

OSSEO AREA SCHOOLS

ISD  279

**WELCOME**



2024-2025

# 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 2024-25 school year!

Whether you and your family are new or returning members of the school community, I thank you warmly for choosing Osseo Area Schools for your child's education. Our team, districtwide, is thrilled to partner with you this school year.

There are so many opportunities for your students to reach their dreams at Osseo Area Schools, and we want them to feel supported every step of the way. We strive to ensure that every scholar feels valued and heard in our nurturing, inclusive school communities.

We welcome you to be an active part of your child's educational experience this year by staying informed via district and school communication channels, following our school and district pages on social media for news and updates, and attending school events and activities. We love welcoming families into our schools! With students, families, teachers and staff working together, I'm certain we'll unleash and enhance the brilliance of our scholars to thrive and change the world for the better.

As I start my second year as superintendent of Osseo Area Schools, I can see the incredible and dedicated work that our staff has done to reach this vision each day. Although there is still much work ahead, the district's strategic plan guides our path forward to an even brighter future ahead.

Speaking of the path ahead, the 2024-25 school year will include exciting updates to many district schools thanks to the generous support of the Osseo Area Schools community. Throughout the school year, you'll see improvements made to school safety, security, technology and more, even down to rethinking classroom furniture for maximum learning flexibility. I encourage you to learn more and follow along with our progress at [district279.org/betterfuture](https://district279.org/betterfuture).

Again, thank you for your continued partnership. Please refer to this handbook for helpful information, important guidelines and procedures, and don't hesitate to reach out to your school's administrative team with any questions.

We can't wait to begin working with you and your students to make the 2024-25 school year an enriching, rewarding and memorable experience!

Warm regards,

Kim Hiel, Ed.D  
Superintendent

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

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

<https://www.district279.org>



## DIRECTORY OF ELEMENTARY SCHOOLS

### 279ONLINE

763-391-8670 Absence Line: [online@district279.org](mailto:online@district279.org)  
Principal – Kristen Swanson  
Assistant Principal – Ryan Bisson

### 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 - Margo Kleven  
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 - Alex Berg

### 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 - David Freeburg

### 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 - Ryan Gibbs  
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 - Dr. Ronald Salazar

### 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 - Jennifer Tollefson  
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 - Kari Sawyer

#### 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 - TBD

# 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](http://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 93<sup>rd</sup> 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](http://www.district279.org). All rights and protections given parents/guardians under Minnesota statutes, regulations, and school board policies transfer to a child when he or she becomes an eligible student.

### **Family Educational Rights and Privacy Act (FERPA)**

Parents/guardians and eligible 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.

## **CRITERIA FOR POSSIBLE RECOMMENDATION FOR EXPULSION**

Behavior incidents that **may** rise to a possible recommendation for expulsion (after consultation with district level principal and assistant superintendent) include, but are not limited to, the following:

- Possession of weapon
- Drug distribution
- Arson
- Terroristic threat - A threat of violence with purpose to terrorize another or cause evacuation of a building; i.e direct threat to school building such as a student states they will shoot up the school
- Assault of a staff member or student
- A physical violation that causes serious bodily harm to another student or a staff member
- History of fights
- Participant in a fight that causes a significant disruptive to the learning environment
- Verbal or written threat or gesture towards another student or staff member with intent to harm and/or harass

- Repeated bullying in violation of school district policy

## **PBIS**

All schools in the district implement Positive Behavioral Interventions and Supports (PBIS). This is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. Schools use a continuum of evidence based practices to support students needs. Schools use data to identify strengths, uncover needs and monitor student progress.

## **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), 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. All classes are offered with the HyFlex model, which allows students to choose each day if they would prefer to attend class in person or online from a remote location. 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](http://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](http://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 (ECFE)**

ECFE classes, play times and programs are for all families with children from birth to age five. Our classes provide a fun and welcoming space for kids to explore and learn. They also offer parents the chance to learn about parenting strategies, child development, and other important topics. We invite all families to join. ECFE classes use a sliding fee scale based on household income. Fees can be waived if paying is a hardship. Infant classes are free for everyone. Free transportation is available if needed to participate. Classes are held 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 [ECFE program website](#) or to register for a class, visit [bit.ly/ECFEOsseo](http://bit.ly/ECFEOsseo). You may also call the ECFE office at 763-391-8777 for registration assistance. To request a brochure, call the ECFE office or email [ecfe@district279.org](mailto:ecfe@district279.org). En Español, Lus Hmoob, Bằng Tiếng Việt, Русский: 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 mainly available at these locations, with some dates at different community spots ([check our website for details](#)):

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 [Early Childhood Screening website](#) or to schedule an appointment online visit [bit.ly/EC\\_Screening](http://bit.ly/EC_Screening). You may also call 763-391-8777 for registration assistance. En Español, Lus Hmoob, Bằng Tiếng Việt, Русский: 855-938-0586.

## PRESCHOOL AND PRE-K

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 children'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 and Fours

- For children who turn age 3 on or before September 1, 2024.
- Locations: Arbor View Early Childhood Center, Willow Lane Early Childhood Center and Cedar Island Elementary.

### Pre-K for Fours and Fives

- For children who turn age 4 on or before September 1, 2024.
- 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 students attending Pre-K classes who qualify based on home address and school attendance area.

For more information, visit the [Preschool/Pre-K website](#) or to register for a class, visit [bit.ly/Osseo\\_PreK\\_2425](http://bit.ly/Osseo_PreK_2425).

You may also call the office at 763-391-8777 for registration assistance. To request a brochure, call the ECFE office or email [ecfe@district279.org](mailto:ecfe@district279.org). En Español, Lus Hmoob, Bằng Tiếng Việt, Русский: 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, 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](http://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.

## **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](http://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 "REQUEST A FACILITY PERMIT". Please call facilities scheduling at 763-391-7123 or 763-391-7119 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 Scholars in Osseo Area Schools*

[district279foundation.org](http://district279foundation.org)

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

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

**OUR VISION** is to provide learning opportunities for scholars 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 scholar success and equitable achievement.

#### AREAS OF FOCUS

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

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

- **Reading is Fun 5K** - Elm Creek Park Reserve **Saturday, September 21, 2024**  
Funds raised from this family-friendly activity are allocated to media centers (libraries) in Osseo Area Schools. Over the past decade, more than \$117,000 has been raised for unique activities and learning resources.
- **A Night Out** - Edinburgh Golf Course **Friday, February 7, 2025**  
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 4, 2025**  
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](http://district279foundation.org/contact-us).

**Donate** - Visit [district279foundation.org/donate](http://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](http://district279foundation.org) and follow us on Facebook [@D279F](https://www.facebook.com/D279F) and [Instagram](https://www.instagram.com/district279foundation).

## 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 or update your information in ParentVue.

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 nurse 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 medical provider that include the re-entry date.

### HEALTH CONDITIONS

Please inform the school's nurse if your child has any acute or chronic health concerns. This information helps us to provide any necessary accommodations for their safety and wellbeing and provides up to date information about your child's health in the case of an emergency.

### HEALTH SCREENINGS

Vision and hearing screenings occur each year for all students in grades one, three, and five. Screenings are also completed upon a teacher and/or parent/guardian request. First grade boys will receive color vision screening. Parents/guardians will be informed of any concerns seen during hearing and vision screening.

### ILLNESS

If your child develops a temperature of 100.4°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 emergency contact designee in ParentVue 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 ADMINISTRATION REQUIREMENTS**

Diagnosis, treatment of illness, and/or prescribing medications are the responsibility of physicians, not school personnel. School personnel will administer medications that have been prescribed by a physician to be given during school hours with parent permission. Morning or evening medications should be given at home to avoid interruptions in the school day.

A **Medication Administration Authorization form** is required to be completed annually by your child's prescriber and signed by a parent/guardian for a medication to be dispensed to your child from the health office during the school day. Alternatively, you can provide a medication order to the nurse or have one faxed to the school health office from your provider. You can also electronically consent to medication administration in ParentVue.

- Parents/guardians must inform the building nurse when a student requires medications during the school day. Students observed by school personnel self-administering unauthorized medications shall be reported to their parents/guardians.
- Required for the administration of ALL medications. This includes prescription and over-the counter (i.e. Tylenol, Ibuprofen) medications. The form must include the student's name, diagnosis, name of medication, dose, time to be given, date of order and signatures of parent/guardian and physician.
- Prescription medication must be provided in a pharmacy-labeled container that indicates pharmacy name and telephone number, student's name, physician, name and dosage of medication, and description of medication inside. Parents/guardians should request from the pharmacist a duplicate labeled bottle for the prescription if it will need to be given at home and school.
- Over-the-Counter medication must be in the original container.
- The building nurse will administer prescribed medication. In the absence of the nurse, the medication will be administered by a trained designee named by the principal, in consultation with the building nurse.
- Check the expiration dates of the medication(s). Expired medications will not be administered.
- Controlled Substances. A Parent or legal guardian is responsible to pick up all medication(s) that are controlled substances at the request of the school.

A **Self-Administration of Medication Authorization Form** Is required to be completed annually for self-carry and self-administration. By completing this form, the parent/guardian is not requesting school personnel to store



or administer the medication to the student. Parents/guardians will ensure the medication will be properly labeled for the student.

- Prescription asthma inhaler for asthma or reactive airway disease. A parent/guardian's written authorization and a review by RN with the student is required. (A physician's order is needed only if an inhaler is kept in the health office for a nurse to administer).
- Epinephrine or other medication. A physician's order, parent/guardian written authorization, and a review by RN with the student is required.

\*Students will be able to self-carry and self-administer medications based on their developmental level and an evaluation of their understanding of proper use and handling of the medication. This will be determined by the registered nurse in collaboration with the prescribing provider and parents/guardians.

### **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, medication forms and special health care needs, visit [www.district279.org/services/health-services](http://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](http://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 court order, awarding custody
- Court order revisions/updates that affect custody, visitation, or record-access rights, which could include an Order for Protection

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).

## **HEALTH & SAFETY**

### **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 Health & Safety 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 Health & Safety 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**

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. Osseo Area Schools has historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines. If found, the District remediates lead levels following the Minnesota Department of Health guidelines and completes retesting prior to use.

For more information on Osseo Area School's lead reduction program and testing results, located on the district [webpage](#).

## **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 Health & Safety at 763-391-7191.

# **SECURITY & EMERGENCY MANAGEMENT**

## **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](http://www.district279.org)—and the district's Facebook page—[www.facebook.com/OsseoSchools](http://www.facebook.com/OsseoSchools).
- **Broadcast**: Information will be submitted to major radio and TV stations as "Osseo District 279."

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 PROCEDURES

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. In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed.



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

### HOLD

Initiated when the hallways need to be kept clear due to a situation. Students and staff are instructed to clear the halls and remain securely in a classroom or area until the situation is resolved. For example, a medical emergency in the hallway allowing first responders with clear access to support the situation.

### SECURE

Building locked, and students and activities brought inside as a precaution due to activity in the area, not in the school or on school grounds. Learning continues inside the building with minimal interruption or distractions. For example, law enforcement activity near the school or a dangerous animal outside.

### LOCKDOWN

Perceived danger inside or very near the building. All students and staff are trained to get behind a locked door - Locks, Lights, Out of Sight. In the rare event that a student cannot get behind a locked door, they are trained in self-evacuation protocols. For example, a threat inside the school.

### EVACUATE

Students and staff are moved to a new or safe location due to a situation in or near the school building. For example, a gas leak in the school.

### SHELTER

Students and staff take shelter due to a situation in or near the school. For example, a tornado warning.



## **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 1 mile or more from school.
3. Students who are enrolled in their school of residence and are currently assigned transportation will automatically be assigned a bus for the upcoming school year. If you currently have transportation and **do not intend** to ride the bus, please email [busquestions@district279.org](mailto:busquestions@district279.org) as **Every Seat Counts**.

## **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. Bus stops may be located on a private property, therefore students and parents need to respect the bus stop and the private property.

## **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.

## **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](http://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.

Visit the Transportation website for more information on school busing, frequently asked questions, district maps, and contact information. [district279.org/transportation](http://district279.org/transportation)

## **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 pre arranged 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.