

OSSEO AREA SCHOOLS

ISD 279

WELCOME



2023-2024

ELEMENTARY PARENT HANDBOOK

At Osseo Area Schools, we inspire and prepare each and every scholar to achieve their dreams, contribute to community, and engage in a lifetime of learning. Our scholars benefit from exceptional opportunities, support and partnerships that help them graduate with the confidence, courage, and competence to make their dreams a reality.



A message from Dr. Kim Hiel, Superintendent

Welcome to the 2023-34 school year!

First, thank you for choosing Osseo Area Schools for your child's education. Our team, districtwide, is so excited to be partnering with you and your family this school year.

There are so many opportunities for your students to reach their dreams at Osseo Area Schools. Along the way, we want your child to feel supported in reaching their successes. Our goal is to ensure that every child knows that they are valued in Osseo Area Schools and along with this, ensuring that they are heard. Working together, we'll unleash and enhance the brilliance of our scholars to thrive and change the world. This is our vision and one that our strategic plan has helped and will continue to help realize.

As I start as the new superintendent in our district, I can see the incredible and dedicated work that our staff has done to reach the Osseo Area Schools vision. Even though there is still much work to be done, our future is bright. Again, our strategic plan is leading us along the way.

This year, our strategic plan work starts with a school building needs ask to community members – *Building a Better Future, Phase II*. Please visit district279.org/BetterFuture to learn more. I ask that you do all you can to be informed and to also inform others. Reach out to BetterFuture@district279.org or 763-391-8990 with any questions.

Please refer to this handbook for helpful information, and important guidelines/procedures. Reach out to your school's administrative team if you have any questions.

Goal: Osseo Area Schools: One Community for All... all voices valued and heard.

Again, thank you for your continued partnership and all that you do! We look forward to working with you.

Kim Hiel, Ed.D
Superintendent

TABLE OF CONTENTS

Directory of Elementary Schools	4
School Board Policies	5-10
Attendance	10-11
Community Education & Services	11-14
Damage to School Property	14
Digital Resources & Technology Acceptable Use	14-15
Dismissal During the School Day	15
District 279 Foundation	16
Electronic Devices	16-17
Enrollment Services	17
Emergency Information	17
Health Guidelines	18-19
Human Sexuality Curriculum	19
Meals - Breakfast & Lunch	20
Parental Custody & Student Contact	21
Parents' Rights to Attend School Events	21
Preventing Improper Use of Taxpayer Funds	21
Security & Emergency Management	21-25
School Hours	25
Special Education Services	25-26
State & District Test Information	26
Transportation	26-29
Treats & Outside Deliveries	29
Vacations	29
Visitors in Classrooms	29

BOARD OF EDUCATION	
Jacqueline Mosqueda-Jones	Chairperson
Tanya Simons	Vice Chairperson
Thomas Brooks	Director
Sarah Mitchell	Director
Heather Douglass	Treasurer
Tamara Grady	Clerk

ISD 279 – Osseo Area Schools website:

<https://www.district279.org>

DIRECTORY OF ELEMENTARY SCHOOLS

279ONLINE

763-391-8670 Absence Line: online@district279.org

Principal – Kristen Hauge

Assistant Principal – Michelle Munkholm

Assistant Principal – Ryan Bisson

Assistant Principal– Ben Karls

BASSWOOD ELEMENTARY

15425 Bass Lake Road, Maple Grove MN 55311

763-494-3858 Absence Line: 763-494-3858, ext. 1

Principal - Dr. Steven Schwartz

Assistant Principal – Karen Kennedy

BIRCH GROVE ELEMENTARY

SCHOOL FOR THE ARTS

4690 Brookdale Drive, Brooklyn Park MN 55443

763-561-1374 Absence Line: 763-561-1374, ext. 1

Principal - Dr. Ronald Salazar

Assistant Principal – Lindsey Patterson

CEDAR ISLAND ELEMENTARY

6777 Hemlock Lane, Maple Grove MN 55369

763-425-5855 Absence Line: 763-425-5855, ext. 1

Principal - Dan Wald

CREST VIEW ELEMENTARY

8200 Zane Avenue N., Brooklyn Park MN 55443

763-561-5165 Absence Line: 763-561-5165, ext. 1

Principal – Stephanie Webster

EDINBROOK ELEMENTARY

8925 Zane Avenue N., Brooklyn Park MN 55443

763-493-4737 Absence Line: 763-493-4737, ext. 1

Principal - Aaron Krueger

ELM CREEK ELEMENTARY

9830 Revere Lane N., Maple Grove MN 55369

763-425-0577 Absence Line: 763-315-7692

Principal - Elizabeth Ness

FAIR OAKS ELEMENTARY

5600 65th Avenue N., Brooklyn Park MN 55429

763-533-2246 Absence Line: 763-533-2246, ext. 1

Principal - Sara Looby

FERNBROOK ELEMENTARY

9661 Fernbrook Lane, Maple Grove MN 55369

763-420-8888 Absence Line: 763-420-8888, ext. 1

Principal - Jeff Zastrow

GARDEN CITY ELEMENTARY

3501 65th Ave. N., Brooklyn Center MN 55429

763-561-9768 Absence Line: 763-549-2363

Principal - David Branch

OAK VIEW ELEMENTARY

6710 E. Fish Lake Rd., Maple Grove MN 55369

763-425-1881 Absence Line: 763-425-1881, ext. 1

Principal - Ann Mock

Assistant Principal - Jody Seppala

PALMER LAKE ELEMENTARY

7300 W. Palmer Lake Dr., Brooklyn Park MN 55429

763-561-1930 Absence Line: 763-561-1930, ext. 1

Principal - Sarah Schmidt

Assistant Principal – Jennifer Zipf

PARK BROOK ELEMENTARY

7400 Hampshire Ave. N., Brooklyn Park MN 55428

763-561-6870 Absence Line: 763-549-2408

Principal - Scott Taylor

RICE LAKE ELEMENTARY

13755 89th Ave. N., Maple Grove MN 55369

763-420-4220 Absence Line: 763-420-4220, ext. 1

Principal – Diane Bagley

RUSH CREEK ELEMENTARY

8801 County Road 101, Maple Grove MN 55311

763-494-4549 Absence Line: 763-315-9774

Principal - Josie Johnson

WEAVER LAKE ELEMENTARY:

A SCIENCE, MATH & TECHNOLOGY SCHOOL

15900 Weaver Lake Rd., Maple Grove MN 55311

763-420-3337 Absence Line: 763-391-8882

Principal - Lena Christiansen

WOODLAND ELEMENTARY

4501 97th Ave. N., Brooklyn Park MN 55443

763-315-6400 Absence Line: 763-315-6400, ext. 1

Principal - Terri Jackson

ZANEWOOD COMMUNITY SCHOOL

A Science, Technology, Engineering, Arts and Math School

7000 Zane Ave. N., Brooklyn Park MN 55429

763-561-9077 Absence Line: 763-549-2439

Principal - Adrain Pendelton

Assistant Principal - Courtney Gulyard

EARLY CHILDHOOD

EARLY CHILDHOOD & FAMILY EDUCATION

Arbor View: 9401 Fernbrook Lane 763-391-8777

Maple Grove Fax: 763-391-8762

Willow Lane: 7020 Perry Ave N 763-585-7330

Brooklyn Center Fax: 763-585-7303

Site Coordinator - Sally Nault-Maurer

EARLY CHILDHOOD SPECIAL EDUCATION

Arbor View: 9401 Fernbrook Lane 763-391-8786

Maple Grove Fax: 763-391-8762

Willow Lane: 7020 Perry Ave N 763-585-7300

Brooklyn Center Fax: 763-585-7303

Site Coordinator - Jan Bitzer

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, district279.org/info-center/policies.

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

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

Advertising—[School Board Procedure 905](#)

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

Bullying & Hazing 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 students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

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

Chemical Use/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 students regardless of age.

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

Equal Opportunity and Prohibition Against Discrimination, Harassment, and Violence—[School Board Policy 102](#) and [Procedure 102A-Prohibition Against Protected Status Discrimination, Harassment and Violence](#) and [Procedure 102B-Grievance Procedures for Sexual Harassment Claims](#)

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.

Notification

Notice of Policy 102 will be conspicuously posted at each school site and included in student and staff handbooks. Schools will develop a method of discussing School Board Policy 102 with students and school district employees.

Pledge of Allegiance—[MN Statute 121A.11](#) and [School Board Policy 647](#)

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

Protection and Privacy of Education Records and Data—[School Board Policy 515](#) & [Procedure 515](#), including appendices A-J.

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/caregiver 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 students 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 parent/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 93rd Avenue North, Maple Grove, MN 55369.

Private Data

Private student data is inaccessible to the public, but the parent/caregiver or eligible student may request it. Private data may be made available without a parent/caregiver's consent as provided under [Minnesota Statute 13.32 subd.3](#). This includes, but is not limited to the following:

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

Confidential Data

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

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

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

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to review and inspect their student's educational records.
2. Seek amendment of the student's education records that the parent/caregiver or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA, MGDPA, and their regulations authorize disclosure without consent; and

4. File a complaint with the U.S. Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

STUDENT RECORDS

Storage

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

Student Transfers

Within ISD 279 Boundaries

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

Outside ISD 279 Boundaries

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

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

TEACHER DATA

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

Search of Student Lockers, Desks, Personal Possessions and Student's Person—[School Board Policy 502](#)

School lockers are provided for the convenience of students and are the property of the school district. Inspection of the locker interiors may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. School authorities must provide notice of the search to the student whose locker was searched as soon as possible after the search of a student's personal possessions unless disclosure would impede an ongoing investigation by police or school officials.

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.

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

WEAPONS

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

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

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

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

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

TENNESSEN NOTICE

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

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

Student Dress and Appearance [School Board Policy & Procedure 504](#)

The responsibility for the appearance of the student rests with the parent/caregiver and student.

The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, offends community standards or interferes with the educational process.

Clothing should be appropriate and should not interfere with the rights of other persons to have a safe and supportive school environment. Examples of inappropriate clothing may include, but are not limited to:

- Clothing advertising substances illegal for children and adolescents.
- Clothing containing obscene and/or profane language, slogans, emblems or pictures.
- Clothing containing language, slogans, emblems or pictures that promote or depict violence, hate, discrimination, harassment toward other students or staff Clothing that reveals or does not adequately cover intimate body parts of the student Clothing that substantially and materially interferes with the school environment/educational process or otherwise violates school district policy

Tobacco-Free Environment—[School Board Policy 419](#)

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

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

ATTENDANCE

Consistent attendance is essential for children to learn and make progress. When students are late, picked up early, or absent, they miss instruction. Students are required to attend each day. Students will be marked present upon arrival to school.

Parents/guardians are responsible for seeing that their children receive instruction in compliance with [MN Statute 120A.22](#). It is the responsibility of parents/guardians to ensure that their student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

ABSENCE REPORTING

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

Excused Absences

The following reasons may be sufficient to constitute an excused absence: student illness; serious illness in the student's immediate family; dentist, doctor, mental health professional, orthodontist, legal matters, funerals, illnesses, out-of-school suspension or administration dismissal, late bus, religious reasons, or severe weather will be excused. Situations such as sibling adoption or birth, family, student, or personal concern, family illness, or prearranged vacation may be excused at the principal's discretion.

Note: In keeping with [Minnesota Statute 120A.35](#), reasonable efforts will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

Unexcused Absences

All absences which do not specifically qualify as an "excused absence" will be marked as unexcused and may result in notification/reports of truancy (see below). Examples of unexcused absences might include the following: due to sibling childcare, no stated reason, missed the bus, and non-school extracurricular activities (dance, music, gymnastic lessons, etc.) will not be excused.

Continuing Truant

[MN Statute 260A.02 Subd. 3](#) states that when a child under 12 years of age has three days of unexcused absences, he or she is considered a continuing truant. Families will receive a three-day letter notification.

Habitual Truant

[MN Statute 260C.007 Subd. 19](#) states that when an elementary child is absent from attendance at school without

lawful excuse for seven days, he or she is considered a habitual truant. Families will receive a seven-day letter notification.

Attendance Procedures

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.

District [Policy](#) and [Procedure 503](#) should be consulted for further questions regarding reporting procedures.

COMMUNITY EDUCATION & SERVICES

Community Education creates opportunities that positively impact our whole community through innovative and responsive programs and services.

There is something for everyone! Community education programs draw local resources together to meet the social, educational, and recreational needs and interests of people of all ages. Your public schools play a central role in this effort.

ADULT BASIC EDUCATION (ABE)

ABE welcomes all adults who would like to learn English, increase their academic skills (reading, writing, math), earn a high school credential (GED or Adult Diploma), learn with their youngest children in Family Literacy, or participate in career training programming. Classes are held at the Northwest Family Service Center and Willow Lane Early Childhood Center, as well as partner sites. Some classes are also offered online. The ABE program has a range of volunteer opportunities for both day and evening classes.

For more information, please call 763-566-5452 or check out our website at www.district279.org/abe.

ADULT ENRICHMENT PROGRAM

Adult enrichment programs offer a wide variety of engaging learning opportunities for you to gain job skills, develop dynamic hobbies, manage your money, and more. Browse our class catalog and uncover something that sparks your interest. Enroll today and begin your journey in a lifetime of learning. Or, become a valued instructor. If you possess a skill or expertise in a specific area and wish to teach a course, please contact Community Education to learn more or check out the district web page under [Community Education](#) for details.

To find the most current program information and to access our convenient registration system, log on to www.osseo.ce.eleyo.com or watch your mail for our Community Education catalog. Follow us on Facebook [@CommEd279](#) or for more information call 763-391-7242.

EARLY CHILDHOOD PROGRAMS

Early Childhood Family Education (EC&FE)

EC&FE classes and play times are for parents and children birth to five. Classes provide a fun and safe space to nourish a child's natural curiosity and learning and opportunity to explore parenting strategies, child development and parent education topics. We encourage all families to participate. EC&FE classes are on a sliding fee scale based on household income. Fees can be waived at any income level if family circumstances would make payment a hardship. Classes for parents and infants are free. Free transportation is available, if needed to participate. Classes are available at the following locations:

Arbor View Early Childhood Center
9401 Fernbrook Lane North, Maple Grove

Willow Lane Early Childhood Center
7020 Perry Avenue North, Brooklyn Center

For more information, visit the EC&FE program website at www.osseoec.org to register for a class, visit www.osseo.ce.eleyo.com or call 763-391-8777 for support with registration or to request a current brochure by mail. En Español, Lus Hmoob, Bằng Tiếng Việt: 855-938-0586.

Early Childhood Screening

A free service for all children ages three to five. Screening is a simple check of a child's development to help identify children who may benefit from resources to help in their development.

- In Minnesota, all children complete Early Childhood Screening prior to entering kindergarten.
- Screening is a FREE service to all Osseo Area Schools children ages 3 to 5.

Screening appointments are available at the following locations:

Arbor View Early Childhood Center
9401 Fernbrook Lane North, Maple Grove

Willow Lane Early Childhood Center
7020 Perry Avenue North, Brooklyn Center

Sign-up for an appointment online at www.osseo.ce.eleyo.com or call 763-391-8777. En Español, Lus Hmoob, Bằng Tiếng Việt: 855-938-0586

PRESCHOOL AND PREK

Osseo Area Schools Early Childhood & Family Education (EC&FE) Preschool and PreK programs provide:

- Welcoming, nurturing, and engaging classes to help children grow and develop.
- Curriculum to ensure the success of every child.
- Highly trained and caring teaching staff.
- Inclusive classrooms that honor your child's strengths and experiences.
- Opportunities to partner on learning goals and engage in your child's experience at school.
- A variety of class options: mornings or afternoons, two to five days a week at multiple locations in the community.
- Orientation days and parent-teacher conferences.

The program supports scholar's learning and development through social and emotional development, physical development, language and literacy, creativity and art, mathematical and scientific thinking, that aligns with the district kindergarten curriculum. Teachers are licensed in Early Childhood and/or Parent Education. Monthly tuition is on a fee scale based on family size and annual household income. Early Learning Scholarships are available for eligible students.

Preschool for Three to Fives

- For children who turn age 3 on or before September 1, 2023.
- Locations: Arbor View Early Childhood Center, Willow Lane Early Childhood Center and Cedar Island Elementary.

PreK for Fours and Fives

- For children who turn age 4 on or before September 1, 2023.
- Classes are scheduled two to five days per week mornings or afternoons depending on location.
 - Locations: Arbor View Early Childhood Center, Cedar Island Elementary, Elm Creek Elementary, Oak View Elementary, Rice Lake Elementary, Willow Lane Early Childhood Center

and Woodland Elementary.

- Free, limited transportation may be available to scholars attending PreK classes who qualify based on home address and school attendance area.

For more information, visit <https://www.district279.org/academics/preschool-prek> to register for a class, visit www.osseo.ce.eleyo.com or call 763-391-8777 for support with registration or to request a current brochure by mail. En Español, Lus Hmoob, Bằng Tiếng Việt: 855-938-0586.

FOUR STAR EXPRESS

A fee-based childcare school readiness program that supports the care and early learning needs of families with four-year-old children in ISD 279. Programs collaborative with elementary sites are offered at Basswood, Cedar Island, Fernbrook, Oak View, Rice Lake, Rush Creek, Woodland, and Weaver Lake Science, Math, & Technology, and Woodland elementary schools. For information, call 763-585-7281 or visit us at www.FourStarExpress279.org.

The following information applies to the early childhood options below:

- Integrated into the elementary school experience with regular access to building physical education teachers, music teachers, and media specialists.
- Led by staff who have obtained significant levels of experience in Early Childhood Educations, potential Licensed Early Childhood Educators and/or those pursuing their license in Early Childhood Education.

Curriculum aligns with the district and focuses on kindergarten readiness in math, literacy, and social-emotional development.

KIDSTOP

Kidstop is a choice-based school age care program, which seeks to foster healthy and independent thinking, decision making and exploration within all program participants. We offer quality, enriching and fun activities that are appropriate to the developmental level of program participants.

EARLY DISMISSAL: Kidstop will close at the same time school closes on early dismissal days.

For additional information visit us [online](#) or call 763-585-7281.

ACT PREP, 1:1 TUTORING AND SKILLS BOOST SMALL GROUP TUTORING PROGRAMS

ISD 279 tutoring services provide families with ACT Prep, 1:1 Tutoring and Skills Boost Small Group Tutoring. All programs are taught by highly qualified licensed teachers. Each program offers customized instruction, focused on district and state outcomes. The delivery of the material is meant to be engaging, interesting, and challenging for your student. Call 763-391-7242 for more information.

YOUTH ENRICHMENT PROGRAMS

Studies show that youth who participate in youth enrichment activities will:

- Increase in academic achievement and engagement;
- Improve emotional adjustment and connections to their school and community;
- Suffer less from obesity; and
- Continue in learning throughout their life.

Youth enrichment programs offer educational and enriching activities for children of all ages. Your child will discover hands-on learning in a safe, exciting environment. Look for activities that spark your child's interest, provide continued learning that aligns with the school day, and allows him/her to discover talents and develop skills. Programs are offered for K-5th grade students, as well as middle school students, throughout the district. After school enrichment classes include chess, art, theater, engineering, sports and more. Camp ROCKS! (Really Outrageous Camp

for Kids) is offered during the summer months and includes summer school and enrichment camps. Watch for information to come home either in your Wednesday Peachjar electronic mail or check online for current options at www.osseo.ce.eleyo.com.

FACILITIES SCHEDULING

District schools are owned by and operated for community residents. The school board welcomes and encourages public use of school facilities per [Board Policy 902 - Use of School District Facilities and Equipment](#).

To reserve district facility space for a school, district or community activity or event, please go to <https://www.district279.org/services/facility-rentals>, then click on "ONLINE FACILITY RENTALS". Please call facilities scheduling at 763-391-7123 or 763-391-7121 with any scheduling questions.

OTHER COMMUNITY EDUCATION PROGRAMS AND SERVICES

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

DAMAGE TO SCHOOL PROPERTY

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

DIGITAL RESOURCES & TECHNOLOGY ACCEPTABLE USE

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

GENERAL PURPOSE

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

Internet/email access

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

Parent expectations

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

Policy violation

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

Unacceptable use of digital resource

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

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

Expectations for the use of digital resources

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

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

DISMISSAL DURING THE SCHOOL DAY

We kindly ask you to come into the office to sign your child out if you must pick your child up during the school day. You may be asked to show a picture ID. Office staff will call your student out of class. *Do not ask us to send your child home from school unattended.* Parents or authorized people must pick up children at school before we release them. A parent/caregiver must provide verbal permission or a written note to the school if someone else has been given permission to pick their child up from school. This regulation is for the safety of your child.

DISTRICT 279 FOUNDATION

Supporting Students in Osseo Area Schools

District279Foundation.org

Serving the community for over 30 years, **District 279 Foundation** is a nonprofit 501(c)3 organization that seeks to support students in Osseo Area Schools.

OUR MISSION is to support and enhance the district's dedication to all students.

OUR VISION is to provide learning opportunities for students in Osseo Area Schools by funding programs, projects, and other opportunities that are not presently available through the district's budget.

OUR CORE VALUE We believe that there is a moral, social, and economic imperative to support student success and equitable student achievement.

AREAS OF FOCUS

- 1) Support students by funding innovative and creative projects that enhance curriculum, provide experiential learning opportunities, or contribute to community.
- 2) Recognize the achievements of students and staff in Osseo Area Schools at the annual Investment in Youth celebration.

Support these Events - You can create exceptional opportunities for students in our community by supporting District 279 Foundation. Your involvement will provide access to educational experiences that inspire students and spark deeper learning.

- **Reading is Fun 5K**- Elm Creek Park Reserve **Saturday, October 7, 2023**
Funds raised from this family-friendly activity are allocated to media centers (libraries) in Osseo Area Schools. Over the past decade, more than \$100,000 has been raised for unique activities and learning resources.
- **A Night Out** - Edinburgh Golf Course **Friday, February 2, 2024**
This evening gathers more than 250 generous community members and includes a silent auction, activities, dinner, and program. Proceeds fund innovative and creative projects for students in Osseo Area Schools.
- **Investment In Youth** - Park Center Senior High **Sunday, May 5, 2024**
This annual event recognizes the achievements and success stories of students, volunteers, and staff in Osseo Area Schools. Each site submits two award recipients to be recognized at this special celebration. The inspiring program is recorded and played back by CCX Media and is a tribute to the significant investment these individuals make to our community.

Volunteer - Join a planning committee or volunteer during one of our events to benefit the programs of District 279 Foundation. Contact us at District279Foundation.org/contact-us.

Donate - Visit District279Foundation.org/donate to make a secure contribution. Your investment in District 279 Foundation provides students and teachers with resources for innovative and creative projects that enhance learning.

Stay Informed - Sign up for our newsletter at District279Foundation.org and follow us on Facebook [@D279F](https://www.facebook.com/D279F).

ELECTRONIC DEVICES

Use of cell phones and other electronic devices is allowed during school hours, for educational purposes only, at the direction of a staff member. **Misuse of any electronic device, or in the event of any disruption caused by an electronic device, may result in temporary confiscation or disciplinary action.** Bringing any of these devices is at the student's risk. School personnel are not responsible for investigating lost or stolen items.

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

Students should be aware that all school issued technology should be used in an appropriate manner regardless of the time-of-day or location. Electronic communications that disrupt the educational process or cause discomfort for students in the educational setting can be investigated and may result in disciplinary actions regardless of the device that was used.

Students should not use their personal devices during the instructional day unless for academic purposes. Parents/guardians should call the school office if they need to speak with their child(ren). Communication regarding change of plans at dismissal should be communicated directly to school staff and not through your child.

ENROLLMENT SERVICES

[Minnesota Statute, section 120A.22, subdivision 5\(a\)](#) states, “Every child between 7 and 17 years of age must receive instruction unless the child has graduated.” Children under 7 may attend an early childhood program, kindergarten, or school before the age of 7.

You can enroll your child, change your address/family information, and request to attend a different school by contacting the district enrollment center. Staff working at the enrollment center will tell you how to enroll your child for school and what information and documents you need to complete the enrollment process. Let staff know if you want an interpreter, who can explain everything in your home language, to help with any enrollment questions.

To update your family information, complete back to school forms, or enroll a new student you can access your ParentVUE account to do this: <https://www.district279.org/family-access/parentvue>

Withdrawing students from school needs to be initiated at your school. Please reach out to your school to do this.

EMERGENCY INFORMATION

STUDENTS

At the beginning of each school year, parents are responsible for updating emergency information for each student in [ParentVUE](#). 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/caregiver’s responsibility to make arrangements for their proper care and transportation.

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

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 child's emergency information at the beginning of each school year. The emergency and health information will be available to school staff as necessary to serve your child. If your telephone number or place of residence changes during the school year, please notify the office staff at your student's school.

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

EXCUSE FROM PHYSICAL EDUCATION

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

HEALTH SCREENINGS

Free vision and hearing screenings occur each year for all ECSE and children in grades one, three, and five, and upon a teacher and/or parent/caregiver request. First grade boys will receive color vision screening. Please inform us if your child has special health problems so we may plan a program accordingly. We will inform individual families of any new health concerns detected through screening. School administrators and health service staff are available if you would like to discuss a health problem that affects your child's wellbeing.

ILLNESS

If your child develops a temperature of 101°F or above, and/or shows other illness symptoms during the school day, the building nurse will call you to pick him/her up. The contact designee on your child's emergency information card will be notified if you cannot be reached.

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

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

MAKE-UP WORK

The majority of the student's energies should be spent on getting well. However, if you decide after several days of illness that your child is able to do 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 children. All assigned work should be completed and returned in a reasonable length of time once the student returns to school.

MEDICATION

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

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

PET ALLERGIES

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

For additional health information, including immunization requirements and special health care needs, visit www.district279.org/services/health-services.

HUMAN SEXUALITY CURRICULUM

Grades 4-5 curriculum includes age-appropriate study of family life, including growth and development and human sexuality.

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

MEALS - BREAKFAST & LUNCH

Breakfast and lunch are served in all Osseo Area Schools daily. A menu committee plans the meals with input from all schools. Menus are analyzed to ensure they meet the federal nutrition standards for school meals. Menus are available on the district website: www.district279.org/services/nutrition-services.

Meals offer protein-rich foods such as vegetables, fruit, whole grain rich bread and a milk choice. Children who bring lunch from home may purchase milk or juice in the cafeteria.

Beginning in the school year 2023/2024, the Minnesota Free School Meals bill will take effect. On academic school days, students that attend school in person, one reimbursable breakfast and one reimbursable lunch will be made available to them per day at no cost. Food and beverage items outside of a reimbursable meal as defined by the USDA will be considered a la carte items and will be charged accordingly. To purchase a la carte items a student must have funds available in the meal account, or in hand.

ACCOUNTS

To deposit funds in a student's meal account, families can utilize [EduTrakConnect](#) for online payments or send cash or check with their student for deposit at the school. If sending cash or check, please make sure the student's pin number and name is identified to ensure the money is deposited to the proper account.

To deposit funds electronically families must have an online meal account set up with [EduTrakConnect](#). This can be accessed from the district 279 Nutrition Services [webpage](#). For assistance, please call 763-391-7129.

Account balances carry over to the following school year. If a student transfers to another school district, a refund may be requested. Or, if a student graduates, the funds can remain in the family account for the use of a sibling. To obtain a refund, a parent/caregiver must complete the Meal Refund form found on the [district 279 Nutrition Services page](#). All refunds will be issued via check and may take up to three weeks for processing.

APPLICATION FOR BENEFITS

Parents/guardians may complete an Application for Educational Benefits at any time during the year. If approved, the family may qualify for reduced fees for musical equipment, internet costs, sporting and activity fees. The Application for Educational Benefits can be completed either online at district279.org, or with a paper form obtained from the school office. A student's benefits eligibility 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 food related allergies should be reported to the school health office immediately. The Nutrition Department wants to be sure we are keeping kids safe. Prior to providing substitutions, students with allergies are required to have a [Special Diet Form](#) completed by a licensed physician. This form is located on the district website.

Lactose intolerance should not be confused with food allergies. Upon the written request of a parent/caregiver, lactose-reduced milk will be supplied for children who are lactose intolerant.

PARENTAL CUSTODY & 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/caregiver'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' RIGHTS 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.

PREVENTING IMPROPER USE OF TAXPAYER FUNDS

Pursuant to the Every Student Succeeds Act Section 9203, this notice is displayed so that any individual who observes, detects, or suspects improper use of taxpayer funds can easily report such improper use to the Office of Inspector General of the Department of education (1-800-MIS-USED or 1-800-647-8733).

SECURITY & EMERGENCY MANAGEMENT

ACCESSIBILITY NOTICE

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

ASBESTOS

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

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

renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding asbestos should be directed to the district's Coordinator of Security and Emergency Management at 763-391-7191.

INDOOR AIR QUALITY

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

LATEX-SAFE SCHOOLS

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

LEAD IN WATER

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

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

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

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

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

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

Testing results are available upon request through the Coordinator of Security and Emergency Management – Health & Safety at 763-391-7191.

INTEGRATED PEST MANAGEMENT

A schedule of pesticide applications is available for review at each school office where certain pesticides are applied to school property. To review a copy of the application schedule or request notifications prior to any applications on days other than those specified (excluding emergency applications), contact your school principal. The district only uses pesticides when non-chemical methods have been ineffective, a few applications may need to be scheduled. Questions regarding this notice should be directed to the district's Coordinator of Security and Emergency Management at 763-391-7191.

BUILDING ACCESS AND SECURITY

For the safety of students and staff, all exterior doors are locked during the school day, except for the main entrance.

Visitors must check in at the main office and obtain a visitor's badge using the district's visitor management system.

What to expect when using the visitor management system:

- When you arrive during the school day, you will be asked to present your photo ID. Your ID will be scanned, and you will be issued a name badge to wear during your visit.
- The visitor management system collects the visitor's name, date of birth, partial license number, and photo. No other information is gathered.
- If you do not have identification, you will be asked your name and date of birth, and your photo will be taken.
- The visitor management system compares the information gathered to the national sex offender database and school no-entry list.
- Please allow a few minutes the first time you use the new system. For subsequent visits, you will be able to self-check in by scanning the barcode on the back of your driver's license or other acceptable identification. Look for the visitor check-in kiosk.
- If you are dropping off items in the main office and not entering the school, you do not need to go through the visitor registration process.

A child will be released only to their parents or individuals authorized on the student's emergency card; identification will be required.

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

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

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

SEVERE WEATHER & EMERGENCIES

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

School Cancellation

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

Flex Learning Days

Flexible learning days are intended to counter the loss of instructional time resulting from school cancellations due to the weather. The flex learning days will provide our district options to meet statutory regulations related to student instructional time besides making up school days for weather-related cancellations.

Early Release/Dismissal

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

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

Programs, Activities, Events

When schools close, all after-school and evening activities and programs are generally canceled as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also canceled. The Kidstop Family Handbook describes pick-up procedures related to early dismissals.

COMMUNICATIONS

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

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

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 763-391-7000.

PARENT/CAREGIVER RESPONSIBILITIES

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

EMERGENCY PREPAREDNESS

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

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

1. **Evacuation:** We use evacuation anytime a building is unsafe, for example: Visible smoke or fire, a gas leak or other chemical leak inside the school, or a credible bomb threat. All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.

2. **Shelter-in-Place***: We shelter in place any time conditions outside the school may not be safe, for example: Police activity in the area of the school, or a hazardous chemical release that is outside the school. All students and staff will move into the building. Exterior doors and windows will be locked and public access to the school will be temporarily suspended. If a potential hazardous chemical has been released into the environment, ventilation systems will be temporarily disabled to keep out contaminants.
3. **Lockdown***: We lockdown when conditions inside the school may not be safe and activate the blue emergency strobes outside the school to inform anyone outside that it is not safe to enter the school, for example: An agitated person inside the school, or an unknown person who may pose a danger. All students and staff will secure their areas by locking interior doors and all windows. Public access to the school will be temporarily suspended.
4. **Severe Weather Shelter**: We move to severe weather shelters when the National Weather Service issues a tornado warning or if there are reports of sustained straight-line winds in excess of 70 mph. All students and staff will move to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed..

*During a shelter-in-place or lockdown, building access will be restricted to the public, including parents and caregivers. After the emergency response action is lifted, visitors will be allowed to enter the building.

Children will only be released to their parents, caregivers, or individuals authorized on the student's emergency card.

STOPIT TIP LINE

The district has established the [STOPit tip line](#) for students, staff, and the community to report bullying, weapons, drugs, racial harm, unsafe conditions, and violence. All tips may be provided anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-265-3636 to report it or you may also submit an anonymous STOPit tip form online. A link to the STOPit tip form can be found at the bottom of any district webpage. All tips are forwarded to the appropriate principal or administrator to investigate.

SCHOOL HOURS

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

School personnel are not available to provide additional supervision and are not responsible prior to posted supervision times.

SPECIAL EDUCATION SERVICES

The district provides services that meet the needs of children with disabilities. At least two pre-referral interventions are implemented to help a student progress in general curriculum prior to a referral for a special education evaluation. A student is not referred if the interventions have been successful. Licensed special education teachers provide services along with psychologists, occupational therapists, speech/language pathologists, social workers, and physical therapists. An individual education program (IEP) addresses needs that result from a student's disability. Each elementary school has a team of special education service providers.

Parents of children who need services may contact their child's school office for assistance or the ISD 279 Student Services program office at 763-391-7125.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

This program provides special education services for children from birth to age 5 in a variety of locations, e.g., home, center-based classroom, early childhood family education setting, community preschool classroom, etc. It focuses on development of a child's skills in one or more of the following areas: speech/language; social/emotional development; self-help; motor; and pre-academics. Families are encouraged to assume an important role in the development and delivery of services for their children.

ECSE is located at Arbor View Early Childhood Center, Willow Lane Early Childhood Center, and other sites. You may call 763-585-7300 to discuss concerns about your child's development and refer your child for services.

STATE & DISTRICT TEST INFORMATION

Students take a variety of tests, from those given by individual teachers, to district and state standardized tests. Each test has a specific purpose designed to give the teacher, student and parent/guardian information about the academic performance and progress of the student.

The student code of conduct for all standardized testing promotes ethical test taking procedures. Students are reminded that they should do their own best work to show what they can do. They should not accept help finding answers to test questions, give answers to other students or tell others what is on the test. There may be consequences if students do not follow directions or are involved in cheating.

The Osseo Area Schools Assessment Plan can be found at <https://www.district279.org/academics/assessments>.
Minnesota Department of Education Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

The Minnesota Department of Education has published a document that provides information to help parents/guardians make informed decisions that benefit their children, schools, and communities. The document can be found at <https://www.district279.org/academics/assessments>.

TRANSPORTATION

BICYCLES

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

BUS TRANSPORTATION

[School Board Policy 707--Transportation of Students](#)

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

Transportation Eligibility

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

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

Cameras on School Bus

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

Temporary Arrangements

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

At the Bus Stop

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

Parent/Caregiver Responsibility

Transportation is a partnership. You are responsible for your children's safe passage to and from the bus stop, their conduct at bus stops and reinforcing safe bus conduct within the bus. Please provide instruction by reviewing these bus guidelines with your children and enforcing the rules. Bus stops are frequently located at a corner which can be someone's property; please be respectful of private property.

Parents /Caregivers must not board the school bus. Only authorized riders may board the school bus. Under [MN Statute 609.605 Subd. 4a](#), "*A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor.*" We encourage parents/caregivers to talk to the drivers from outside the service door or through the driver's window

STUDENTS WHO WALK TO SCHOOL

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

Safety Patrols

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

Weather Conditions

Extra caution must be used if snow has blocked sidewalks. Children should not walk on the high snow banks

next to the street. If a cleared sidewalk is not available and the child must walk on the side of the street, teach your child to walk on the side facing traffic.

LATE ARRIVING BUS

You can check the on-time status of your bus by downloading the Firstview bus tracking app for Android or iOS. Visit district279.org/services/transportation

ON THE BUS

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

Items not allowed on the bus include the following:

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

Seat Assignment

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

Ridership Guidelines

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

Be Safe:

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

Be Respectful:

1. treat people and property with kindness;
2. conversations and electronics are quiet;
3. follow adult directions.

Be Responsible:

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

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

EXITING THE BUS

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

UNACCEPTABLE BEHAVIORS

A student who jeopardizes the safety and comfort of others on the bus may lose the privilege of school bus transportation. Bus drivers report unacceptable behavior to the building principal or designee who determines and imposes any necessary consequences. Parents/caregivers may be notified by phone, in person, or in writing. The building principal or designee may set up a conference with the student or parents/caregivers. A pattern of minor infractions or a single major infraction of the rules may result in suspension of bus riding privileges. Destruction or vandalism to the bus or private property may result in monetary restitution.

TREATS & OUTSIDE DELIVERIES

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

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

VACATIONS

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

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

VISITORS IN CLASSROOMS

Parent involvement in their child's educational experience is encouraged. Generally, visits must be prearranged with the school principal, and identification will be required. Unaccompanied children (cousins, friends, etc.) are not permitted to visit classrooms. No other children will be permitted to accompany the parent during the visit. All visitors must check in at the main office.

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