

**IJ Holton Intermediate School
Handbook**



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Mission & Vision

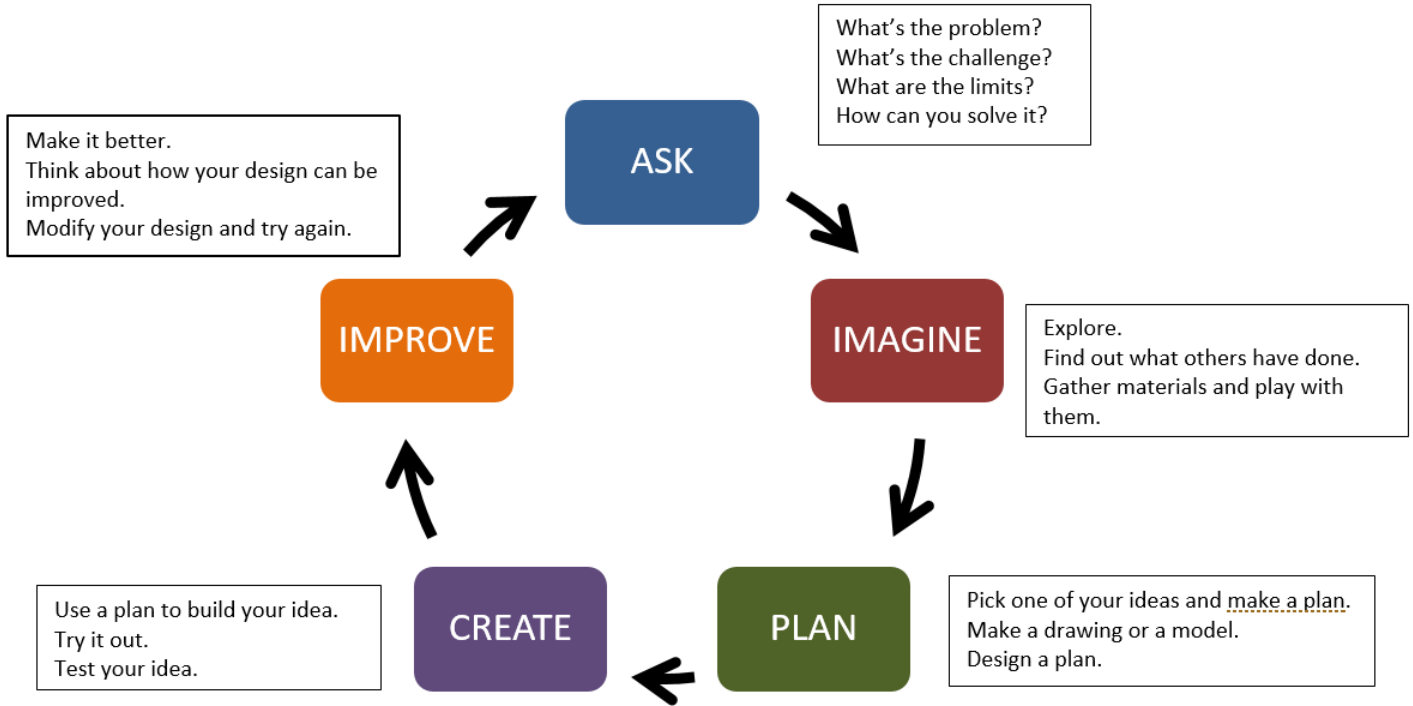
Our mission is to create a challenging learning community where students will be engaged in Science, Technology, Engineering, Fine Arts and Mathematics through an inquiry-based curriculum. Our vision is to build student leaders who will be successful in the 21st Century.

We will do this by facilitating student learning opportunities that utilize the engineering design process, integrate curriculum that is inquiry based, and expose students to the variety of technologies that exists today.

An emphasis on design and problem solving in the classroom will allow students to use trans-disciplinary tools for discovery and for developing solutions to problems that are open-ended. Such a classroom will give students an understanding of the relationships of all STEAM areas as they are used in the real world beyond the classroom walls. Instead of separating science, technology, engineering, the arts, and math into individual curriculum “silos,” STEAM can provide our students with the integrative tools of investigation and analysis. Consequently, a STEAM classroom shifts students away from learning isolated facts, to experience-based inquiry with opportunities for independent learning.

Design Process

The design process is a simple framework for problem solving. Students will follow the design process in all content areas to help guide their thought process.



Engineering Curriculum

The **design process** is a series of steps that engineering teams use to guide them as they solve problems. The engineering process provides students with the opportunity to solve real life problems by researching, designing, building and testing solutions. Engineering projects make the classroom come alive and are a great way for students to take the knowledge and concepts of the Minnesota State Standards and develop a deeper understanding by exploring, applying and creating.

Students at I.J. Holton will participate in **Project Lead the Way** classes as well as using the Engineering is Elementary curriculum throughout the year. Students will learn to work in teams to brainstorm, create, design, test, modify, and present solutions. Students will learn to communicate with each other, compromise, and share responsibilities. Teams of students develop problem solving skills as they work collaboratively to meet the criteria for a project. Cross curricular connections result when students sketch, measure, experiment, think, write, and evaluate their progress. The hands-on curriculum will be engaging but the importance and focus is on the process- the learning that takes place.

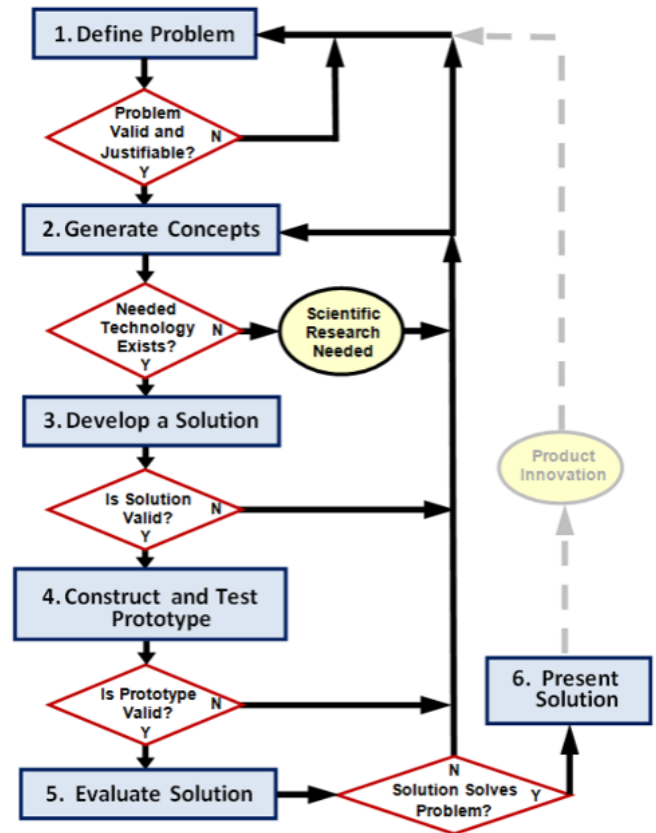
Grading for Learning & Lifeskills

IJ Holton Intermediate School recognizes that grading, homework, make-up opportunities, report cards, and reporting practices in general should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Students will receive both Knowledge and Lifeskills grades.

Knowledge grades will reflect academic achievement consisting of scores in two categories.

- Practice – This is commonly known as homework and is weighted at 15%. Practice includes class work and assignments.
- Assessments – This is commonly known as tests, quizzes and projects. Assessments are weighted at 85%. All items in this category may be re-taken or modified.

Lifeskills grades will reflect student performance in the areas of behavior, effort and timeliness according to the following rubric.



Grading Parameters

	Acceptable		Unacceptable	
	4	3	2	1
Behavior	Consistently contributes to a productive learning atmosphere by following expectations	Usually contributes to a productive learning atmosphere by following expectations	Inconsistently contributes to a productive learning atmosphere by following expectations	Rarely contributes to a productive learning atmosphere by following expectations
Effort	Consistently demonstrates initiative and self-direction	Usually demonstrates initiative and self-direction	Inconsistently demonstrates initiative and self-direction	Rarely demonstrates initiative and self-direction
Timeliness	Consistently meets established deadlines for all assigned tasks 100 – 90%	Usually meets established deadlines for all assigned tasks 89 – 75%	Inconsistently meets established deadlines for all assigned tasks 74 – 51%	Rarely meets established deadlines for all assigned tasks 50 – 0%

- Parents are informed at least 4 times per year of their child’s achievement and progress through report cards. Additionally, the Infinite Campus Parent Portal is available to parents so they can access their child’s Knowledge grades and scores.
- The professional judgment of teachers should be respected regarding the evaluation of Lifeskills grading.
- Work submitted late will not receive a reduced score, but will be flagged as late in the gradebook. Teachers will provide support for the learner. To receive credit, all work must be turned in by the end of the quarter. Missing work will be reflected with an empty cell and with a flag of “missing” in the portal and will be calculated as zero points until complete.
- Individual assessment and practice scores below 50% will be adjusted to 50% in the grade book with the earned score noted as a comment.
- If all the practice work is completed by the assessment, the students will have the opportunity to re-take or modify the assessment. (5th and 6th graders will learn the purpose of re-taking a test and the goal is that by middle school students will be able to initiate the re-take themselves.)
- Teachers will not offer extra credit in order to improve a Knowledge grade.
- Academic dishonesty will be addressed with behavioral consequences and will be marked as “cheated” in the gradebook.
- Group projects should have an individual score included as part of the assessment. Group scores on projects should have a minimal impact on a student’s overall grade.
- Teachers will provide clear explanation of all assessments and practice within the description section of Infinite Campus.
- Missing assessment work will result in an incomplete end of quarter grade. Students must make up the missing assessments to receive a grade of A, B, C, D, F.

ARRIVAL AND DISMISSAL

Your help and cooperation are needed to implement these procedures for the safety of the children. It is important that children attend school regularly and that they arrive on time. Doors will open at 7:45 for students to enter, unless inclement weather requires students to enter earlier. School will begin at 8:00 a.m. Dismissal of students start at 3:00. Regular and 4:00 buses will drop off & pick up students in the parking lot on the north side of Ellis Middle School and IJ Holton which runs along 4th Avenue. Parents that wish to drop off and pick up students should do so in the parking lot which is located on the east side of IJ Holton. Reminder: when dropping students off, please use right lane as the drop off lane. Do not stop in the left lane of the driveway.

Bicycles- Students who ride bicycles to school may park them in the bike racks. Students should provide a sturdy lock for their bike. Students who ride bicycles or skateboards are expected to obey all traffic regulations. Students must walk their bikes and skateboards on school sidewalks. Students must work with their classroom teacher regarding storage of skateboards. The school assumes no responsibility for bicycles or skateboards. IJ Holton students should not be on school grounds before 7:40 a.m. Supervision is not provided prior to these times. Students are expected to leave the school grounds when they are dismissed. Supervision is not provided for children to stay and play on the school grounds.

ATTENDANCE PROCEDURE (TRUANCY POLICY)

It is the philosophy of the Austin Public Schools that attending school each day is important. Instruction occurs every school day. Students learn something every day from their teachers, their fellow classmates and from the planned interactions that takes place each day in the classroom. It is not educationally beneficial when a child misses school. Children are expected to attend school unless there is a valid reason for not being there.

Minnesota Statute 127.20 requires school age children to attend school on a regular basis. Parents are responsible for making sure that their children are at school every day. If your child is absent from school **parents are to notify the school immediately** by phone as to why your child was absent. If notification is not received, your child's absence will be considered unexcused. Excessive illnesses require a doctor's note.

Minnesota Statute 260A.03 states that a child missing school without a valid excuse(s) for three days is classified as "continuing truant" and is subject to the compulsory instruction requirements of Section 120.01. Furthermore, parents or guardians that fail in their obligation to have their children in school may be subject to prosecution under Section 127.20 of Minnesota law.

Upon a child's initial classification as a "continuing truant", the school shall notify the child's parent or legal guardian, by first class mail or other reasonable means of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absence;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to section 120.01 and parents or guardians who fail to meet this obligation may be subject to prosecution under section 127.20;
4. that this notification serves as the notification required by section 127.20;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260.191 (high school only); and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

We expect that students are at school, ready to begin the instructional day at 8:00 a.m. Any students that arrive after this time will be counted tardy. For attendance purposes every six (6) tardies will count as an unexcused absence. Students who have any combination of seven (7) unexcused absences may result in a Truancy Petition being filed with the Mower County District Court, Juvenile Court Division.

BIRTHDAY & CLASSROOM TREATS

Students are not allowed to bring treats for birthday celebrations or other holidays, such as Halloween, Valentine's Day, and ect..

BREAKFAST

Breakfast is served in the classroom or FTLA at IJ Holton before school. ALL students are eligible to participate in the **free** breakfast program at Holton. Breakfast is served beginning at 7:45 a.m.

BULLY POLICY

Austin Public Schools has enacted a Bullying Prohibition Policy designed to prevent and respond to incidents of bullying, cyberbullying, and related prohibited conduct. The Policy prohibits any act of bullying on school premises, school district property, at school functions or activities, or on school transportation. The Austin Public School policy also applies to an act of cyberbullying that occurs on school premises or through the use of school resources as well as cyberbullying that occurs off school premises to the extent such acts substantially and materially disrupt student learning or the school environment. Retaliation for asserting, alleging, reporting or providing information about an act of bullying or cyberbullying or knowingly making a false report of bullying similarly is prohibited. APS has a Bullying Prohibition Policy #514 that addresses bullying in schools. The policy can be found at [Policy #514](#).

If you enroll your school-aged child in a public school activity, he or she must abide by the anti-bullying policy at all times while participating in that activity. This policy applies to all Austin Public School activities such as co-curricular or extra-curricular activities. Violations of this policy may result in your child's removal from the activity in question, and/or other consequences, as described in the policy. We ask that you review this policy in full with your child.

Austin Public Schools encourages students, parents, employees and others impacted by bullying to work together to intervene and prevent such acts. Any person who believes he or she has been the victim of bullying or similar prohibited conduct should report the alleged acts immediately to any staff member.

The School District takes bullying concerns seriously and will conduct an investigation of any report of bullying. Students, employees or other individuals who violate this Policy will be subject to consequences pursuant to school policies. A complete copy of the Bullying Prohibition Policy may be found at www.austin.k12.mn.us or may be obtained in the office of any Austin Public School building.

BUS SERVICE

The following companies provide bus service to all transported children:

Palmer Bus Service.....	433-5358
Palmer Bus Service Special Services Inc.....	437-6051

Children who ride the bus are expected to ride consistently unless the school and bus driver are notified.

CHILDREN WHO NORMALLY WALK TO SCHOOL ARE NOT ALLOWED TO RIDE THE BUS TO HOMES OF FRIENDS. This is a bus company policy.

If you have a change from your regular transportation plans, it is important to NOTIFY THE CLASSROOM TEACHER WITH A NOTE PRIOR TO THE CHANGE. In the absence of a written note from you, your child will be sent home by way of their regular after-school plan. Changes of plan may be telephoned to the school in an emergency.

Transportation as provided is a privilege, not a right. Student misbehavior on the bus may result in the loss of this privilege.

Please refer to your Student Rights and Responsibilities handbook for a complete list of student transportation safety procedures, rules and consequences.

CHEMICAL SENSITIVITY

The Americans with Disabilities Act (ADA) may cover the condition called multiple chemical sensitivity. A chemical sensitivity can trigger a lifelong condition such as headaches, nausea, chest tightness and other reactions to exposure to scented substances such as perfume, aftershave, cologne, and air fresheners for various staff members and students. If you do not suffer from allergies or asthma this may be something you have never thought about. Please be considerate of others and avoid wearing or using perfumes and/or scented body products at school.

COMMUNICATION

The most efficient way to stay connect to news and events at JJ Holton will be to register your email address on the Infinite Campus Parent Portal. Contact the office for help getting connected. News and other important reminders are sent to families through email. In addition, many reminders and a variety of pictures are posted to our Facebook & Twitter pages throughout the week. Email is also a great way to connect with teachers.

DATA SHARING PRACTICES

It is the practice of Austin Public Schools to share data with appropriate representatives from Mower County Human Services, Mower County Corrections, County Attorney's Office, and law enforcement on a need to know basis for the sole purpose of coordinating services to support the education of a student in the Austin Public Schools. Parents will be provided written notice of this practice at the beginning of each year. (MN Statute 626.558)

Dress Code

See [school board policy 504](#).

Students whose appearance does not comply with these standards will be asked to change into appropriate clothing to wear for the remainder of the school day or will be sent home to change. Dress code violations will be documented as a minor behavior, along with other behaviors stemming from the dress code violation being addressed unless authorized by administration.

FIELD TRIPS

Field trip permission forms will be issued to students prior to participating in out-of-town school related field trips. A parent/guardian signature is required before students will be allowed to go on any field trip outside of Austin. The absence will be coded SCH for this school related activity.

Students staying back from a field trip are expected to be in school on the field trip day and will be provided alternate activities related to the field trip.

HEALTH CONCERNS/MEDICATIONS

The purpose of a school health program is to maintain, improve and promote the health of the school age child. Austin Public Schools Health Services consists of a Licensed School Nurse, RN and LPN nursing staff, and administrative assistants. The health office is a space where ill students can rest until they are able to return to class or are placed under their parent's care. It is a site for health screening procedures, a center where health records are located and an area where nursing procedures are done so that students can participate as fully as possible in the least restrictive educational setting. If your child becomes ill, suffers an injury requiring your attention, or appears to have possible symptoms of a communicable disease, you will be notified and asked to pick up your child. By

doing this, we are protecting both your child's health and the health of the other children in the school. If you cannot be reached at home or work, the school will contact the emergency party you have indicated on your child's enrollment form. Many parents are unsure about when students should attend school or stay home. Staying home and resting permits the body to combat the illness more quickly. **If your child is coming down with a communicable disease, remaining at home may prevent infecting other students.** Austin Public Schools give the following guidelines for determining whether a child should attend school or remain at home. It is recommended that children remain at home if they have the following conditions:

- Severe cold, cough or sore throat
- Eye infections, especially if discharge is present
- Skin rashes, especially if draining, unless medical opinion states the rash is not communicable
- Temperature of 100.3 or more with or without symptoms
- Nausea, vomiting, diarrhea or abdominal pain
- Or any other signs of acute illness

The child may return to school when:

- They are free of symptoms (including fever, vomiting, and diarrhea) for 24 hours (without medication: Tylenol, Ibuprofen)
- On antibiotics for 24 hours
- Or advised by a physician to do so

Please do not hesitate to contact the nurse in your child's building, if you need assistance in deciding whether your child is well enough to be in school.

Austin Public Schools recognizes that some students may need medication during school hours. The school district has implemented policies and procedures to make sure these services are delivered to your children safely.

Prescription medications require an authorization form that is signed by the medical provider and parent. The medications **must** be brought to school by the parent in the original pharmacy labeled container. **Over the counter medications** that do not exceed bottle recommendations may be administered with written parent permission. The parent needs to provide a new, unopened bottle, labeled with the student's name. Do not send any type of medication to school with your child in their back pack. Please feel free to reference our medication policy on the school website (District Offices>School Board>District Policies>500 Students>Policy 516).

LEAVING SCHOOL DURING THE DAY

Students may leave the school grounds during school hours only with a written or verbal request from their parent or guardian. School office personnel must be informed any time your child is leaving school before the regular dismissal time. The adult responsible for taking a student out of school must sign out in the office before leaving and again if the child returns to school the same day.

Children will not be dismissed at the request of an adult if the identity of that adult has not been established. If there is any question about whether a child should be leaving with someone, the school office will be consulted.

LOST AND FOUND

Clothing and other items found on school grounds are placed in the lost and found area of school. Money or other articles of value are turned into the office. Items not picked up will be donated to a local charity three times per year.

LUNCH

A school lunch is available to all students. Each student is issued an individual lunch account & lunch number upon enrollment. The District uses a pre-paid system in which a deposit is made into the student account and as lunches are purchased, the balance shrinks. Payments in the form of checks or cash may be sent with your child to their school or can be mailed to the Food Service Cashier at 301 3rd St NW, Austin, MN 55912. Payments can also be made at www.mypaymentsplus.com. Please contact the food service office for your student's ID number prior

to registering at this secure site. Mypaymentsplus also allows you to view your student's purchasing history, set up low balance reminders & use debit/credit card for payment. Please try to keep balances at or above \$0. Meal prices will be published before registration. We encourage families to fill out a form for Educational Benefits (free & reduced price lunches) at registration. We need only one form per family.

Students with special dietary needs are required to have a notice from a physician. This should go to your school nurse, who will then forward it to the Food & Nutrition Dept. This must be submitted each school year. Students may opt to bring a sack lunch from home. Milk is available for purchase. **Lunches purchased elsewhere (fast food) are not to be brought to school. Students may not bring soda to drink with their lunch.** Parents may call 460-1919 or 460-1821 with questions or concerns.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Movement Break

Students will participate in a 15-minute movement break before or after their lunch. A variety of games and activities are available during recess. It is important for students to dress appropriately for the weather. Any students choosing to play in the snow will be required to wear snow boots.

SCHOOL BEHAVIOR GUIDELINES

At IJ Holton we are a community of staff, students and parents dedicated to fostering a school of Character and Positive Behavior. Our school-wide behavior expectations include **Be Respectful, Be Responsible, Be Safe, and Do Your Best.** More specific expectations can be found linked in the handbook in our [IJ Holton Behavior Matrix](#). This matrix will be referenced when working with students in violation of school expectations.

IJ Holton uses a PBIS framework for promotion of positive behavior. For disruptions that take place in class, we utilize the Developmental Design framework for redirection and behavior processing.

Discipline may be a result in the event a student is not able to participate in the day within the given behavior expectations. Discipline is managed by IJ Holton's behavior team.

SCHOOL CLOSING PROCEDURES

It is the policy of the Austin Public Schools to recognize the right and responsibility of parents in the matter of school attendance on stormy or cold days. In most cases of bad weather conditions, the parents should make the decision as to whether the child should attempt to come to school. Austin Public Schools provides school closing alerts through the Infinite Campus Parent Portal Messenger utility. If you would like to be included in receiving school closing alerts via email, voice and text messages, please use your Infinite Campus Parent Portal account to set your contact support at: portal@austin.k12.mn.us. It is important for each family to have a plan, familiar to the children, of what to do and where to go if parents are not at home when school is dismissed. If children are to ride with neighbors or friends, parents must make this decision. Children should be aware of your plans before a weather emergency occurs.

Please do not call the school during severe weather unless it is absolutely necessary. We will get messages to children if possible. For this reason, it is important to have a home plan. Every effort will be made by the school to keep your child safe. **PLEASE SET UP A SEVERE WEATHER PLAN WITH YOUR CHILD NOW!**

VISITORS

Austin Public Schools recognizes the importance of parents and community members supporting our schools. Requests to visit students during lunch or even observations of classrooms are to be made through the school

office. School administration reserves the right to closely monitor school visitors in order to minimize disruption of instruction. For a complete copy of our Visitor Guidelines please inquire in our school office.

VOLUNTEERS

Parents and adult family members are encouraged to volunteer at their child's school and with the Austin Public School system. Volunteers provide a valuable service to our students and staff. Volunteers must complete an application and background check before serving students affiliated with Austin Public Schools. This includes chaperoning for school events and field trips. Volunteers must abide by confidentiality and ethical standards set out by the district for all district staff. Volunteer applications are available at all school and district offices. The district will cover the cost of the background check. Please allow four weeks for applications to be processed.

WEAPONS

Weapons or look-alike weapons and explosive devices or look-alike explosive devices are not allowed on school grounds or at school activities, with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. It is the policy of the Austin Public School District that any student who brings any such weapon to school shall be expelled for one calendar year. The school board may modify this requirement on a case-by-case basis. Any student who brings a look-alike weapon to school shall face consequences including possible suspension from school. (Board Policy 501) Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

WITHDRAWING FROM SCHOOL

In the event your child will be moving from the school, please inform the office as soon as possible. Please come to the office and complete a withdrawal form.

TECHNOLOGY

Use of Personal Technology Devices

The Austin Public Schools recognizes the value of the use of technology in the education of our students. To the extent possible, the school district is committed to providing the technology resources needed to provide a quality education to our students. The district recognizes the rapidly expanding use of personally owned devices (**such as cell phones, iPad, iPod, kindles, etc...**) in all areas of students' lives and the desire of students to use their own devices in school as they do in their personal lives. For this reason, students will be permitted to bring their own devices to use for educational purposes in school subject to the conditions listed below. Failure to follow the school expectations could result in loss of this privilege or up to confiscation of the cell phone.

1. The use of personal devices within a school will be at the discretion of the school administration.
2. Students are expected to use their devices for educational purposes and in an appropriate manner.
3. Students using personal devices are to comply with district policies and with the district Acceptable Use Policy.
4. Students must obtain the permission of their teacher before using a personal device in class. The use of personal devices must support the instructional activities in the classroom.
5. Students must shut down and put away a personal device immediately when requested by a staff member.
6. The use of a personal device must not be a distraction to others.
7. Network access must be via the wireless network only. Students are not permitted to connect personal devices to the District Network via Ethernet or any other wires.
8. The school district is not responsible for the theft, loss or damage to any personal device brought to school.
9. All personal devices are to be off and stored in lockers from 7:45 a.m. – 3:00 p.m.

Use of School-Issued Devices

These highlights were taken from the Austin Public Schools Technology Handbook

- Devices are on loan to students and remain the property of APS. Student will receive a device in the fall after the Technology Agreement form, the Acceptable Use Policy form, and the Student Pledge document are submitted and the Technology Fee is paid. Devices will be collected at the end of each school year for maintenance, cleaning and software installations.
- Devices do not remain at school unless approved by building administration.
- Tech support is available in the Tech Café each morning and afternoon. You may submit damage claims here as well.
- Students are responsible for the care of their device.

Care & Precautions

1. Cords, cables, and removable storage devices must be inserted carefully into the device.
2. Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Austin Public Schools.
3. Devices must never be left in a car or any unsupervised area.
4. Center the device on the desk.
5. Lock the computer before walking away from it (Ctrl+Alt+Delete).
6. Follow all directions given by the teacher.
7. When storing your device in your locker, devices should be stored on its side standing up or on top of books.
8. Never pile things on top of the device.
9. Never leave the device on the bottom of the locker.

Devices at Home

1. **Charge the device fully each night.** Students are responsible for keeping their device's battery charged for school each day.
2. Use the device in a common room of the home.
3. Store the device on a desk or table - never on the floor!
4. Protect the device from: heat, cold, food drink, small children and pets.

Transporting Devices

1. The device should always be protected. The device should be transported in the school-issued backpack or a personal backpack approved by our school technology integrationist located near the Tech Café.
2. The device should be completely shut down when traveling between home and school.

Screen Care

1. The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.
2. Do not lean on the top of the device when it is closed.
3. Do not place anything near the device that could put pressure on the screen.
4. Do not place anything in the carrying case that will press against the cover.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or paper).
6. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

General Use & Responsibilities

1. **Web Cams** – Use of web cams should be for educational purposes only, under the discretion of a teacher. Using the web camera to record video or take pictures of unsuspecting individuals and/or classrooms is prohibited.
2. **Music** - Listening to music on your device is only allowed during school hours with permission from a teacher.
3. **Videos** - Watching videos on your device is only allowed during school hours with permission from a teacher.
4. **Gaming** –Browser-based online gaming is the only type of gaming allowed on the APS device and students must have teacher permission to play. If any game or game information needs to be installed to the device in order to play, it is not a browser-based game and is prohibited.
5. **Social Media and Online Accounts** –Students are only allowed to use age-appropriate social media and are expected to act respectfully, responsibly, and safely. Failure to do so may result in disciplinary action.

Monitoring Away From School

The best way to keep students safe and on-task is to have a parent/guardian present and involved. Investigate and apply parental controls available through your internet service provider and/or your wireless router. Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign. Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Devices Forgotten at Home

Students will **not** be issued a loaner device for temporary use.

Device Repair

Loaner devices, when available, may be issued to students when damage occurs. Students will take their computers to the Tech Café or Technology Services for repair.

Inspection

Devices connected to the school network are subject to review at any time.

School-Based Discipline for Technology Infractions

School discipline policies include the 1:1 technology environment. Violations of the Acceptable Use Policy or Students Right and Responsibilities may result in discipline.

Statewide Assessment - MCA

[Statewide Assessment: Parent/Guardian Participation Guide and Refusal Information](#) – Link

[Statewide Assessment: Parent/Guardian Participation Guide and Refusal Information in Spanish](#) - Link

Summary of Acceptable Use Policy

Purpose The purpose of this policy is to protect students from illegal or damaging actions by individuals. The district information network system is only to be used for school business and educational purposes.

Limited to Educational Purpose Internet access provided through Austin Public Schools is for Educational Purposes. The district's internet should only be used to further educational and personal goals consistent with the mission of the School District and school policies.

Use of System is a Privilege

Use of the Austin Public Schools information network system is a privilege, not a right. Depending on the nature and degree of the violation, and the number of previous violations, unacceptable use of the Austin Public Schools information network system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unacceptable Uses

The uses of the Austin Public Schools information network system and its Internet resources or accounts which are considered unacceptable include, but are not limited to, the following:

- a. Users will not use, access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- b. Users will not transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- c. Users will not access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
- d. Users will not access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- e. Users will not knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- f. Users will not engage in any illegal act or violate any local, state or federal statute or law.
- g. Users will not vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system of other users.
- h. Users will not gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- i. Users will not to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user

- privately without permission of the person who sent the message.
- j. Users will not attempt to gain unauthorized access to Austin Public Schools information network system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
 - k. Users will not violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - l. Users will not conduct business for unauthorized commercial purposes or for financial gain unrelated to the mission of the School District. Users will not use the School District system to offer or provide goods or services or for product advertisement.
 - m. Users will not purchase goods or services for personal use without authorization from the appropriate school district official.

Limited Expectations for Privacy

Users should expect only limited privacy in the contents of personal files on the School District system. Routine maintenance and monitoring of Austin Public Schools information network system may lead to a discovery that a user has violated this policy, another school district policy, or the law. Austin Public Schools reserves the right to audit computer systems, e-mail use, internet use, and user files on a periodic basis to ensure compliance with this policy. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Austin Public Schools does not provide school district email accounts for students in grades K-4. Austin Public Schools does not have any control over free email accounts that the students initiate over the Internet. Parents have the right to request the termination of their child's individual account at any time. The Austin Public Schools will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the school district system.

Internet Use Agreement

This policy requires a signed agreement before a student may use a school account or resource to access the Internet. Austin Public Schools uses Internet filtering software designed to protect students by blocking access to inappropriate information. The Technology Services Department updates the software regularly to address new threats and websites designed to defeat the filtering software. Internet logs are reviewed daily and any possible violations of Internet use within the school district will be promptly investigated.

Limitation of School District Liability

The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district hard drives or servers, or for delays or changes in or interruptions of service or mis-delivery or non-delivery of information or materials, regardless of the cause. The School District will not be responsible for financial obligations arising through unauthorized use of Austin Public Schools information network system or the Internet.

Due Process for Suspected Violations

When a suspected violation of this Acceptable Use Policy has been identified, the policy stated below will be adhered to:

- When a suspected violation of this Acceptable Use Policy is identified to the immediate teacher, the student's access to all Austin Public School technology resources will be suspended.
- The Principal and Technology Coordinator will be notified.
- The Principal will schedule a hearing where the alleged violator will have the opportunity to present information on his/her behalf.
- After review of the suspected violation by the Principal, Technology Coordinator, and a student body member, the Principal, if applicable, will administer any penalty.
- The Superintendent/School Board will be the final decision authority.

Student Pledge for Device Use

Students using district devices are subject to all terms below. Students opting to BYOD are exempt from items referring to district ownership.

1. I will take good care of my device and know that I will be issued the same device each year.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the computer.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it in a protective case.
9. I will use my device in ways that are appropriate and educational.
10. I will not place permanent decorations (such as stickers, markers, etc.) on a school-owned device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of Austin Public Schools.
12. I will follow the policies outlined in the Technology Handbook while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other criminal acts.
14. I will be responsible for all damage or loss caused by neglect or abuse. I agree to pay for the replacement of my power cords and battery in the event any of these items are lost or stolen.
15. I agree to return the District device and power cords in good working condition.
16. I will abide by the terms of the Acceptable Use Policy as referenced in the Technology Handbook.

ANNUAL PARENT NOTIFICATIONS

For more information, please check the link of the APS Website by clicking here – [Annual Notifications Website](#)

Minnesota Statute requires we provide annual notification to parents of Austin Public School students of the topics below. If you have any questions, please use the contact number found in the notice.

LEAD-IN-WATER ANNUAL NOTIFICATION

Minnesota Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents of the availability of the information. Notification may be accomplished by publishing a statement in the “Back to School” newsletter or publication that is available to staff, student, parents and the public.

Austin Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency’s (EPA’s) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE).

For more information on Austin Public Schools lead reduction and testing program, please contact the Director of Facility Services at 507-460-1928.

INDOOR AIR QUALITY ANNUAL NOTIFICATION

Austin Public Schools has an indoor air quality management plan that outlines specific policies and procedures used in district to address indoor air quality issues. The District Health and Safety Committee chaired by the Director of Facility Services (507-460-1928) and Institute for Environmental Assessment, the district’s health and safety consultant, review the plan annually. If you have any questions concerning indoor air quality or would like to use the EPA’s Tools for Schools checklists, please contact the Director of Facility Services.

AHERA (ASBESTOS) ANNUAL NOTIFICATION

During the past school year and continuing into the 2018-2019 school year, the following asbestos management plan activities have been or are currently being completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763- “Asbestos Containing Materials in Schools; Final Rule and Notice.”

- Two (2) Semi-Annual Periodic Surveillance Inspections
- Abatement Projects – Annex Building
- Immediate response items from the Semi-Annual Periodic Surveillance Inspections
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

All work was completed by licensed asbestos abatement contractors. Most likely, for the next school year, we will be removing floor tile. Austin Public Schools has contracted with the Institute for Environmental Assessment to provide environmental consulting services.

The complete updated Asbestos Management Plan for Austin Public Schools can be found in the Buildings and Grounds office or in the Administrative Office at each of the school facilities. The Management Plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.10 per page.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to the Director of Facility Services at 507-460-1928.

INTEGRATED PEST MANAGEMENT (PESTICIDE) ANNUAL NOTIFICATION

All MN schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S.121A.30, Subd.9). To be notified about pesticide applications or any other questions you have regarding the District's pest management practices, please contact the Director of Facility Services at 507-460-1928.

Tentative schedules for application of weed control chemicals and pesticide treatments are kept in the Buildings & Grounds Office.

Student Surveys

(For more information, see School Board Policy #520)

Student surveys may be conducted as determined necessary by the School District. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Dept of Education must comply with 20 U.S.C. § 1232h. Any violations of this policy may be reported to the US Dept of Education, Family Policy Compliance Office (FPCO), 400 Maryland Ave. SW, Washington, DC 20202.

1. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
2. The Superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
3. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the School District in a file separate from the survey responses.
4. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the School District will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

Protection and Privacy of Pupil Records

(For more information, see School Board Policy #515)

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Austin Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The request should be sent to the Superintendent's Office at 401 Third Avenue NW, Austin, MN 55912 and would be applicable for the current school year only.

Disclosure of Data to Military Recruitment Officers

The School District will release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release directory information. Data released to military recruiting officers under this provision: 1) may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and 2) cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must provide a written request to the Superintendent's Office at 401 Third Avenue NW, Austin, MN 55912. This request will be in effect for the current school year only.

Please contact the Superintendent's Office at 507-460-1900 with any questions. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Austin Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Complete copies of these notices can be found on the district's homepage at www.austin.k12.mn.us or by contacting the Superintendent's Office at 507-460-1900.

Statewide Assessment - MCA

[Statewide Assessment: Parent/Guardian Participation Guide and Refusal Information](#) – Link

[Statewide Assessment: Parent/Guardian Participation Guide and Refusal Information in Spanish](#) - Link