

OSSEO AREA SCHOOLS



INNOVATION, CREATIVITY, OPPORTUNITY

# SCHOLAR/CAREGIVER HANDBOOK

2022-2023



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## SCHOOL BOARD

Kelsey Dawson Walton	Chairperson
Jackie Mosqueda-Jones	Vice Chairperson
Heather Douglass	Clerk
Tanya Simons	Treasurer
Tamara Grady	Director
Thomas Brooks	Director

[ISD 279 – Osseo Area Schools](#)

## DISTRICT 279 FOUNDATION

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

**The focus of the foundation is to:**

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

**Key District 279 Foundation events include the following:**

- Reading is Fun 5K Run/Walk
- Employee Annual Giving Campaign
- A Night Out—Silent auction, dinner and program
- An Investment in Youth – a celebration of individuals in Osseo Area Schools

For additional information visit the Foundation's website ([www.district279foundation.org](http://www.district279foundation.org)) or call the Foundation office at 763-391-7118.

## SCHOOL BOARD POLICIES

The Board of Education approves the policies by which the district is governed. All school board policies and procedures are available on the district website. To learn more about policies and procedures, visit the web page at [www.district279.org/info-center/policies](http://www.district279.org/info-center/policies).

School board policies related to educational excellence and educational equity include 101 - Racial Equity in Educational Achievement and 104 - School District Mission Statement.

School board policies of particular interest to parents/guardians include 441-Digital Technologies and Digital Acceptable Use; 503-Attendance and Absences; 504-Student Dress and Appearance; 506-Student Discipline; 514-Bullying Prohibition; 515-Protection and Privacy of Education Records; 541-Chemical Use by Scholars; 542-Extended Educational Trips; 549-Age of Entrance; 558-Enrollment Options Program.

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

### **Advertising—School Board Procedure 905**

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

### **Bullying Prohibition—School Board Policy 514**

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for scholars 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 scholars' ability to learn and teachers' ability to educate scholars in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with MN Statute 121A.0695, the district prohibits any act of bullying by any individual student or group of scholars.

It will be a violation for any student, employee, or agent of the district to bully a student, employee, or agent of the district through conduct or communication in person or through **misuse of technology (cyber-bullying)** of a bullying/intimidating nature as defined by School Board Procedure

514. It will also be a violation for any student, employee, or agent of the district to engage in bullying conduct at any time or any place that interferes with or obstructs the mission or operations of the school district by affecting the safety or welfare of the student, other scholars, or employees. This policy applies not only to scholars who directly engage in an act of bullying but also to scholars who, by their indirect behavior, condone or support another student's act of bullying.

### **Chemical Use/Abuse—School Board Policy 541**

This policy applies districtwide at all district locations: school property; any school-related activity, trip or function whether on or off school property; school bus stops and inside buses; in any vehicle approved for district purposes; and at the entrance to or departure from school premises or events for all scholars regardless of age. In an online environment, the expectation is that scholars are aware of their surroundings. If a scholar is engaging in chemical use/abuse, staff are mandated reporters.

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

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

#### **REPORTING PROCEDURES**

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

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

#### **RETALIATION**

ISD 279 will discipline any individual who retaliates against any person who reports, testifies, assists, or participates in any manner in any investigation, proceeding or hearing related to

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

### **Protection and Privacy of Education Records—School Board Policy & Procedure 515**

This policy and procedure outlines the collection, security, storage, and release of student information as required by state and federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The superintendent of schools has overall responsibility for student records and delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain district personnel. All school board policies and procedures are located on the district website.

## **STUDENT DATA**

### **Public Data**

The following student information is public: a) student's and parent's name; b) school of attendance; c) dates of attendance; d) grade level; e) degrees and awards received; f) participation in officially recognized activities/sports; g) height and weight of members of athletic teams; h) student's photograph (including audio or video image of the student participating in school-related activities or events); and i) information regarding a student stated or written in district or school publications that would not be objectively viewed as harmful or an invasion of privacy if disclosed.

Names of scholars in each class and classroom photographs are designated as limited directory data and allow parents and guardians to have access to that information.

### **Denial of Release of Directory Information**

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

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

## Private Data

Private student data is inaccessible to the public, but the parent/guardian or eligible student who are the subject of the private data may request access. Private data may be made available without a parent/guardian's consent as provided under Minnesota Statute 13.32 subd.3. This includes, but is not limited to the following:

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

## Confidential Data

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

- Reports of child abuse and neglect;
- Individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by state statute or federal law; and
- Chemical abuse data collected by a licensed alcohol and drug counselor.

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

## Family Educational Rights and Privacy Act (FERPA)

Parents/guardians and eligible scholars have the following rights under FERPA and the Minnesota Government Data Practices Act (MGDPA):

1. The right to review and inspect their student's educational records.
2. Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA, MGDPA, and their regulations authorize disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

### **Storage**

Records are kept in locked file drawers in the student's school or in secure computer systems, except when used by employees of the district whose work assignments require access to the records. Records of scholars who withdraw or graduate will be kept at the school of attendance for one year and then sent to the ISD 279 Educational Service Center for permanent retention.

### **Student Transfers**

#### **Within ISD 279 Boundaries**

The student file will be reviewed for completeness and then forwarded to the student's new school.

#### **Outside ISD 279 Boundaries**

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

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

### **Student Discipline—School Board Policy 506**

The School Board recognizes that in order for the District to achieve its mission, a safe and healthy learning environment is essential.

Scholars, therefore, must conduct themselves in a manner that maintains a climate in which learning can take place. It is the School Board's position that when it becomes necessary to implement disciplinary measures, those measures should be implemented in a manner that is fair and equitable and that provides a learning opportunity for scholars that forms a basis for future self-discipline and student achievement. The districtwide, unacceptable student behaviors that are subject to disciplinary action include, but are not limited to 1) assault against one or more people; 2) vandalism



and theft of school or personal property; 3) sexual, religious, racial, and other harassment and violence; 4) threats and disruptions to school operations; 5) insubordination; 6) trespassing; 7) hazing; 8) weapons; 9) tobacco and chemical use; 10) willful or reckless damage to the school district issued technology or unauthorized access/theft of network-internet resources and 11) truancy and unauthorized absences.

## **WEAPONS**

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

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

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

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

Any student who possesses, uses, or distributes a weapon on school grounds, will have the weapon confiscated and a conference with the parents/guardians will be held. Appropriate disciplinary action will be taken. More information is available in Policy 506. In an online environment, the expectation is that scholars are aware of their surroundings. If a scholar is displaying or using weapons online, staff are mandated reporters.

## **TENNESSEN NOTICE**

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

Before those interviews are conducted, the staff member will give each interviewee a

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

### **Student Dress and Appearance—School Board Policy & Procedure 504**

The responsibility for the appearance of the student rests with the parent/guardian and student. The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, offends community standards or is disruptive or interferes with the educational process or the rights/privileges of others.

Examples of unacceptable clothing/appearance include, but are not limited to, the following:

- Obscene and/or profane language, slogans, emblems, or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang affiliation
- Immodest or sexually provocative clothing, words, or symbols

### **Tobacco-Free Environment—School Board Policy 419**

The use of possession of tobacco, tobacco-related devices, or electronic cigarettes is prohibited for all persons within all school buildings, school vehicles or school contracted vehicles, or on school grounds during all hours of every calendar day. This prohibition applies to all scholars and adults. In an online environment, the expectation is that scholars are aware of their surroundings. If a scholar is engaging in tobacco use/abuse, staff are mandated reporters.

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

## **ATTENDANCE**

### **Attendance Procedures**

The district has a defined procedure for recording full, half-day, and partial-day attendance. Staff members monitor student attendance and work with families to ensure regular school attendance. If a student starts to show a pattern of missing all or a portion of the school day, staff will contact their

parents. If a student has excessive absences (excused or unexcused), an administrator may become involved. Follow-up for unexcused absences may include a letter from school staff seeking to resolve frequent, unexcused absences.

If the attempts to resolve unexcused absences are not successful and the student has accrued six unexcused absences, a referral will be made to the Hennepin County Attorney's office for a Parent Group Meeting (PGM). After the PGM, if there are three additional days of unexcused absences, a referral will be made to the Hennepin County Attorney's Office for Educational Neglect.

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

While engagement throughout the day is critical to scholar success, to be counted present at the elementary level, scholars need to participate in learning activities in the morning and afternoon. Attendance will be taken twice a day. To be counted present at the secondary level, scholars need to submit the daily Schoology attendance quizzes by 6 PM that day. Teachers will submit attendance by checking the quiz and verifying attendance.

#### **After attendance Submission:**

- Families are expected to report/excuse absences
- Families will be notified of any unexcused absences
- Multiple unexcused absences will follow the Hennepin County Truancy program
- The Student Support Team will monitor and work with students struggling with attendance

If your student needs to be absent from school, please email [Online@district279.org](mailto:Online@district279.org). Please include your student's first and last name, grade, student ID number, and the reason for the absence. If you are unable to email 279Online, please call 763-391-8670 with this information. Please spell out the full name clearly when providing their information.

#### **Excused Absences**

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

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

## Unexcused Absences

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

### Continuing Truant

A student under 18 is a "continuing truant" when absent from instruction in a school without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school or high school.

### Habitual Truant

A student under 18 is a "habitual truant" when absent from attendance at school without lawful excuse for all or part of seven or more school days.

**Infectious Disease Preparedness Plan:** Please follow this [link](#) to see the updated plan for Osseo Area Schools.

## DAMAGE TO SCHOOL PROPERTY

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

## REMOVAL FROM CLASS

Scholars may be removed from a virtual classroom for: (1) willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with scholars in a class or with the ability of other scholars to learn; (2) willful conduct that endangers surrounding persons, including school district employees, the student or other scholars, or the property of the school; (3) willful violation of any school rules, regulations, policies or procedures, including the behavioral expectations set forth in the district's discipline policy.

Removal from a virtual classroom means any actions taken by a teacher, principal or other school district employee to prohibit a student from attending a class or activity period. In elementary grades, a "class period" or "activity period" means a period not to exceed one (1) hour regardless of the subject of instruction. In secondary grades, a "class period" or "activity period" means an established time unit of instruction for a given course of study.

## **EMERGENCY INFORMATION**

### **STUDENTS**

At the beginning of each school year, emergency information for each student is sent to schools. In the case of a medical emergency or illness, school personnel will immediately attempt to notify parents/guardians. If a child has an accident or is too ill to remain in school, it is the parent/guardian's responsibility to make arrangements for their proper care and transportation.

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

## **HEALTH GUIDELINES**

### **EMERGENCY INFORMATION**

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

### **EXCUSE FROM PHYSICAL EDUCATION**

Please send an email request to the teacher if your scholar needs to be excused from physical education. If your scholar will be excused for more than two days for health-related reasons, written instructions are required from his/her physician that include the re-entry date.

### **HEALTH SCREENINGS**

Vision and hearing screenings occur for free halfday/everyday PreK, ECSE and scholars in grades one, three, and five, and upon a teacher and/or parent/guardian request. First grade boys will receive color vision screening. Please inform us if your scholar has special health problems so we may plan

a program accordingly. We will inform individual families of any new health concerns detected through screening. If you are interested in these screenings, please contact the building nurse at your home-site.

School administrators and health service staff are available if you would like to discuss a health problem that affects your scholar's wellbeing.

## **MAKE-UP WORK**

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

**For additional health information, including immunization requirements and special health care needs, visit [www.district279.org](http://www.district279.org).**

## **HUMAN SEXUALITY CURRICULUM**

Health in Grades 4, 5, and 8 includes age-appropriate study of family life, including growth and development and human sexuality. Information is available in the Parent and Family Toolkit on the district website, [linked here](#).

Parents and caregivers will be offered opportunities to review the materials prior to the subjects being taught. If you do not want your scholar to participate in an established human sexuality curriculum, please notify your scholar's teacher or school principal.

## **LUNCH**

A menu committee plans the meals with input from all schools. Menus are analyzed to assure they meet the federal nutrition standards for school meals. Menus are available on the district website: [www.district279.org](http://www.district279.org), as well as sent electronically to parents.

### **Scholars enrolled in 279Online**

- As of August 2022, meal boxes are no longer available to 279Online scholars. We will update families if and when this information changes.

## **FREE OR REDUCED PRICE MEAL**

Parents/guardians must complete a free or reduced meal application to qualify for benefits such as free or reduced activity fees and fee-waivers for college tests such as the AP exams. Application for Educational Benefits, either online at [district279.org](http://district279.org) or with a form obtained from the school office, must be submitted to the school to determine eligibility. A scholar's free or reduced meal status is confidential information. If you require more information on eligibility, please contact the Foodservice office at 763-391-7129.

## **FOOD ALLERGIES OR OTHER DIETARY RESTRICTIONS**

All allergies should be reported to the school health office immediately. Scholars who have an allergic reaction to milk must provide a physician's statement before we can substitute anything for milk. Scholars with allergies are required to have a Special Diet Form completed by a licensed physician. This form is located on the district website. Lactose intolerance should not be confused with food allergies. Upon the written request of a parent/guardian, lactose-reduced milk will be supplied for scholars who are lactose intolerant.

## **NETWORK / INTERNET ACCEPTABLE USE**

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

### **GENERAL PURPOSE**

Digital resources are provided for scholars to conduct research, complete assignments, and communicate with others. Scholars are responsible for good behavior when using the district's digital resources just as they are in a classroom or a school hallway. Access is a privilege not a right and entails responsibility. As such, general school rules for behavior and communications apply, and users must comply with district standards. District staff may review files, system use and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that digital files created and/ or stored on district digital resources will be private.

### **Internet/ Email Access**

Access to the Internet and email enables scholars to digitally communicate and find information

from libraries, databases, and other web resources to enhance their learning. Osseo Area Schools utilizes a variety of tools, including filtering software, to protect scholars from harmful content. While our staff is dedicated to keeping scholars safe, no tool is capable of 100% protection. Scholars and staff are expected to report any inappropriate content immediately, so technology staff and administrators can address the issue. We believe that the benefits to scholars from access to the internet and email, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

### **Parent/Guardian Expectations**

During virtual instruction in the home and outside of school, parents/guardians bear responsibility for the same guidance of digital resource use as they exercise with electronic resources such as television, telephones, radio, movies, and other digital media. Parents/guardians are responsible for monitoring their student's use of the school district's resources and of the internet if the student is using them from home or a remote location.

### **Policy Violation**

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

### **Unacceptable Use of Digital Resources**

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

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



Area Schools digital resources for non-academic purposes, commercial purposes, financial gain, or fraud.

## **Expectations for the Use of Digital Resources**

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

- Users are expected to keep passwords private and secure. Passwords may be required to change on a regular basis.
- Scholars no longer enrolled in Osseo Area Schools will have account access removed upon leaving the district.
- Scholars should be aware that files and communications created or stored with Osseo Area Schools digital resources are not private and may be monitored by authorized staff.
- If your scholar leaves the district, they will be required to turn in all district-issued technology within a week.

## **PARENTAL CUSTODY AND STUDENT CONTACT**

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

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

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

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

## **PARENTS' RIGHT TO ATTEND SCHOOL EVENTS**

MN Statute 181.9412 Subd. 2 allows employed parents to request a leave for school conferences and activities. An employer must grant an employee a leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's

child, provided the conferences or school-related activities cannot be scheduled during non-work hours. You must let your employer know in advance and make every effort to schedule the leave so that it disrupts your workplace operations as little as possible. The law does not guarantee that the time off will be paid, but paid vacation or other paid leave time may be used.

## ACCESSIBILITY NOTICE

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

## PROGRAMS, ACTIVITIES, AND EVENTS

If your scholar is participating in after-school clubs, activities, or sports, please keep the following in mind: when schools close, all after-school and evening activities and programs are generally canceled as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also cancelled. The Kidstop Family Handbook describes pick-up procedures related to early dismissals.

## COMMUNICATIONS

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

- **Telephone/email:** We will call and/or email you using an automated messaging system. Please be sure to submit or update your contact information through your child's school.
- **Online:** Whenever possible, emergency information will be posted on the district's website—[www.district279.org](http://www.district279.org)—and the district's Facebook page—[www.facebook.com/OsseoSchools](http://www.facebook.com/OsseoSchools).
- **Broadcast:** Information will be submitted to major radio and TV stations as "Osseo District 279."

## SPECIAL EDUCATION SERVICES

The district provides services that meet the needs of scholars with disabilities. At least two pre-referral interventions are implemented to help a student progress in the general curriculum prior

to a referral for a special education evaluation. A student is not referred if the interventions have been successful. Licensed special education teachers provide services along with psychologists, occupational therapists, speech/language pathologists, social workers, and physical therapists. An individual education program (IEP) addresses needs that result from a student's disability. Each school has a team of special education service providers. Parents of scholars who need services may contact their child's school office for assistance or the ISD 279 Student Services program office at 763-391-7125.

## **EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)**

This program provides special education services for scholars from birth to kindergarten in a variety of locations, e.g., home, center-based classroom, early childhood family education setting, community preschool classroom, etc. It focuses on development of a child's skills in one or more of the following areas: speech/language; social/emotional development; self-help; motor; and pre-academics. Families are encouraged to assume an important role in the development and delivery of services for their scholars.

ECSE is located at Arbor View Early Childhood Center, Willow Lane Early Childhood Center, and other sites.

You may call 763-585-7300 to discuss concerns about your child's development and refer him/her for services.

## **VACATIONS**

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

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

## **WITHDRAWING A CHILD FROM SCHOOL**

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