
- Restitution or restorative practices
- Removal from class (any actions taken by a teacher, principal or other ISD 279 employees to prohibit a student from attending a class or activity period – see [Procedure 506](#))
- Alternatives to suspension including, but not limited to, community service
- Dismissal for one day or less
- Suspension from school (students suspended from school may not be on school property, participate in, or attend any school functions during the suspension; a family conference is required for re-admittance to school)
- Expulsion (students are prevented from enrolling or re-enrolling in ISD 279 for a specified period of time)
- No-Contact Expectation

STUDENT ACTIVITIES

Here is an overview of the Minnesota State High School League eligibility requirements. The Osseo Area Learning Center does not have after school activities although students may have the opportunity to participate at their home school. For specific questions please contact the activities director from your home school.

Academic Eligibility

Activities (athletics, student groups/clubs, and fine arts programs) are designed to complement the academic program. Student participation in school activities is dependent on eligibility. Students need to be registered as a full-time student and enrolled in at least five credit-producing classes each trimester. In addition to the enrollment status, students need to be making progress toward the accumulation of the 64 needed credits for graduation.

Determining Scholastic Eligibility for Minnesota State High School League Activities

A student has maintained satisfactory progress toward graduation and is therefore eligible for MSHSL activities if:

- the student is currently enrolled in at least five credit-bearing classes each trimester, and
- the student's total credits at the beginning of each trimester are not less than the numbers listed in the following table:

GRADE	FALL	WINTER	SPRING
9	0	4	8
10	13	18	23
11	28	34	40
12	46	52	58
Note: 64 credits required to graduate			

The plan for determining academic eligibility for MSHSL activities is as follows:

- Eligibility is determined at the start of each school year and after each marking period.
- A student is ineligible if the total number of credits at the beginning of each trimester is less than the number listed in the table above.
- If a winter or spring activity begins before Tri I or Tri II grades have been posted, students may appear eligible to begin a winter or spring activity, but become ineligible once grades/credits are posted.
- The activities coordinator will follow up after grades and credits are posted to ensure all students are eligible.
- The activities coordinator will inform any student who becomes ineligible.

NCAA Initial Academic Eligibility for Athletes

To be certified by the NCAA Clearinghouse, students must accomplish the following:

- **Graduate from high school.** Students should apply for certification before graduation if they wish to participate in athletics as a freshman at the college to which they will be admitted. The Clearinghouse will issue a preliminary certification report when they have submitted all of their materials. After graduation, the Clearinghouse will review their **final** transcript to make a final certification decision according to NCAA standards.
- **Earn a grade-point average of at least 2.00** (on a 4.00 scale) in a core curriculum of at least 16 courses which were successfully completed during grades nine through 12. The chart below shows core courses students must include at a minimum. For additional information, go to www.ncaaclearinghouse.net or www.ncaa.org.)

Core Units Required for NCAA Certification	Division I	Division II
English	four years	three years
Math	three years	two years
Science	two years	two years
Social Studies	two years	two years
From English, Math or Science	one year	two years
Additional Core: English, Math, Science, World Language, Philosophy, Non-doctrinal Religion	four years	three years
TOTAL CORE UNITS REQUIRED	16	14

Co-curricular Activity Attendance Expectation

Students participating in any co-curricular activity must attend all scheduled classes, and/or required programs on the day the event or practice is scheduled. This expectation applies to students involved in all activities scheduled during or outside the school day.

High School Athletic Code of Conduct Eligibility

Student participants in activities are expected to maintain high levels of behavior and conduct in and out of school. As such, any violation of the MSHSL code of responsibilities will be brought to the immediate attention of the activities coordinator. The head coach, activities coordinator, and/or the principal will determine the appropriate consequence.

High School Athletic Injury Eligibility

If a student athlete is seen by a doctor for an athletic injury during a competition season, the MSHSL rules require a note from a doctor clearing the athlete to return to participation. This note should be returned to the athletic trainer or the head coach before the athlete may resume practice or competition. Failure to comply with this expectation may result in the athlete being ineligible until cleared by the athletic trainer.

NCAA Clearinghouse Information for Prospective College Athletes

Student-athletes who wish to participate at the college level in a Division I or Division II school must register and be certified by the NCAA Initial-Eligibility Clearinghouse. Students should apply for certification after their junior year in high school. NCAA Initial-Eligibility packets are available in the Career Resource Center, or contact the activities coordinator for further information.

GENERAL INFORMATION FOR STUDENT LIFE

Acceptable Use Policy – Electronic Technology

All students will use the school district’s technology and internet, including electronic communication resources, social networking sites and blog sites in accordance with [Policy 524](#) and in a manner which does not interfere with, disrupt, or jeopardize technology and internet users, services, or equipment.

Announcements

School announcements are posted on [Schoology](#) every week and updated on the [school website](#).

Computer Use

The following expectations are to provide guidance and instruction to students in the use of ISD 279 technology and other electronic resources:

- Students must be under the direct supervision of a staff member to use computers. Technology allows us to monitor all computer use at all times.
- No food or beverages of any kind (except water) is permitted in any computer area.
- Students are prohibited from making any adjustments to computers, monitors, cabling, etc. Students need to report any equipment problems to their teacher.
- Students are prohibited from accessing or deleting any password-protected files, programs, data files, or system files.
- Students must adhere to copyright laws.
- Students are not allowed to load or download any unauthorized software or files onto computers.
- Students need to do a “print preview” before printing. Documents must be edited to two pages or less. Students are encouraged to save to their school Google account. Multiple copies of the same document must be printed on the copy machine.
- Internet searches are limited to sites related to the class involved. Searching unrelated sites is inappropriate and can lead to loss of computer privileges. Students are required to adhere to [Board Policy 524](#).
- Any damage to computer equipment from willful misuse by a student will result in disciplinary action. Any fines to cover the expense of repair will be the responsibility of the student.
- Students must use their assigned login to access school computers, and the ISD 279 wireless network.

Facility Use by Student Groups

Any student club or group may use school facilities for meetings provided the student club or group has an identified staff member who provides supervision and the student, club, or group has registered with the principal. Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of

courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the principal to meet during school hours.

The administration may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meetings of all student clubs or groups.

Fees and Fines

All fees and fines must be paid via [SmartSchoolK12](#) in order to acquire a parking permit, purchase school dance tickets, participate in commencement, or receive other school privileges.

Field Trips

Field trips and other school-sponsored trips are considered to be extensions of the school and are excused absences. Students going on school trips must prearrange their absences at least one day in advance.

Food

Food and other beverages are not to be brought into classrooms; these items may only be in classrooms for special events or projects. Families or others may not bring or order food to be delivered during the school day.

Homebound Instruction

If a continuous absence of 15 days or longer is anticipated, homebound instruction may be an option for the student. This involves a teacher going to a mutually agreed-upon site to provide support in the student's classes. If the absence is the result of a medical condition, homebound instruction cannot begin until a physician's note, stating the need for an extended absence, is received. All requests for homebound instruction should be directed to the student's assigned counselor or administrator.

Immunization Requirements

Minnesota State Law requires all senior high students to show proof of immunization to enroll or remain enrolled in any secondary school.

Insurance

Information and application forms are issued during the first weeks of each school year. See the activities secretary in the activities office if interested. The filing of claims and payment of benefits and/or claims are the sole obligation of the insurance company and the individual. ISD 279 or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

Liability for Personal Materials

ISD 279 insurance does not cover the loss of personal items. Students are strongly advised to lock hall and gym lockers. Should any theft occur, please complete an "Incident Report" in the Student Services Office. Students are advised to not bring personal items to school because, if lost or stolen, staff cannot guarantee time to investigate and recover lost or stolen items.

Lost and Found

Students who incur property loss or theft should report their concerns to the student services office and complete an "Incident Report" which will then be processed by an administrator. Also, students who find articles that are not secured should turn in these materials to the student services office at once. Items turned in are kept for one trimester. Unclaimed items are donated to charity at the end of each trimester.

Lunch/Breakfast

Breakfast and lunch is served in the cafeteria. Breakfast is served from 8:30–8:50 a.m. ***No student is permitted to leave campus for lunch, or have food delivered to them by families, friends or businesses.*** The hot lunch price is **\$2.85** for the whole lunch and \$.50 for additional milk and juice drinks.

It is the student's responsibility to have money in their account. Money can be deposited into a student's account via [SmartSchoolK12](#) or by check payable to Osseo Area Learning Center (include student's name and account number). Checks should be dropped off in the cafeteria between 8:30 a.m. and half an hour before the first lunch each day (allow 24 hours for electronic deposits to reach the student's account). To purchase breakfast or lunch:

- Student enters assigned lunch pin on keypad located at checkout area (lunch pins can be found in [StudentVUE](#) with the student's schedule);
- Student states their name to the cashier;
- Cost of lunch and ala carte will automatically be deducted from the student's account. Account information is available upon request at this time.

Media Center

The mission of the Library Media Center is to support the learning process by providing a wide range of resources that will give each student an opportunity to achieve academic success. Students, and staff members are supported in becoming effective users of information, to foster a love of reading and partner with teachers to teach information literacy skills.

The Library Media Center hosts a strong print collection. The physical space provides quiet study areas as well as group collaboration spots. Media Center staff manages over computers, all district-issued Chromebooks throughout the building as well as classroom and AV equipment. All materials are selected based on curriculum needs and by recommendations of students, staff and professional review sources to meet the needs of all learners.

New Club or Group

If students wish to initiate a new club or group, they must secure a staff member to supervise and complete a form from the front desk.

Parking

Students will have a one week grace period to get their parking permit form filled out, returned and permit in car before incurring fines.

Students who park in the Osseo Area Learning Center's student parking lot must have a parking permit. Any vehicle which a student parks in the Osseo Area Learning Center's parking lot, must display a valid permit. The permit must be in clear view - hanging from the rear-view mirror, on the dashboard by the steering wheel or on a sticker on the windshield.

Parking Expectations:

- The school parking lots are school property and all school rules will be enforced at all times.
- Parking permits are not transferable and not refundable.
- Students may park only in designated parking spots.
- Students are not to park in the staff or bus parking lot.
- Students are expected to be respectful of all parking lot staff, other vehicles and other students.
- Students must drive in accordance with the traffic laws and in a responsible manner.
- Students are not to give, sell or copy their parking permit for another student.

- For safety purposes, students must exit the parking lot after school by following the established procedures.

Student parking is a privilege, not a right. Students involved in violating school expectations may have their permit revoked, their car towed and/or receive school consequences.

Vehicle Search: By entering the school parking lots, the person driving any vehicle is deemed to consent to complete search of the vehicle upon any reasonable suspicion. Such search may be conducted by school administrators or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also.

The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked. Any student vehicle parked on school grounds may be subject to random canine searches. School administrators may also search the vehicle if there is reasonable suspicion that the search will uncover evidence of a violation of law or district policy.

Canine Searches

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search our parking lot, student lockers, and the school building during and after school hours. If a dog identifies a vehicle and/or locker as having a prohibited item, the vehicle, locker and the person they belong to will be searched, as will his or her personal items.

Any student vehicle parked on school grounds may be subject to random canine searches. Staff may also search the vehicle if there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Personal Communication Devices/ Cell Phones/Electronic Equipment:

Students may possess or use cell phones on the school campus before and after school, during passing time, and at lunch, provided that such cell phone use does not disrupt the education program or school activity. Students in violation of this policy will have their phone confiscated, and they will be subject to disciplinary action. We ask parent/guardians/staff to support this rule to not compromise the learning environment.

If a parent or guardian believes it is necessary to contact their son/daughter during school hours, please call the OALC main line (763) 391-8890 and a staff member will deliver a message at an appropriate time. Students wishing to make a phone call during school hours must do so during their lunch hour only. A phone is located on the wall near the receptionist in the front office. All calls by students are limited to three minutes. Building administration reserves the right to disconnect the phone if the student using the phone is being disruptive and/or the telephone use is distracting to the operations of the front office.

At no time, is Osseo Area Learning Center responsible for lost or stolen cell phones or electronic equipment and will not be able to provide staff time to investigate and recover lost or stolen items. Administration has the right to modify this PRIVILEGE at any time during the school year.

Photographs

Any photographic or movie image taken of a teacher or other student during the instructional day without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of a teacher or other students during the instructional day cannot be published or posted on a public forum (youtube, Twitter, facebook, etc.) without the written consent of each individual. Any violation may result in disciplinary action.

Student Use Telephone

A phone is available for student use at the reception desk in the front entryway. Students are permitted to use the phone during their lunch time and before and after school. Calls are limited to three minutes or less. Students will NOT be called from class to answer the

telephone except in an emergency. Students may talk to administration if an emergency situation arises and they must use a phone.

Testing

Students at the Osseo Area Learning Center are required to participate in a number of tests throughout the school year. Students not participating in these tests or causing disruptions will receive disciplinary action. School funding and scores are tied to our budget.

Pledge of Allegiance

Per [Policy 647](#), the Pledge of Allegiance will be recited each Monday during first period. Participants are to stand, face the flag, place their right hand over their heart, and recite the Pledge in unison. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice as provided by state law.

Safety Procedures

ISD 279 has developed a comprehensive emergency plan with the help of local law enforcement, emergency management, and public health officials. Universal response actions are clear, standardized directives that can be implemented quickly in a variety of emergency situations. When an emergency happens, the school principal or building administrator will implement one of the following response actions:

- **Evacuation:** All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.
- **Severe Weather Shelter:** All students and staff will move to designated shelter areas within the building. If severe weather strikes during dismissal, busses may be delayed.
- **Shelter-in-Place:** All students and staff will move into the building. Windows and doors will be closed and ventilation systems will be temporarily disabled to keep contaminants out.
- **Lockdown:** All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.

Video Monitoring

For the safety of the students and staff at the Osseo Area Learning Center, video-monitoring equipment has been installed inside and outside the building. The cameras are recording 24 hours a day, 365 days per year. In some cases, the recordings will be used to review incidents that took place in the building and/or on school property. If the situation warrants, the police will be contacted to review the video recordings. Only OALC administration has access to the video monitoring equipment.

Visitors

All visitors must report to the front office to sign in and secure a badge, which must be worn while they are in the building.

1. No person other than staff and students of the OALC, school district employees or authorized agents of this school district are permitted to be in any classroom in the building or on campus unless written permission to do so has been retained from the principal.
2. Such written permission is required ahead of the date requested.
3. Students will not be allowed to bring a friend or relative (other than parent/guardian) to school as a visitor. Parents are encouraged to visit the school.

Severe Weather Procedures

In general, expect that school will be held, even in severe weather. If school is held on a day in which families believe the weather is hazardous, students may be kept home. Families are responsible for reporting the absence, which will be excused.

School Cancellation and Early Dismissal

- **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. They attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.
- **Early Dismissal:** This 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. A decision would be attempted by 11:00 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.

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. ISD 279 is 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 cancelled, 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, families are informed as follows:

- Telephone/email: ISD 279 will call and/or email families using an automated messaging system. Please be sure to submit or update your contact information through [ParentVUE](#).
- Online: Whenever possible, emergency information will be posted on the ISD 279 [website](#) and the ISD 279 [Facebook page](#).
- Broadcast: Information will be submitted to major radio and TV stations as “Osseo District 279.”

Families should not contact the school with questions during an emergency. The phone lines must remain open for emergency communications. For assistance, call the main ISD 279 phone number: (763) 391-7000.

Senior Skip Day

ISD 279 schools do not sanction a senior skip day.

Signs, Posters, Sidewalk Markings and Literature

Any sign, poster or literature that is to be displayed or distributed in the school building or grounds requires the prior approval of the activities coordinator and must follow ISD 279’s Equal Access Framework. Information and spelling should be double-checked for accuracy. In general, public school buildings may not be used to advertise commercial activities or products. Posters that have not been approved will be taken down. With prior approval by the principal, approved student groups may request to write on the sidewalks. Below are the parameters for such requests.

- Requests must be submitted to the principal at least one week prior to the date.
- A map detailing what will be written and where must accompany the request.
- The use of waterproof chalk is not allowed on ISD 279 property.

Spirit Weeks

Homecoming, Snow Days, and Spring Fling occur each season to celebrate school spirit and honor student participants in season activities that represent the school in competition. Pepfests occur each Friday and dances occur the Saturday of Homecoming and Snow Days.

Textbooks

ISD 279 furnishes textbooks and all students must assume full responsibility for their care. Books are issued by the individual teacher and must be returned to the same teacher upon completion of the course. This same procedure applies to a student who transfers to another class or withdraws from Osseo Area Learning Center. If books are lost or damaged, the student will be responsible for the payment of assessed fines.

Tip Line

ISD 279 has established an anonymous Tip Line for students, staff, and families to report bullying, weapons, drugs, and violence. Stakeholders with information regarding something that may happen, or an incident that has already occurred, should call (763) 391-8660 to report it. An anonymous [Tip Line form](#) is also located on ISD 279 website. All messages will be forwarded to the principal or appropriate administrator.

Wireless (WiFi) Internet Usage

Students and staff have access to the ISD 279 WiFi network. Anyone accessing the WiFi network is required to abide by [Board Policy 524](#) and the Computer/Internet Usage guidelines. ISD 279 is not responsible for lost, stolen or damaged personal WiFi-capable devices including computers, cell phones, etc. Failure to follow these guidelines will lead to loss of computer privileges and/or other consequences consistent with school policies.

STUDENT RIGHTS

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

Age of Majority Rights for Students Who Are Age 18

According to Minnesota Statutes, once a student reaches the age of 18, they attain age of majority status. When the student reaches age 18, many of those rights previously granted to the parent/guardian are automatically the rights of the student. For example, students who are age 18 have access to their school records and may have correspondence relative to school business mailed directly to them. However, unless the student is emancipated, the school requires contact from the parent/guardian.

Child Abuse

Minnesota Statute Section 262.556, Subd. 3 – A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the appropriate agency.

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of children, it is the policy of ISD 279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

Equal Opportunity

ISD 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, marital status, status with regard to public assistance or disability. If students have any questions or concerns, contact the Human Rights Officer and the District Office – 11200 93rd Avenue North, Maple Grove, Minnesota 55369 – (763) 391-7000.

Section 504 of the Rehabilitation Act of 1973

ISD 279 recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. If there are questions regarding Section 504, contact a building principal or the Director of Student Support Services at the District Office.

Denial of Release of Directory Information

A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using [Appendix C](#) of [School Board Policy 515](#). Designation of directory information to private is in effect for one year or until modified.

Parent's Right-to-Know Act

Pesticide Application Notice: A Minnesota State law went into effect in 2000 that requires schools to inform parents/guardians and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to families for review or copying at each school office.

The Parent's Right-to-Know Act also requires that families are told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Because pesticides are only used when non-chemical methods have been ineffective, some applications are not scheduled. If families would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the principal. If families have any questions regarding this notice, please contact the principal or the front desk for assistance at (763) 391-8890.

Public Data

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

Student's name	Dates of attendance
Student's address	Degrees and awards received
Date of birth	Participation in activities
School of attendance	Weight and Height (if on a team)
Grade(s) completed	Photograph

Student Data

Student data is classified as public, private or confidential.

Student Records And Rights

[School Board Policy 515](#) outlines the collection, security, storage and release of student information as required by State and Federal laws.

ISD 279 must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain ISD 279 personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal or Student Support Services Coordinator at (763) 391-8890.

Private Data

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

- School officials within ISD 279 whom the District determines have a legitimate educational interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon. Suspension and expulsion information in accordance with the federal law and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any current probable cause notice or any disposition or court order.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

Confidential Data

Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or their parent/guardian. This includes, but is not limited to:

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

Release of Information to Military Recruiters

Federal and state law require all school districts to provide military recruiters, upon request, with the name, address, and telephone numbers of all 11th and 12th grade students unless the parent/guardian or eligible student (student over 18 years old of authorization) requests that the information not be provided without written permission. Denial to release information to military recruiters may be completed by submitting Appendix D to school office by October 1. Appendix D is available on the district website under [School Board Procedure 515](#). The denial of authorization by parents/guardians or eligible students must be completed annually.

Storage of Student Records

Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of ISD 279 whose work assignments require access to the records. Records of students who withdraw or graduate are kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota, for permanent retention.

Transfer of Student Records

When a student moves from one school to another within the district, the entire record is checked for completeness and then forwarded to the student's new school. When a student withdraws to enroll in another school district, copies of the student's, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior is forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parents/guardians may request a copy of the records transferred and may challenge the content of the transferred records in accordance with Section X of [Procedure 515](#).

Questions concerning student records should be directed to the District Compliance Office at (763) 391-7000.

Statement of Rights

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA).

- Inspect and review the student's records;
- Seek amendment of the student's education records that the parent/guardian of the eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and;
- File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

Notice of Use of Hand Held Metal Detectors

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

Criminal History Background Checks

ISD 279 is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, ISD 279 will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. ISD 279 may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

School Board Policy 514 – Bullying Prohibition

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.031](#) – School Student Bullying, ISD 279 prohibits any act of bullying by an individual student or group of students.

It will be a violation for any student, employee, or agent of ISD 279 to bully a student, employee, or agent of ISD 279 through conduct or communication in person or through misuse of technology (cyberbullying) of a bullying/intimidating nature as defined by [Procedure 514](#). It will also be a violation for any student, employee, or agent of ISD 279 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.

School Board Policy 524 – Internet Acceptable Use and Safety

The purpose of this policy is to set forth policies and guidelines for access to the school district technology and establish policies and guidelines for acceptable and safe use of the internet, including electronic communications.

- The school district provides students and employees with access to school district technology, including internet access, to further educational and professional goals consistent with the policies and mission of the school district.
- Use of technology and internet resources must support the curriculum and enhance student learning opportunities, support accurate and appropriate communication of school district information, or increase efficiency and effectiveness of school district work.
- All electronic communications that are sent or received on the school district network are considered property of the school district.
- The school district monitors online activities and operates technology protection measures that protect against access to unacceptable material through school district technology and computers.
- Ultimately, parents/guardians of minors are responsible for setting and conveying the standard that their children should follow when using technology and internet resources. While the school district will monitor student technology and internet uses as closely as possible, the school district cannot guarantee that students will not independently access technology and internet resources.

School Board Policy 533 – Wellness

The purpose of this policy is to support all students with knowledge that cultivates lifelong personal wellness, through promoting nutritional habits, physical activity, and social/emotional

development. This support is fulfilled through ongoing engagement with the community, while building on applicable minimum local, state, and federal standards.

STUDENT SERVICES

Guidance and Counseling Services

Counseling services are available to all students. A student may see a counselor for a variety of reasons. Counselors are trained to help students in four broad areas:

- **Personal** – depression, stress, anxiety, eating issues, chemical use, etc.
- **Social** – family concerns, friendship, dating issues, etc.
- **Academic** – study skills, tutors, scheduling, transcripts, choosing courses, etc.
- **Career/College** – future planning, test preparation, applications for schools, etc.

The counselors can help students with these concerns or can direct them to someone who can provide assistance. Students can make an individual appointment with their counselor by going to the Student Services Office. A pass will be delivered to a student's classroom the day of the appointment. If there is an assessment taking place that day, the teacher may ask the student to reschedule the appointment.

Career Resource Center (CRC)

The Career Resource Center is located in the Media Center and specializes in career and college planning. Students are encouraged to familiarize themselves with the information and resources available to them. The CRC personnel can answer questions pertaining to college entrance testing, vocations, military, etc.

Emergency Information

Students will not be released from school if ill or injured unless authorized by a parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

Health Services

A nurse is on duty to assist students who are injured or ill. Other services available include: vision screening, hearing screening, blood pressure, scoliosis screening, health counseling, medical referrals and immunization records. In addition, the nurse maintains emergency information and administers prescribed medications.

Immunizations: Minnesota State Law requires all senior high students to show proof of three diphtheria-tetanus (the last within 10 years), three polio and two measles, mumps, rubella immunizations given after 1 year before starting school. The Hepatitis B series is recommended for this age group. Students and families are expected to inform Health Services if the student has had the Hepatitis B series so it can be entered in their records.

Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents/guardians may opt not to participate in the registry by calling (612) 676-5100 or their school Health Services office for more information.

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

Special Education Services

Special Education services are provided to students with disabilities who are eligible for special education services based on an appropriate individual evaluation. Students experiencing difficulties in the areas of intellectual, academic, communication, physical and social/emotional development may be eligible for special education services. Parents/guardians and students may access assessment/services by contacting their teacher, counselor or Special Education Building Coordinator at (763) 391-8890.

Transportation Services

ISD 279 provides bus transportation for all who qualify for it based on distance limitations set by the School Board. The school bus is an extension of the classroom and students are expected to conduct themselves appropriately. Students are expected to follow the [Student Conduct on Buses](#) of [Policy 707](#). Transportation by school bus is a privilege, not a right. Parents/guardians are responsible for reinforcing safe bus riding behavior with their student.

Appropriate Student Conduct on Buses

- Treat people and property with respect.
- Take a seat promptly and remain seated while on the bus.
- Refrain from eating or drinking on the bus and avoid excessive noise.
- Keep aisles clear of legs, instruments or other objects.
- Keep all objects and body parts inside the bus.
- Do not tamper with safety or bus equipment or throw objects.
- Follow instructions of the driver.
- Behave in accordance with district policies.

Consequences for bus conduct infractions range from a warning, suspension of bus-riding privileges, and possible loss of bus service for the remainder of the year. Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation. If bus-riding privileges are revoked, it becomes the responsibility of the family to provide transportation for the student. The possession, use, or distribution of tobacco or chemicals may result in a bus suspension and school consequences.

Students may ride only their assigned bus. For exceptions, parents/guardians must call ISD 279 Transportation Department at (763) 391-7045 in advance. School building officials cannot give permission to change buses.

Graduation Information



The OALC Administration and Counseling staff can only recommend a student for graduation. The home school Principal has the final approval on graduation.

During the final trimester before completing the requirements for graduation, the graduating student **MUST** complete an application for graduation. Applications can be obtained at the Senior High receptionist's desk. Return completed form to assigned counselor. Failure to complete an application may delay the graduation date.

Information Regarding Graduation from your Home School

Osseo Area Learning Center and District 279 Graduation Guidelines

For students enrolled at the Osseo Area Learning Center graduating from Maple Grove, Park Center or Osseo High School, the following is the policy regarding graduation:

Graduation Ceremony

In order to participate in the Graduation Ceremony at Maple Grove, Park Center or Osseo Senior High, the student must have completed all OALC, home school, District #279 and State of Minnesota

Graduation Requirements and be enrolled at the OALC or their home school until the end of the school year.

Early Graduation

Students enrolled at the Osseo Area Learning Center who meet the District 279 and State of Minnesota Graduation Requirements before their assigned graduation year will not be allowed to graduate early. Any student, who has extenuating circumstances and wishes to graduate early, must meet the requirements of School Board Policy 613. To begin the process of requesting early graduation, students must complete the Application for Early Graduation through their home high school, prior to the end of the student's 11th grade school year. Common reasons for early graduation include:

- The student has been accepted for enrollment at a post-secondary institution and coursework will commence prior to the student's scheduled graduation date.
- The student has been accepted into the Military Services and will begin before his/her scheduled graduation date.
- The student will begin full-time employment prior to the student's scheduled graduation date and the employer requires that the student has completed the graduation requirements before beginning full-time employment.

- The student has extenuating circumstances.

Approval of the Application for Early Graduation is at the discretion of the principal of the student's home high school.

Students must continually keep in contact with their home school for information regarding graduation.

The following is for students who completed the Osseo School District graduation requirements from the Osseo Area Learning Center.

In-district Student

All students who live in the Osseo School District attendance area and completed the graduation requirements from the Osseo Area Learning Center must graduate from their home high school. The only exception to this would be if the home high school principal, the principal of the high school the student wishes to graduate from, and the OALC principal all agree to the student switching schools for graduation.

Out of District Student (Never attended an Osseo District high school)

An out of district student who has never attended an Osseo District high school and has completed the Osseo School District graduation requirements from the Osseo Area Learning Center may choose which high school he/she wishes to graduate from.

Out of District Student (Attended an Osseo District high school)

An out of district student who has attended at least one Osseo District high school and has completed the Osseo School District graduation requirements from the Osseo Area Learning Center must graduate from the high school the student was enrolled the greatest amount of time. The only exception to this would be if the home high school principal, the principal of the high school the student wishes to graduate from, and the OALC principal all agree to the student switching schools for graduation.

Out of District Student (Never attended an Osseo District high school) Enrolled in Independent Study only.

An out of district student who has never attended an Osseo District high school and has completed the Osseo School District graduation requirements from the Osseo Area Learning Center in the Independent Study program only, must receive his/her diploma from his/her home out-of-district high school.

Class Rings

Class rings can be purchased at the student's home school.

Graduation Announcements and Jewelry

An agency does visit the home school so students can order graduation announcements, and/or jewelry. The school is offering a service, but the student is welcome to order any or all products from any source.

Graduation Pictures

The home school recognizes an official photographer for the purpose of providing identical quality color pictures for the yearbook. Students may choose these for ordering portraits or get additional proofs from this or any other photographer. For more information contact the home high school.

***Graduating students are responsible for fulfilling all requirements from their home high school.

(Examples: Foundations (MGSH), Pathways (OSH), or Advisory (PCSH).

Contact your home high school for more information***

APPENDICES

ISD 279 School Board Policies and Procedures can be found [here](#), or at the [ISD 279 webpage](#).