

MINNEOTA PUBLIC SCHOOLS | ANNUAL NOTIFICATIONS | 2024-2025 SCHOOL YEAR

BULLYING PROHIBITION POLICY

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. A copy of Minnesota Public Schools' Bullying Prohibition Policy [Policy #514] can be accessed at [this link](#).

DATA DESIGNATED AS DIRECTORY INFORMATION

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code Section 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes the following information relating to a student: the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

We are informing parents and eligible students of your rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

We are providing parents and students of:

- a) the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b) the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c) the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

If a parent or eligible student wishes to opt out of the directory information disclosures, please notify the office of the school that your child attends by October 1, 2024.

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DISTRICT SURVEYS TO COLLECT STUDENT INFORMATION; PARENT NOTICE AND OPPORTUNITY FOR OPTING OUT

Occasionally, the school district may utilize surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

The following policies are included in our Student Surveys Policy:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.
- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.
- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, et seq.).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
 - (1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
 - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as: college or other post-secondary education recruitment or military; book clubs, magazines, and programs providing access to low cost literary products; curriculum and instructional materials used by elementary and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; and student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

To review Minneota Public Schools Policy #520 – Student Surveys, please click [this link](#).

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EDUCATIONAL RIGHTS OF HOMELESS CHILDREN AND YOUTHS

School districts, through their homeless student liaison [Heather Anderson, High School Principal], shall ensure that public notice of the educational rights of homeless children and youths and unaccompanied youths is disseminated in locations frequented by parents or guardians of such children and youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.

Students staying in shelters, hotels, or other temporary situations and students in foster care, have certain rights and legal protections to ensure access to public education. Minneota Public Schools is guided by the McKinney-Vento Homeless Assistance Act and the Every Student Succeeds Act (ESSA). These federal laws provide students experiencing homelessness and students in foster care with certain rights so they have access to opportunities that will help them meet the same high academic standards expected of all students in our district. If you know of a child or youth who may be experiencing homelessness, please contact Heather Anderson, Minneota High School Principal.

ENGLISH LEARNERS

Students who have a home language other than English (or in addition to English) and test limited English proficient in any language domain, speaking, listening comprehension, reading, or writing, may be eligible for English Learner (EL) Services. The goal of the program is to teach students social and academic English so that they will be able to fully participate in all classes and subjects taught in school.

- **Identification:** When a parent/guardian indicates a language other than English on any question on the Minnesota Language Survey, an EL instructor will assess the student for eligibility for EL services when they first enroll in the district. Students are eligible for EL services based on criteria for English learners identified by the Minnesota Department of Education (MDE). Students who have qualified for EL services continue to be eligible, until they reach a level of English proficiency that allows them to independently access and succeed in the curriculum, as demonstrated by meeting exit criteria outlined by MDE.
- **Parent Notification:** Parents will be notified within ten days of a student beginning EL Services each school year. The notification will include the criteria used to determine eligibility for EL Services, the child's level of English proficiency and general information about EL Services. Parents of English learners will be invited to meet with their child's EL instructor during fall Parent-Teacher Conferences to learn more about EL Services and how they can work cooperatively with the school to advance their child's English language skills.
- **EL Service Delivery:** Minneota Public Schools offer language programs that are designed to meet the varying student needs across English proficiency levels. Our programs provide students at the beginning levels of English proficiency with more intensive services than students at the transitional levels. Decisions about service delivery are also made while considering special needs of English learners, which could include students with disabilities (e.g., 504 plan or IEPs), students with specific health challenges, students who are new to the country, education history, specific talents, or other individual factors.
- **Refusal of EL Services:** Parents/guardians who do not wish their child to receive EL Services may refuse services by contacting your child's building principal. The request must be completed each year the parents wish to refuse EL Services.
- **SLIFE Identification:** English learners with limited or interrupted formal education will be identified based on the following criteria:
 - Come from a home where the language usually spoken is other than English, or usually speaks a language other than English;
 - Enter school in the United States after grade 6;

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- Have at least two years less schooling than the English learner's peers;
 - Function at least two years below expected grade level in reading and mathematics; and
 - May be preliterate in the English learner's native language.
- **Exit Criteria:** English Learners who reach a level of English proficiency that allows them to independently access and succeed in the curriculum will be exited from English Learner Services. Students exit EL Services and are reclassified non-EL based on the MDE exit criteria for English Learners.
 - **More Information:** To inquire about EL services for your child, contact your child's building principal.

HAZING POLICY

The purpose of our district's policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, which creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses. Minnesota Public Schools Hazing Prohibition Policy can be accessed at [this link](#).

JUVENILE JUSTICE SYSTEM REQUEST

If our district receives a request to disclose student information to the juvenile justice system, we are obligated to notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. See [Minn. Stat. 13.32, Subd. 8\(c\)](#) for additional information.

LEAD IN SCHOOL DRINKING WATER

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and notify parent of the availability of the information. Minnesota Public Schools has conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines. We are committed to providing a safe working and learning environment for our employees and students. Minnesota Public Schools has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE). For more information on our district's lead reduction program and testing results, please contact Les Engler, Director of Buildings and Grounds.

MALICIOUS AND SADISTIC CONDUCT

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation. Malicious and sadistic conduct means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty. Prohibited conduct means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual

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orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in [this policy](#) is prohibited.

POSTSECONDARY ENROLLMENT OPPORTUNITIES

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

To assist the district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

PROCEDURAL SAFEGUARDS FOR STUDENTS WITH A DISABILITY

The material contained in this document and the link below is intended to provide general information and guidance regarding special education rights and procedural safeguards afforded to parents of children ages 3 through 21 under state and federal law. This document and link explain a selection of some of the rights and procedural safeguards provided to parents under the Individuals with Disabilities Education Act (IDEA), the implementing regulations at 34 CFR Part 300, and applicable Minnesota laws and regulations; it is not a complete list or explanation of those rights. This notice is not a substitute for consulting with a licensed attorney regarding your specific legal situation. This document and link do not purport to include a complete rendition of applicable state and federal law, and the law may have changed since this document was issued <https://education.mn.gov/MDE/dse/sped/proc/>.

RADON TESTING

Minneota Public Schools may conduct radon testing according to Minnesota Department of Health "Radon Testing Plan" (Minnesota Statute 123B.571). Any person interested in discussing the district Radon Testing program or results, please contact Les Engler, Director of Buildings and Grounds.

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RIGHT TO ELECT AGAINST SAYING THE PLEDGE OF ALLEGIANCE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of the district's policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

SCHOOL WELLNESS POLICY

A school district must post its current school wellness policy on its website. The Wellness Policy for Minneota Public Schools can be accessed at [this link](#).

SEXUAL, RELIGIOUS, AND RACIAL HARASSMENT AND VIOLENCE POLICY

The purpose of our district's policy on sexual, religious, and racial harassment and violence policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy. Minneota Public Schools Harassment and Violence Policy can be accessed at [this link](#).

STUDENT DATA PRIVACY POLICY

Minneota Public Schools is providing reasonable notice of the adoption or continued use of policies concerning student privacy directly to the parents of students enrolled in the district. Policy #722 [Public Data and Data Subject Requests] can be accessed at [this link](#).

STUDENTS RIGHTS PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;

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2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect upon request and before administration or use:
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Minneota Public Schools has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

USDA PUBLIC NOTIFICATION – NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

Minneota Public Schools is an equal opportunity provider.