



INDEPENDENT
SCHOOL
DISTRICT 728

ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN

Our mission is to **educate**, **inspire** and **empower** our diverse learners, to shape their futures, to accomplish their dreams and to contribute positively to our local and global communities.

ELEMENTARY STUDENT HANDBOOK



2023-2024

HASSAN ELEMENTARY

LINCOLN ELEMENTARY

MEADOWVALE ELEMENTARY

ONLINE 728 ELEMENTARY

OTSEGO ELEMENTARY

PARKER ELEMENTARY

PRAIRIE VIEW ELEMENTARY

ROGERS STEM MAGNET ELEMENTARY

TWIN LAKES ELEMENTARY

WESTWOOD ELEMENTARY

ZIMMERMAN ELEMENTARY

WWW.ISD728.ORG/ELEM-STUDENT-HANDBOOK

OUR MISSION

Our goal is to provide a safe, caring, positive environment where students feel a sense of belonging with teachers and staff who care about them. The information in this handbook has been carefully prepared to help students succeed at all elementary schools. Our policies are compliant with the ISD 728 Board of Education Policies.

We ask students and their parent(s)/guardian(s) to review all the policies and procedures included in this handbook. Please contact an administrator at your child's school if you would like more information concerning any school policy or procedure.

OUR CORE VALUES

We believe that:

1. All people have value.
2. Valuing and respecting differences strengthens the individual and the community.
3. People thrive when they feel connected, supported and affirmed.
4. Everyone can learn.
5. Hope inspires and empowers.
6. Lifelong learning is essential for personal growth.
7. Change is an opportunity for growth.

ABOUT ISD 728

Welcome to Independent School District 728 (ISD 728), the eighth-largest school district in Minnesota. We are a progressive district located 35 miles northwest of Minneapolis. We proudly serve more than 13,500 students and more than 60,000 total lifelong learners in all or parts of Albertville, Dayton, Elk River, Otsego, Ramsey, Rogers, St. Michael, Zimmerman and Nowthen, as well as the townships of Big Lake, Baldwin, Livonia, Orrock and Stanford.

This handbook includes two sections:

Section 1

Elementary School Procedures are used in all ISD 728 schools and have been agreed upon by all elementary principals and the School Board.

Section 2

Procedures and expectations specific to your child's school.

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CONTACT INFORMATION

Hassan Elementary

Principal: Heidi Miller
14055 Orchid Avenue
Rogers, MN 55374
763-274-7230
heidi.miller@isd728.org
www.isd728.org/HES



Prairie View Elementary

Principal: Kari Sampson
12220 80th St NE
Otsego, MN 55330
763.274.6270
kari.sampson@isd728.org
www.isd728.org/PVES



Lincoln Elementary

Principal: Justin Sperling
600 School Street
Elk River, MN 55330
763-241-3480
justin.sperling@isd728.org
www.isd728.org/LES



Rogers STEM Magnet Elementary

Principal: Phil Schreifels
12521 Main Street
Rogers, MN 55374
763-241-3462
philip.schreifels@isd728.org
www.isd728.org/RES



Meadowvale Elementary

Principal: Karen Maschler
12701 Elk Lake Road
Elk River, MN 55330
763-241-3470
karen.maschler@isd728.org
www.isd728.org/MES



Twin Lakes Elementary

Principal: Daniel Collins
10051 191st Avenue NW
Elk River, MN 55330
763-274-7242
daniel.collins@isd728.org
www.isd728.org/TLES



Online 728

Asst. Princ.: Meagan Rathbun
11500 193rd Ave. NW
Elk River, MN 55330
763-241-3400 x5009
meagan.rathbun@isd728.org
<https://www.isd728.org/online728>



Westwood Elementary

Principal: Tim Stowe
13651 - 4th Avenue S
Zimmerman, MN 55398
763-274-3180
timothy.stowe@isd728.org
www.isd728.org/WES



Otsego Elementary

Principal: Kelly Kudla
8125 River Road NE
Otsego, MN 55330
763-241-3494
kelly.kudla@isd728.org
www.isd728.org/OES



Zimmerman Elementary

Principal: Lisa Willman
25959 West 4th Street
Zimmerman, MN 55398
763-241-3475
lisa.willman@isd728.org
www.isd728.org/ZES



Parker Elementary

Principal: Kate Loveland
500 School Street
Elk River, MN 55330
763-241-3500
mckayla.loveland@isd728.org
www.isd728.org/PES



SECTION 1

Elementary School District Procedures

COMMUNICATIONS

Parent Communications

Our district, schools, and teachers believe it's important to communicate with parents/guardians and with our community. Parents/guardians are encouraged to contact their child's homeroom teacher if they have any questions regarding a grade or a situation that occurred in the classroom. If parents/guardians still need additional assistance after contacting the teacher, please contact the school administrator. See the [individual school section](#) for specific communication information.

Who to Contact?

- Homeroom or Specialist Teacher: Questions, concerns, or requests about general education classes.
- IEP Case Manager: Questions, concerns, or requests about special education.
- School Social Worker or Counselor: Questions, concerns, or requests about mental health.
 - ***If you or someone you know needs help now, call or text 988 for the Suicide & Crisis Lifeline, 24/7 support from trained counselors.***
- School Office: Questions, concerns, or requests about enrollment, attendance, medical concerns, and transportation.
- EdVenture Club: Questions, concerns, or requests about our before and after school programs.

Typical Response Time:

- General questions will be responded to by an individual staff member within two school days.
- Questions that require consultation with other staff members will be acknowledged within two school days, and an answer or plan to address the issues will be provided within five school days.

Parent Access Systems

ISD 728 utilizes many communication tools between school and home. Below is detailed information that describes each system as well as specific registration directions.

Rapid Identity (Grades K-12)

Students and staff should use the [My ISD 728 RapidIdentity Portal](#) to access priority systems such as Google Drive, Schoology, Seesaw and IXL.

My ISD 728 [RapidIdentity Portal](#) simplifies access to usernames and passwords of apps and systems used in ISD 728. This web-based portal provides a secure single sign-on and rostering system that allows teachers and students to access district web-based systems with ONE username and password.

Campus Parent Portal (Grades E-12)



ISD 728 provides [Infinite Campus Parent Portal](#) to students, and parents/guardians of students attending our schools. Available as Campus Student (for students) and Campus Parent (for parents), Campus Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. While Campus Portal is the official record for final term grades, some teachers may also use Schoology and Seesaw for tracking and reporting student progress on digital assignments and coursework. Your child's teacher will communicate their individual expectations for viewing student progress.

Campus Portal accounts are set up for students and parents when enrolling in an ISD 728 school.

- Students access Campus portal using their school issued username and password, available through their teacher or media center after arriving at school.
- Parents/Guardians should receive an automated email within a few days of enrolling their student(s), containing portal access instructions. provided during new student online registration or can be obtained after registration by visiting www.isd728.org/parentportal for help or by calling (763) 241-3548.

Seesaw Parent Access (Grades E-2)



Seesaw is utilized in grades E-2. Seesaw gives your child creative tools to capture and reflect on their learning - in real time. Your child's work can then be shared with you through the parent app, giving you a window into each of our classrooms and into your student's learning process. You can download Seesaw's Parent App for iOS, Android, or use the web to view your student's learning artifacts. When your child adds new work, you will receive a notification to see, hear and respond to your child's learning item. You only have access to your own child's work and all of the content is stored securely. With your help, we can continue building our school community of lifelong learners. When your child's teacher sets up Seesaw for his or her classroom, you will receive a handout with directions and an access code (and QR code) for signing up for your child's unique Seesaw journal. Directions available at www.isd728.org/seesaw.

Schoology Parent Access (Grades 3-12)



Schoology Parent Access allows parents to view specific digital resources being used in the classroom. Schoology is available to students in grades 3-12. Once logged into Schoology Parent Access, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students

and families. In order to access Schoology Parent Access, please follow the directions that will describe how to gain access available at www.isd728.org/schoology.

Fees, School Store, and Online Payments

Fees & School Store payments can be made online via the [Infinite Campus Parent Portal](http://www.isd728.org/onlinepayments). More information is available at <https://www.isd728.org/onlinepayments>. Any fee payments that have been incurred but have not been paid, may be sent to our collection agency, ACS.

Parent - Teacher Conferences

Our elementary schools offer school-wide teacher conferences for parents/guardians two times per year. At these conferences, teachers will share progress information. The following are recommendations to help make your child's conference meaningful:

- Add your conference date and time to your calendars. If you miss your conference time, it may be difficult to reschedule.
- Be on time for your child's conference. If you are late, the teacher may still need to end your conference at the designated ending time.
- Review your child's academic progress prior to the conference.
- Ask your child's teacher what you can do at home to support your child's learning.
- We ask that if you are divorced/separated that you attend the scheduled conference together. This helps to keep the communication consistent between the classroom teacher and all parents.

SCHOOL CLOSING ANNOUNCEMENTS

School Closing

School closings will be announced before the normal school start time or following a previous delay announcement:

- All K-12 schools will be closed for the entire day.
- All K-12 activities and athletics will be canceled for the day.
- All Early Childhood and Family Education (ECFE) screening and Early Childhood Special Education (ECSE) classes will be canceled for the day.
- All daytime and evening Community Ed activities are canceled, including EdVenture Club and community groups/rentals; buildings are closed.

School Delayed

School is delayed (typically a two hour late start):

- All K-12 schools will open two hours later than regular start times.
- All K-12 activities and athletics will be held.
- Buses will pick up students 2 hours later than the normal pick up time.
- All morning Early Childhood screenings, ECFE and ECSE classes will be canceled.

- All Community Ed morning activities are canceled. EdVenture Club will be delayed with the same late start.
- All afterschool and evening Community Ed activities will meet, including community groups/rentals.

Early or Delayed School Dismissal

When school is dismissed *early* due to weather:

- All K-12 schools will close early and students will be sent home.
- All K-12 activities and athletics are canceled for the remainder of the day.
- All Early Childhood screenings, ECFE and ECSE classes will be canceled for the remainder of the day.
- All afterschool and evening Community Ed activities are canceled, including EdVenture Club and community groups/rentals; buildings are closed.

When school dismissal is *delayed* due to weather:

- [Severe Weather During Dismissal - Elementary](#)
- All K-12 activities and athletics are canceled for the remainder of the day.
- All Early Childhood screenings, ECFE and ECSE classes will be canceled for the remainder of the day.

Weather emergency when school is not in session:

- On days when K-12 schools are not in session and there are community education programs scheduled, check the Community Ed Weather Hotline at (612) 253-5109 for closure information.

If the ISD 728 schools are to be closed (early dismissal) or delayed by more than 10 minutes because of storms or other emergencies, the ISD 728's school cancellation announcements will be communicated in the following methods:

- **ParentLink:** All parents/guardians who have telephone numbers listed with the school district will receive a pre-recorded call at the primary number on file only.
- **Campus Messenger:** All parents/guardians who have an email on file will receive a message at the primary address on file only.
- **Websites:** All district and school websites are updated.
- **TV/radio news stations:** The ISD 728's school cancellation announcements will be on WCCO Channel 4, WCCO 830 AM, KSTP TV Channels, KARE TV Channel 11, KMSP/FOX Channel 9 and provided to WQPM radio (106 FM or 1300 AM), and BOB FM radio.
- **District phone message:** The district's pre-recorded message is updated.
- Announcements will also be posted on the front page of the District's Website: www.isd728.org, Facebook, Twitter and recorded on the district's main phone greeting at (763) 241-3400.

Students will be transported to their regular bus stop or as close to home as possible, depending on conditions and circumstances. During extremely bad weather, parents should listen to these broadcasts to ensure the child's safety from bus to home. Each family should have an emergency plan which a child can follow if an early dismissal occurs.

Severe Weather Dismissal Procedures

ISD 728 staff are committed to ensuring all students are safe at all times and well-prepared for a variety of situations such as severe weather **during our end of school day dismissal**. We also need to ensure that all students make it home safely. [Severe Weather Dismissal - Elementary School](#)

eLearning

eLearning Days are intended to provide access to learning on days when there are school cancellations due to inclement weather or other event. While these days cannot replace the face-to-face time students have with their teachers, it can provide continuous learning when school is canceled. eLearning Days also eliminates the need for makeup days at the end of the school year, helping families plan summer activities. Below are key details related to eLearning days. If you would like to review further details concerning eLearning Days, please visit at www.isd728.org/eLearning

- Cancellations will be announced via phone, email, district website and social media indicating that there will be an e-Learning Day.
- Teachers, principals, and other licensed professionals will be available by email or phone (via voicemail) from 9am to 3pm
- If you request a call back from your child's teacher, please leave your callback number **and** specific time for a callback.
- Staff contact information can be found in the [ISD 728 Staff Directory](#).
- Staff will respond to all communication requests in a timely manner during scheduled hours.

eLearning Guidelines for Early Childhood through 5th Grade

Students in early childhood through 5th grade will utilize [Choice Boards](#) on an eLearning Day. In November, homeroom teachers will send home a paper version. Parents/guardians may also view and download the Choice Boards at the following site: www.isd728.org/ChoiceBoards.

ATTENDANCE

Attendance Definitions: [Policy 503](#)

Regular attendance is essential for students to be successful in school. School personnel will make every effort to encourage regular attendance, but the ultimate responsibility lies with the students and their parents/guardians.

Tardy

- A student arrives within 45 minutes after the start of the school day.

Half Day Absence

- A student misses more than 45 minutes at the start or end of a school day.

Full Day Absence

- A student misses four or more hours of a school day.

- A student arrives at school but is picked up within 45 minutes.
- A student does not attend a field trip.

Communicating an Absent or Late Arrival

Please contact the school anytime before 10:00 am on the day your child is absent by one of the following:

- Contact the school attendance line at (763)241-3555.
- Enter the absence or late arrival in the Campus Parent Portal.

When reporting an absence, please include the following information:

- Child's name,
- Date of absence,
- Reason for absence,
- Name of person reporting the absence and his/her relationship to the child.

If your child is not at school and the school has not received notice of the absence, the school may contact the parent or guardian.

Excused Absence

The following are reasons for an excused absence:

- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, orthodontic treatment, or a counseling appointment.
- Court appearances by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis by a licensed mental health provider.
- Vacations with family - must be pre-approved by the principal.
 - Teachers will not pre-teach and they may not assign school work in advance.
 - Teachers will communicate the due date for the missed school work.
- Other valid reasons as determined by the principal.

If a student's absences become excessive or if a student is absent for 5 or more consecutive days the school may require the following:

- The student's parent or guardian provides the reason for their student's absence in writing.
- Written verification from a physician or a licensed mental health professional of why the student cannot attend school and the duration of the absences.

Unexcused Absence

The following are reasons for an unexcused absence:

- An absence by a student which was not approved by the parent and/or the school district.

- Any absence in which the parent failed to comply with any reporting requirements of the school district's attendance procedures.
- Any other absence not included under the attendance procedures set out in this policy.

Truancy: Policy 503

There are consequences when a student is continually absent from school without valid excuses.

Continuing Truant:

If a student in Kindergarten through 5th grade is absent three days within a single school year without a valid excuse, that student is considered "continuing truant," according to state law (statute 260A.02). The school is required to notify a parent when a child is a continuing truant. If the child continues to be truant, schools are mandated to report the truant behavior to the county.

Educational Neglect:

A student is considered "educationally neglected" if he/she is absent from school seven or more days without lawful excuse.

Early Dismissal

An early dismissal means the release of a student from school prior to the end of the student's school day or for a period of time that occurs during the student's school day. Please make every effort to schedule appointments and/or activities outside of the school hours. Students that frequently leave early miss important instruction and learning opportunities.

Procedure for picking up a student prior to the end of the school day:

- Parents/guardians may send a note with the student to give to the staff in the main office.
- Parents/guardians may submit an early dismissal request via Parent Portal.
- Parent/guardian should report to the main doors at the designated pick up time,
- The student is released a few minutes prior to the designated time to report to the office.
Parent/guardian will have to wait at the designated location if he/she arrives prior to the pick up time.

After School Hours and Activities

Students must leave the school building immediately after dismissal unless they are under the direct supervision of a staff person or part of an after-school activity. The school cannot assume the responsibility for supervising students after school hours.

Withdrawing from School

Please notify the school's Principal or Administrative Assistant as soon as you know you will be transferring to another school. Your child's records will be forwarded to your child's new school after the school's office receives a request for transfer of records.

STUDENT SAFETY AND ACADEMICS

School Visitors

We are committed to ensure a safe and orderly environment in all schools. During the school day, all of the exterior doors for our schools will be locked. Our schools use the following procedures to ensure the safety and protection of all students and staff in the school.

- All visitors must be approved by a school office staff person.
- Visitors must use the building's security video intercom system to request entrance.
- All visitors must sign in at the main office with a government issued ID and wear a visitor's badge while in the building.
- All visitors must sign out when leaving the building.
- Only visitors that have been approved and registered in the office will be allowed access to the building and classrooms.
- Schools will utilize procedures to maintain a safe learning environment for larger events.

Dropping Off Items for Students During the School Day

If you have an item that your student needs for the school day, bring it to the school's main door. School staff will deliver it to the student's classroom or locker.

Volunteers

Volunteers are a valued part of our school district. All new volunteers must complete a criminal background check before they begin volunteering. Criminal background checks are good for three school years. All approved volunteers must sign in at the office and wear a visitor's badge at all times. Please check with your child's school for more details on how you can volunteer.

PBIS (Positive Behavior Interventions and Supports): Policy 506

All elementary schools are trained in and have implemented the PBIS (Positive Behavior Interventions and Supports) framework. PBIS is an evidence-based framework for preventing problem behavior, providing instruction and support for positive and prosocial behaviors, and supporting social, emotional, and behavioral needs for all students. Schoolwide implementation of PBIS includes the consistent implementation of the following key components:

- Establishing, defining, teaching, and practicing three to five positively stated behavioral expectations that are representative of the local community and cultures.
- Developing and implementing a consistent system used by all staff to provide positive feedback and acknowledgment for students who display behavioral expectations.
- Developing and implementing a consistent and specialized support system for students who do not display behaviors representative of positive expectations.
- Developing a system to support decisions based on data related to student progress, effective implementation of behavioral practices, and screening for students requiring additional behavior support.

- Using a continuum of evidence-based interventions that is integrated and aligned to support academic and behavioral success for all students.
- Using a team-based approach to support effective implementation, monitor progress, and evaluate outcomes.

Character education curriculum such as Second Step and programs such as Responsive Classroom and The Catalyst Approach may be used to support implementation of the key components of PBIS.

Bullying: Policy 514

ISD 728 strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. The Bullying Prohibition policy protects students against bullying and retaliation by other students.

Please visit the [District Website Bullying Prevention Page](#) for more information regarding our Bullying Prohibition Policy and resources.

Harassment and Violence: Policy 413

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or Disability (Protected Class).

Weapons: Policy 501

It is a violation of the policy of ISD 728 for any individual to knowingly or voluntarily possess, store, in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a "look-like" weapon or destructive device in school, on school grounds, at school activities, at bus stops, in school vehicles, or entering upon or departing from premises, property, or events. Weapons and destructive devices will not be tolerated.

If a student sees or hears about an item at school that is considered a "weapon/destructive device," he/she should report it to school staff.

Search and Seizure: Policy 502

School officials may conduct a search of a student if they believe the student has any materials in violation of district policies or state law. The search may include the inspection of clothing, purses, wallets, book bags, and other personal property. The search may also include an inspection of school property including, but not limited to: student lockers, desks, and/or other areas in which items may be kept.

Student Dress: Policy 504

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

- Any apparel that is sexually suggestive, promotes alcohol, drug use, violence, or is vulgar is not allowed.
- Historically offensive symbols such as swastikas, confederate flags, etc. are not allowed on school property.
- Students may not wear any articles of clothing that may expose undergarments.
- Shoes with soles must be worn at all times.
- Dress appropriately for physical education including tennis shoes.
- Headwear will be allowed as long as the student's face is visible. During testing staff reserves the right to ask students to remove headwear. In addition, staff can require students to remove headwear for safety purposes such as science labs and tech ed classes. Exceptions will be made for religious, ethnic and medical reasons.

If students violate this policy, they will be sent to the office to change clothes before continuing the school day. Students who refuse to change will be sent home or to an alternative setting. Repeated infractions or failure to comply with administrators or staff members will result in further disciplinary action.

Scooters, Skateboards, In-line skates, Roller-skates, and Roller Tennis Shoes

Students may not use skateboards, in-line skates, or roller skates during school hours or inside of the school building.

Cell Phones and Internet Devices

Students are not allowed to use cell phones or internet devices such as smartwatches during the school day unless approved through the main office for unique circumstances. If a student brings a cell phone to school, he/she is required to store his/her cell phone in his/her locker. Parents should be aware schools are not responsible for any lost or stolen electronic devices. If a parent needs to contact a child during the school day, he/she should call the school office to make arrangements. If a student needs to contact a parent/guardian during the school day, he/she should ask his/her classroom teacher for permission to call home. If it is appropriate, the student would be allowed to use a school phone.

Cell phones or internet devices (including smartwatches) which are a disruption in the classroom, school, and/or the school bus may be confiscated. The device will be returned to the student at the discretion of the school administration.

Nuisance Items

Any item that disrupts the learning environment may be confiscated by school staff. The first time this occurs the item may be returned to students at the end of the school day. Repeated offenses may result in a parent or guardian being required to pick up the item from the office.

Academic Dishonesty/Plagiarism

Academic dishonesty includes, but is not limited to, cheating, plagiarism, misrepresentation of student

status and tampering with the school's databases (i.e. Campus). Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of material prepared by another person or agency engaged in selling or otherwise providing papers, products, or other academic materials turned in under the student's own name or the **unauthorized** use of language generating software, such as Chat GPT. Academic dishonesty will be addressed through the PBIS Framework.

Field Trips

Your child's school may provide opportunities for field trips (local walking field trips and field trips requiring busing).

- Students are expected to ride the bus for school sponsored field trips when busing is the assigned transportation.
- Fees may be collected for optional trips (i.e. Children's Museum, Children's Theater, Science Museum).
 - The fee is determined by the costs involved (i.e. transportation, ticket costs, rental of special facilities).
 - We request that parents/guardians use the Campus Parent Portal instead of sending cash or checks to pay for field trips.
 - Parents/guardians may contact the school administrator if the field trip fee causes a financial hardship.
 - Students that do not go on a field trip will be provided school work and will work on it in a supervised area.
- Field trip permission slips will be provided in either an online or printed format to parents/guardians prior to the field trip.
 - Parents/guardians must sign and return the printed field trip permission slip or complete the online permission form.
 - In special circumstances, the principal may approve a student going on the field trip with an email or verbal consent from the parent/guardian.

Statewide Testing

The Minnesota Comprehensive Assessments (MCAs) are administered to students in grades 3 through 8, 10, and 11. The MCAs are the state's accountability tests that meet the federal requirements and are used to determine if schools and districts are making adequate yearly progress. Students in grades 3 through 8 and 10 are assessed in reading and students in grades 3 through 8 and 11 are assessed in math. An additional MCA in science is administered in grades 5 and 8, as well as at the end of a student's biology course in high school. These tests are rigorous and based on standards adopted by the State of Minnesota to determine how well a student has mastered the standards.

Most students take the MCAs. Students who receive special education services and meet alternate assessment eligibility criteria may take the Minnesota Test of Academic Skills (MTAS). For more information on the MCAs, MTAS, and ACCESS for ELL assessments please click here.

[ISD 728 Assessments](#)

[Minnesota Department of Education Testing](#)

Parents have the right to request their child to not take the MCA [Parent/Guardian Guide to Statewide Testing and Refusal to Test Form](#)

Acceptable Internet Use: [Policy 524](#)

District 728 has a written policy regarding student use of the internet in school. The internet may be used in school for education and research only. All students will be given permission to have internet access, unless a parent requests in writing to deny such. Access is a privilege, not a right. Inappropriate use of the Internet will result in disciplinary measures according to the district guidelines and may include loss of internet privileges.

All students must abide by the student home use agreement and chromebook guidelines available to review on the [ISD 728 Website](#). Students must review and agree to the [ISD 728 Student Responsible Use Guidelines](#).

HEALTH AND WELLNESS

School Food Service at ISD 728

Nutritionally balanced breakfast and lunch, along with a variety of à la carte items, are available through the ISD 728 Food Service program. In partnership with SFE, we are excited to offer a wide variety of healthy choices for all students and staff. All menus meet or exceed USDA standards and each meal that is served consists of whole grains, lean protein, fruit and milk. Items available for purchase through à la carte meet the requirements of the Smart Snacks in Schools standards as defined in our District Wellness Policy.

School menus for breakfast and lunch can be found on the District website at <https://isd728.nutrislice.com/> or through the Nutrislice App available in the Apple App Store or on Google Play. Our electronic menus include complete nutrition and allergen information.

For specific questions regarding our Food Service program, please contact the General Manager of Food Service at (763) 241-3409.

Meal Account and Payments

During the 2023 Minnesota Legislative Session lawmakers signed into law Universal Free Meals for students beginning in the 2023-24 school year. All students will be eligible for one breakfast and one lunch per day free of charge.

Campus Food Service/Online Payments

Parents may allow their child(ren) to purchase extras or purchase food through à la carte by managing their account on [Campus Parent Portal](#). Click on “Food Service” to view your account(s). If a child’s food service balance is low, money can be added using a credit or debit card. Online payments are

immediately posted to the student's food service account. Families are NOT charged a fee for this service. In person cash payments (no checks) are accepted before the school day and at meal service.

À la carte items may only be purchased with a positive lunch account balance. Parents/Guardians can choose to limit their child(ren) on any à la carte or extra purchases by completing and submitting the ["No à La Carte Request form"](#) available on the District website.

ISD 728 utilizes a unique Barcode for each student. This Barcode is used to account for meals served to students. Currently enrolled students have received a Barcode. New students will be assigned a Barcode after they register and enroll. Barcodes numbers will follow students throughout their years in ISD 728.

Free and Reduced Meal Applications

ISD 728 will continue to collect Applications for Educational Benefits to determine if students qualify for free or reduced-price meals. Students qualifying for benefits increases federal and state funding to support learning experiences for students. Please help ISD 728 students by completing the application! The Application can be found on the [Campus Parent Portal](#) or a printed application is available at any school office.

IMPORTANT: Qualifying for Educational Benefits does not carry over from year to year. Each year a new application needs to be completed. For specific questions about free and reduced meal applications please call (763) 241-3515.

District Wellness Policy: Policy 533

The ISD 728 Wellness Policy promotes student wellness and supports the prevention and reduction of childhood obesity. The policy also assures that school meals, other foods, and beverages sold and/or otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

Due to the increased number of students with food allergies and for alignment with our ISD 728 Wellness Policy, parents or guardians are asked to send non-food items instead of food for classroom celebrations.

On special occasions for a celebration or for an instructional purpose, some foods may be approved by a staff person to share with students. If approved, the food must be Smart Snack Compliant, commercially prepared in an unopened and sealed package, and the ingredient listed. Please be aware that we have students in our district with food allergies, such as peanut allergies. Homemade food cannot be handed out to students. All shared food must be compliant with our District's Wellness Policy <https://www.isd728.org/Page/4639>.

Health Services

The ISD 728 Health Services Model is a combination of Licensed School Nurses and Health Services Assistants. A Licensed School Nurse within the district is on duty as the coordinator and supervisor of

each school's Health Services Office. Every school building has a Health Services Office that cares and responds to the acute and chronic needs of all students.

Students will report to the Health Services Office if they become ill or injured at school. We expect parents/guardians to make arrangements to pick up their child if needed within a timely manner.

Notify the school if your student needs to be excused from physical education or recess due to injury or illness. Written instructions are required from your student's health care provider if your student is to be excused for more than two days, and must include a re-entry date.

Visit the [ISD 728 Health Services Website](#) for more information.

Note: It is very important to keep up-to-date emergency information on file in the Health Services office. The online emergency form should include emergency contacts other than parents/ guardians as a back-up, if they cannot be reached.

Student Medication Law

The Minnesota Medication Law emphasizes that Health Services Personnel will give medication at school only in exceptional circumstances when your child's health may be jeopardized without it. If your child needs to take medication at school, the law states we can give medication only under the following conditions:

- The School's Health Services Office must have a completed Authorization for Administering Medication at School Form that is filled out and signed by your child's physician or licensed prescriber and parent/legal/guardian. The form is available in the Health Services Office or on the District Website under Health Services.
- Medications must be kept in the Health Services Office in a currently labeled pharmacy bottle/original packaging. You may need to ask your pharmacist to provide a duplicate bottle for the prescription so you can keep one bottle at home and the other one at school.
- Parents/guardians must bring the medication to the School Health Services Office. If this is not possible, please contact your school's Health Office to make other arrangements to safely get medication to school for your child.

SPECIAL NOTE: You are in violation of this state law if your child takes medication outside of the School Health Services office that has not been processed through that office. This includes all nonprescription medications such as aspirin, acetaminophen and ibuprofen.

We care about your child's safety:

- **If your child needs narcotic pain medication at school, he/she is not ready to return to school.**
- Dietary Supplements: Health Services shall not administer any dietary supplements, herbal products or any products not regulated by the Food and Drug Administration.

ALLERGY AWARE: ISD 728 is an allergy aware district. Latex balloons are not allowed in any of our schools. We recognize the growing number of students with potentially life-threatening allergies and

have a collaborative partnership between the school and family to keep all of our students safe. Visit [ISD 728 Health Services and Allergy Information](#) for more information.

Student Immunization Law

Minnesota state law (M.S. 123.70) requires that all school children be vaccinated, allowing for certain exemptions, to protect children from specific communicable diseases*. Upon entering school, each student must provide proof that the immunization schedule is in process or has been completed. The school may accept immunization information submitted by a parent/guardian in lieu of a statement from a physician or public clinic if the full immunization dates are given. Immunization forms are available in each School Health Services Office or can be downloaded on the ISD 728 Website. Your child's current school immunization record can be found on your parent portal account.

***Exemptions:** No student is required to receive an immunization if he/she has a medical contraindication or that laboratory evidence of immunity exists. A medical waiver must be signed by a physician. No student is required to have an immunization which is contrary to the conscientiously held beliefs of his/her parent or guardian. A conscientious objection form must be notarized and signed by the parent stating the immunizations excluded.

Outside Recess

Students will go outside for recess on most days if the weather is appropriate. Please make sure that your student has the appropriate clothing for the weather conditions every day. In the winter, students should wear boots, hats, scarves, jackets, mittens or gloves, and snow pants.

Student will have inside recess when the weather conditions are not conducive to providing a safe and enjoyable outside recess such as the following:

- The outside temperature is zero degrees Fahrenheit or colder.
- The windchill is 10 degrees below zero Fahrenheit or colder.
- Lightning, heavy rain, hail, extreme winds, etc.

The weather conditions will vary from building to building in our district so the building principal, or designee, will make the decision for outside or inside recess.

Requests for specific accommodations for students with special medical needs can be made with the Health Services Personnel. Written documentation from your child's physician may be required.

STUDENT TRANSPORTATION

Bus Company Contact

Vision of Elk River, Inc.
12508 Elk Lake Road
Elk River, MN 55330

Bus Rules: Policy 709

School bus transportation is provided for students who reside within ISD 728 District and school boundaries and reside more than one mile from school or live in an area determined to be hazardous for walking due to safety hazards. The following are expectations to ensure that all students are provided with a safe bus ride:

- When crossing the street, wait for the bus driver's signal and cross at least 10 feet in front of the bus.
- Get on/off only at the designated stop or school.
- Follow instructions of the adults on the bus.
- Stay seated and face forward in the assigned seat at all times.
- Do not eat or drink on the bus.
- Put trash in garbage cans.
- Keep personal belongings on your lap or bus seat.
- Keep prohibited items off the bus (i.e. weapons, live animals or insects, glass items, large recreational items).
- Keep the bus aisle and exits clear.
- Talk quietly and use appropriate language.
- Respect the bus and equipment.
- Respect other students and their personal belongings.

The goal of ISD 728 is to provide a safe and orderly environment on the buses. Transportation by the school bus is a privilege and not a right for eligible students (Minnesota Statutes, Sec. 4 123.801). Students that do not follow the bus expectations may receive consequences. If a student causes damages on the bus, s/he is responsible for the cost of damages and/or repair and his/her bus riding privileges may be withheld until a plan of restitution is made. If a bus suspension occurs, the student is still required to attend school so the parents/guardians would be responsible for transporting their student to and from school.

Visit the Transportation page on the District's Website for more information: www.isd728.org/domain/129.

Safety Patrols

Safety Patrols are trained to assist students in safely going to and from school. Please remind your child that the school safety patrols must be respected and obeyed. Check with your child's school regarding specific procedures for school crossing zones.

COMMUNITY EDUCATION

Contact Information

EdVenture Club Before & After School Childcare

Nicole Rasmussen, Manager

nicole.rasmussen@isd728.org

763-241-3400 ext 5505

Preschool Screening, Early Childhood Family Education & School Readiness

Kristen Nelson, Manager

kristen.nelson@isd728.org

763-241-3400 ext 5580

Community Education

Cory Franson, Director of Community Education/Community Engagement

cory.franson@isd728.org

763-241-3400 ext 5501

1170 Main Street, Elk River MN 55330

Phone: 763-241-3522

Fax: 763-241-3521

Website: www.isd728.org/CommunityEducation

Attendance for EdVenture Club

Absent or late to school

If your child is scheduled to attend morning or afternoon EdVenture Club, please call 763-241-3544 to let them know your child will be late or not be attending EdVenture Club on that day.

After School Program Communications

If your child is staying after school to attend EdVenture Club, they must be pre-registered.

If your child is staying after school for an after school Community Education class, a written note must be sent with your child in the morning and given to the school office informing staff your child will be staying after school. Students will check-in with EdVenture Club after school and be picked up from EdVenture Club immediately after their class ends.

ISD 728 TOBACCO FREE POLICY

In an effort to promote a safe and healthy learning environment for students, staff and visitors, the use of tobacco, including electronic cigarettes (e-cigs), is prohibited on all school district property. This includes all school buildings, grounds and all school vehicles.

ISD 728 DISTRICT STUDENT POLICIES

All ISD 728 District Student Policies can be accessed on the district [website](#).

ISD 728 NON-DISCRIMINATION STATEMENT

ISD 728 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability in its education programs or activities, and it is required not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Human Resources.

Address: District Office

11500 193rd Ave. NW

Elk River, MN 55330

Email: TitleIX@isd728.org

Phone Number: (763) 241-3418

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

For purposes of this policy, the following individuals will also serve:

- Assistant Director of Human Resources or Outside Legal Counsel. - Investigator
- Assistant Superintendent of Educational Services (Elementary) – Decision Maker when situations relate to early childhood or elementary students (Early Childhood through Grade 5)
- Assistant Superintendent of Educational Services (Secondary) – Decision Maker when situations relate to secondary students (Grade 6 - 12)
- Superintendent – Decision Maker for Appeals
- Principals -Individuals who facilitate an informal resolution process

Relevant Policies (posted on the ISD 728 website):

Policy [413](#): HARASSMENT AND VIOLENCE

Policy [522](#): TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

SECTION 2

PROCEDURES AND INFORMATION FOR EACH ELEMENTARY SCHOOL

- [Hassan Elementary School](#) | Rogers, MN
- [Lincoln Elementary School](#) | Elk River, MN
- [Meadowvale Elementary School](#) | Elk River, MN
- [Online728 Elementary School](#) | Online
- [Otsego Elementary School](#) | Otsego, MN
- [Parker Elementary School](#) | Elk River, MN
- [Prairie View Elementary School](#) | Otsego, MN
- [Rogers STEM Magnet Elementary School](#) | Rogers, MN
- [Twin Lakes Elementary School](#) | Elk River, MN
- [Westwood Elementary School](#) | Zimmerman, MN
- [Zimmerman Elementary School](#) | Zimmerman, MN