NORTH VIEW MIDDLE SCHOOL

STUDENT & PARENT HANDBOOK

2026 **2027**

5869 69th Avenue North, Brooklyn Park, MN 55429 763-585-7200

Welcome to North View Middle School

September 2026

Dear North View Middle School Students,

Welcome back! I hope that your summer break was everything you wanted it to be, and that you are rested and ready to make this school year your best one yet! Our staff has been busy all summer making preparations for your return, and we are equally excited. We hope this year is one in which you accomplish great things, and have much success.

This handbook is designed to help familiarize each student and his/her parent or guardian with the school's expectations. Become thoroughly familiar with the information contained in this handbook, and keep it as a handy reference, because you will be held accountable for knowing and following it. Maintaining a safe, orderly learning environment is our highest priority. It is essential to the learning process. Through a shared sense of responsibility, we can accomplish this important goal together. For important dates and announcements, please check our school website!

If you have any questions not addressed in the handbook, you are encouraged to contact your teachers, counselor, or administrator. Suggestions for clarification or improvement are always welcome.

This is your school, a great place to live, learn and grow together. Please accept my best wishes for a GREAT school year!

Sincerely,

Diana Bledsoe
Principal

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your

Mission

Our mission is to inspire and prepare all students with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

Goals

- Each student articulates, plans for, and progresses toward his/her evolving dreams.
- Each student chooses to contribute to community in a mutually meaningful way.
- Each student demonstrates initiative and persistence to continually learn that which is important to him/her.
- Each student is ready for kindergarten.**
- Each third-grader can read at grade level.**
- Each student graduates from high school.**
- Each student is ready for college and career.**
- The achievement gap is closed on all state-mandated measures.**

** Indicates one of Minnesota's World's Best Workforce goals

Strategies

- Create transformational system change to ensure equitable student achievement.
- Develop understanding and support of our district's mission and core values among members of our community.
- Engage students and families as partners to achieve our mission and strategic objectives.
- Leverage and align the talents of our employees and the assets of our system to achieve our mission and strategic objectives.

Our Core Values

We believe that–

- lifelong learning is essential for the individual and community to thrive;
- everyone has equal intrinsic value;
- trust is essential to sustaining successful relationships and to achieving results;
- better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and
- everyone can learn more.

OSSEO AREA SCHOOLS

ISD 279

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ADMINISTRATION

Diana Bledsoe.....Principal
Randi Anderson ..... Assistant Principal
Richard Pittman..... 6th Grade Student Management Specialist
Lyndsey Ross.....7th Grade Student Management Specialist
Daniel Hernandez ..... 8th Grade Student Management Specialist
Joseph Bueckers.....Student Management Specialist
Michael Loberg..... Business Manager

SUPPORT SERVICES

Kaylee Herlofsky ..... 8th Grade Counselor
Shanna Schroeder ..... 6th Grade Counselor
Emily Kurmis..... 7th Grade Counselor
Andrew Hamilton..... Social Worker
Doris Moylan ..... .Social Worker
DeAndra Knighten..... .. Special Education Building Coordinator
Willette Davies ..... Health Services Specialist
Carter Berry..... Building Engineer
Rachel Hibbler.....Kitchen Manager

DIRECT DIAL TELEPHONE NUMBERS

North View Middle School ..... (763) 585-7200
Attendance Office (report absence...(763) 585-7250
Counseling Office (Secretary) ..... (763) 585-7215

IMPORTANT PHONE NUMBERS

District Transportation ..... (763) 391-7244
Educational Service Center..... (763) 391-7000
Brooklyn Center Park & Rec ..... (763) 569-3400
Brooklyn Park Parks & Rec..... (763) 493-8355

North View Middle School

KNIGHT PRIDE

Be Respectful

- Treat all people and property with care
- Speak and listen respectfully
- Accept directions and consequences
- Keep your hands, feet and items to yourself
- Wear appropriate clothing

Be Responsible & Safe

- Walk in the hallways
- Follow adults directions
- Stay on task and complete work on time
- Stay in assigned areas
- Keep personal items in your locker
- Encourage positive behavior among classmates

Be Ready

- Be on time
- Be prepared for class
- Use passing time appropriately
- If out of class, have a pass

OSSEO AREA SCHOOLS

ISD 279

THE SCHOOL DAY

DAILY SCHEDULE

School begins at 8:10 am and dismisses at 2:40 pm.

OFFICE TELEPHONE

The telephone in the front office is for student use ONLY to call to stay after school for homework help, after school activities or to let parents know they are going to Zanewood Community Center. The phone in the office has a time limit of 3 minutes so that all students may use the phone in a timely manner and not miss their bus.

AFTER SCHOOL HOURS

Students may **NOT** be in the building after 2:50 pm unless supervised by a teacher or coach. Students who display inappropriate behavior may be barred from staying after school.

BEFORE SCHOOL HOURS

Students may **NOT** be in the building before 7:50 am unless they are with a teacher.

ELECTRONIC LUNCH / BREAKFAST ACCOUNTS

Every student is assigned a six digit personal account identification number and corresponding barcode. Families may deposit as much as they want into their students' account. You simply pick up your lunch, approach the cashier, enter your identification number on the keypad and the cost of your lunch is automatically deducted from your account.

Deposits by check must be made in the kitchen before the start of the school day.

LATE BUSES

Late buses are available for students participating in a school activity, working with a teacher, assigned detention or at Zanewood Recreation Center. Students suspended from their regular bus for behavior consequences **MAY NOT** ride the late bus. Students who leave school property **MAY NOT** return to ride the late bus (with the exception of students returning from Zanewood Recreation Center).

MEDIA CENTER HOURS AND INFORMATION

The Media Center is open daily from 8:00 am – 2:50 pm. Students may checkout a maximum of three books. Students are responsible for checked out media materials. Materials need to be returned on time. Students will be charged for damaged or lost items.

PARENT/GUARDIAN PICKING UP A STUDENT

Student safety is a priority. If your student has an appointment during the school day, please send a note with date, time and your signature, then your student will be ready for you to pick up when you arrive at school. To ensure student safety, parents are asked to present photo identification when picking up a student and signing him/her out of school. An adult not listed on the student's record will not be allowed to pick up the student without parental permission.

TARDY

Students who arrive late to school must report to attendance for an admit slip. If students do not have an approved excuse, the tardy will be recorded as unexcused. Unexcused tardies can result in consequences and support. For an ABSENCE / TARDY parents should call (763) 585-7250 the morning of the absence/tardy, otherwise, it will be marked as a truancy. Students are required to be in their assigned area when the bell rings and can be marked tardy/truant throughout the school day if they are not in their assigned area. Tardies are marked each hour of the school day.

VISITORS

No student visitors will be allowed to accompany students. To ensure student safety and to minimize classroom disruption, a legal parent or guardian is required to give the school 24 hours notice and present a picture ID to visit a classroom or student.

ELECTRONICS POLICY

CHROMEBOOKS

Chromebooks provided to students are DISTRICT OWNED DEVICES and are for EDUCATIONAL PURPOSES ONLY. Students are expected to bring their district issued device to school and back home every day to utilize in cooperation with their teachers to enhance their educational experience. It is the responsibility of each teacher to establish procedures and expectations for use of the digital learning devices in their classroom, and it is the responsibility of each student to follow those procedures and expectations. Students are advised to secure their digital learning and electronic devices at all times as we are not able to provide staff time to investigate lost or stolen items.

Reminders:

- Bring Chromebook each day to and from school
- Chromebook should be fully charged at the start of each day
- Only authorized Apps should be downloaded onto the device
- Social Media sites are not allowed to be accessed using ISD 279 devices and networks

Any photographic or movie image taken by students or adults on ISD 279 property without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of students or staff members on ISD 279 property cannot be published or posted on a personal public forum (Twitter, Facebook, YouTube, Instagram, SnapChat, etc.) without the written consent of each individual. Any violation will result in disciplinary action.

CELL PHONES AND OTHER ELECTRONIC DEVICES

At North View Middle School, we believe that learning is the first priority. We also believe that in order for students to learn they must stay focused on their learning. We know that cell phones and other electronic devices can be distracting items and have the ability to take individual students and their peers attention away from their learning (Policy 524).

North View Middle School's expectation is that all electronic devices, including cell phones, mp3/4 players, headphones, etc. will be turned off and put away from 7:50 am until 2:40 pm.

These consequences are cumulative starting the first day of school and they do not reset until the following school year.

Initial Warning:

- The first time staff witnesses a device during the academic day when not permitted, staff will provide the student a warning and allow the student to put the phone away. If the student does not put the phone away, it will be considered a First Offense.

First Offense:

- Staff member turns the device into the front office for the remainder of the school day. Student picks up the device at the end of the day. If a student refuses to turn the device in to the teacher or front office, it will be considered a Second Offense. Second Offense: Staff member turns the phone into the front office for the remainder of the school day. Parent or guardian is contacted about the offense and student picks up the device at the end of the school day. If a student refuses to turn the device over to the teacher or front office, it will be considered a Third Offense.

Third Offense:

- Staff member turns phone into the front office for the remainder of the school day. Parent picks up the device. If a student refuses to turn the device over to the teacher or front office, it will be considered a Fourth Offense.

Fourth Offense:

- Individual cell phone plan created for that student. Phone no longer allowed on site.

SCHOOL SERVICES

FAMILY/COMMUNITY OUTREACH INITIATIVES

Department of Educational Equity staff provide student support, family outreach and education, and collaboration with district and community resources to help all students and families access our schools and services. If you have questions, please call the Office of the Director of Educational Equity at 763-391-7248.

HEALTH SERVICE

District 279 employs a registered nurse in each school building. **No student may leave school because of illness without permission from the school nurse.** In case of an emergency, the school will make every effort to contact the parent/ guardian. If the appropriate contacts can not be made, the school will proceed with action deemed necessary for the welfare of the child.

Emergency Forms

Students under 18 years of age will not be released from school if ill or injured unless authorized by a legal parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

Hygiene Practices

Employees and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any mealtimes and after using the restroom. All employees, students, visitors, community members or contractors are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the school so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Immunizations

According to MN state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria. Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents may opt not to participate in the registry by calling 612-676-5100 or their school nurse for more information.

Medications

All medications, both prescription and over-the-counter, will be kept and administered in the school nurse's office. A request for medication administration is required annually and shall include parent and physician signatures. Medication must be in the original prescription or manufacturers' container. Students may carry and self-administer emergency medication (i.e. asthma inhalers and epi-pens) with specific written permission from the parent, physician, and school nurse.

SCHOOL RESOURCE OFFICER

- A School Resource Officer has been assigned to the school to accomplish the following objectives:
  - **To establish positive attitudes of understanding, respect, and trust of police officers and the system of law enforcement.**
  - **To assist students and their parents/guardians, along with school staff members, with problems and questions about the criminal justice system.**
  - **To help young people avoid getting into trouble with the law.**

Parents/guardians and students should feel free to contact the liaison officer concerning school or community problems.

STUDENT ACCIDENT INSURANCE

1. The District will provide the opportunity for families/students to purchase student accident insurance.
2. Insurance enrollment materials will be made available to students in each building.
3. The student/family will pay premiums or other charges directly to the insurance company
4. The filing of claims and payment of benefits and/or claims will be the sole obligation of the insurance company and the individual.
5. The District or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

VOLUNTEER PROGRAM

The mission of volunteer involvement in ISD 279 is to build community, support student success and inspire people to excel by encouraging parent, student, and community involvement through meaningful volunteer work in our schools.

We want to THANK our parents, grandparents, and members of the community for their continued support! Volunteers are an important asset to our community.

Volunteers continue to support the educational process through the contribution of their time and talents. You can volunteer at your child's school by contacting our Volunteer Coordinator. Contribute your time and talents through:

- Tutoring
- Classroom Assistance
- School Events
- Field Trips

Schools recognize and support families and community members as participants in school programs by encouraging their roles in supporting, learning and honoring them as essential volunteers. We appreciate the support!

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1-800-627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).

STUDENT DRESS CODE

Students are expected to dress appropriately for the school day. Shoes and shirts/tops must be worn at all times in the building for health and safety reasons. 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 is not limited to:

- Clothing that damages or potentially damages school property (e.g. cleats or spikes on shoes/clothing).
- 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 the body.
- Clothing that substantially and materially interferes with the school environment/educational process or otherwise violates school district policy

Parents, we ask that you please support our goal of maintaining school appropriate dress. **PLEASE DO CLOTHING CHECKS AT HOME PRIOR TO COMING TO SCHOOL.**

Students in violation of the dress code policy will be expected to change and may be subject to additional discipline, as appropriate. If students do not have alternative clothes to change into they will be expected to change into clothing provided by North View Middle School. Our school community supports and will enforce School Board Policy #504: Student Dress and Appearance.

ACADEMIC SERVICES

ABSENCES

If your child is absent from school, please call the school with the reason for the absence. The telephone call eliminates the need to send a note with your student when they return to school. We would appreciate having the call between the hours of 7:30 and 9:30 am.

It is the parent's responsibility to furnish the school within three school days the reason for their child's absence, otherwise the absence will be considered truant. For a complete list of excused absences and providing verification, see policy 503.

Attendance is taken daily in all classes. Students are marked absent if they do not attend school for a full day or a given class period. Students who have repeated excused absences may be asked to provide a doctor's note to the school with the reason for the absence(s). Students who are absent or do not attend classes may be referred to Hennepin County's Be@School program. Open enrolled students may be denied enrollment for the following school year if their child has multiple unexcused absences from school.

****The Hennepin County Attorney's Office identifies reasons which a court would not find as "lawful absences," as including missed bus, no clean clothes, staying at home to baby-sit younger siblings, oversleeping, or chronic medical excuses without a doctor's statement.****

APPOINTMENTS

A parent/guardian must send a note excusing their student from school for appointments. The student must bring the note to the office before school to get a blue pass. A parent/guardian is required to come into the office to sign out their student at the time of leaving. A photo I.D. may be requested in order to remove a child from school. The student must sign back in when returning to school.

CHANGE OF ADDRESS/PHONE NUMBER

Parent/guardian should notify the school office as soon as possible concerning changes in home/work phone numbers and/or address.

CLOSED CAMPUS

The middle school campus is closed. **Under no circumstances may any student leave school property after arriving without parent/guardian permission and office sign out.** Any student leaving campus without authorization who returns to the building may be searched.

CONTACTING TEACHERS

Should you wish to talk to one of your child's teachers, call the school and leave a phone number and the time when you can be reached, or contact the teacher through e-mail. The teacher will contact you at their earliest availability. Information in regards to your child's attendance, grades, assignments and much more can be accessed through StudentVue or ParentVue To sign up for StudentVue and ParentVue, contact your child's counselor.

COUNSELING SERVICES

The counseling program helps students succeed in their academic and personal lives. Our goals are to provide support and understanding of the ups and downs of adolescence, help with educational planning, help prevent problems from becoming overwhelming, address chemical issues, and to assist in determining options and resources for problem solving.

EXTENDED STUDENT ABSENCE & HOMEWORK REQUESTS

If your child has been absent for three or more consecutive days, you may call the office and request homework. It may be picked up after school on the following day. This request is to be made through the main office or your child's counselor. Most classes post materials and homework to Schoology, please work with your child to view the assignments in Schoology for all missed absences.

HONOR ROLL

An honor roll will be published each trimester giving recognition to those students with outstanding scholastic achievement. The honor roll will be computed as follows:

1. Each letter grade will be given the following numerical value:

		B+ = 3.33	**C+ = 2.33**	**D+ = 1.33**	
A = 4.0	**B = 3.0**	**C = 2.00**	**D = 1.00**	**F = 0**	
A- = 3.67	**B- = 2.67**	**C- = 1.67**	**D- = 0.67**		

2. The numerical values will be added together, then divided by the total number of the grades on the report card for the trimester.

3. If the grade average determined is 3.66 or greater, the student will be on the "A" Honor Roll. If the grade average determined is 2.66 or greater, but less than 3.66 the student will be on the "B" Honor Roll.

THE LAW

The state of Minnesota requires that all children between the ages of seven and seventeen attend school every day that school is in session (including eLearning days). Parents/guardians can view student attendance on Parent Vue.

MID-TRIMESTER REPORTS

Student progress is assessed approximately mid-way through each trimester. Mid-trimester reports are sent home with the student. It is possible that a student may earn a satisfactory report at mid-trimester time, but an unsatisfactory grade at the end of the trimester if the quality of the work declines.

ONLINE GRADE ACCESS

Students will be expected to periodically review their academic progress via SchoolView accessible from any Internet-connected computer. It is the responsibility of the student to maintain the security of his or her user name and password information. Attempts to tamper with other students' accounts will result in discipline consequences.

ACADEMIC SERVICES continued...

PARENT/GUARDIAN ABSENCE

If A parent/guardian will be away from home and the student will be under the supervision of another person, parents/guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

REPORT CARDS

Report cards are sent home with the students approximately two weeks after the first two trimesters. Report cards will be mailed home after the third trimester.

SECTION 504 SERVICES

Section 504 is a provision of the Federal Rehabilitation Act that ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability.

A student may qualify for a 504 plan when the student has a mental or physical condition for which reasonable accommodations are necessary for the student to make progress in school.

Questions about Section 504 services should be directed to the school counselor or Student Services Secretary at 763-391-7073.

SPECIAL EDUCATION

Special Education programs and related services are provided to eligible students with disabilities at all grade levels. Special Education services are based on the
individual needs of students with handicaps. Parents who suspect that their child may have a disability should contact a teacher, counselor, administrator or Special
Education Building Coordinator. Each middle school has a Special Education Building Coordinator (SEBC) who coordinates the services in the Special Education
Department. Counselors can provide additional information.

STUDENT/TEACHER CONCERNS

If a parent/guardian and student have a concern regarding a teacher or coach, it is expected the parent/guardian will contact the teacher or coach and share the concern with them. This will give them the opportunity to respond to your concern and resolve the conflict. If concerns remain after contacting the teacher or coach, contact your child's counselor or a building administrator.

STANDARDS-BASED GRADING

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

General Statement of Policy: Grading and Reporting Standards of Practice:

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning.
- Teachers will involve students in the assessment and grading process throughothe=== learning cycle in an age-appropriate manner.

TRUANCY

Truancy is being absent from school or class without the approval of the building authorities. The authority to decide whether an absence is excused or unexcused rests with the building principal. **There are no authorized skip days.**

WITHDRAWALS/TRANSFERS

Parent/guardian of students transferring to another school are asked to notify the office at least three to five days before their student's last day of attendance. The student should report to the counseling office on the morning of his/her last day of attendance to pick up a withdrawal form which teachers must sign.

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular opportunities are offered for both boys and girls. We encourage you to have your child take an active part in the many clubs, organizations, and athletic programs. Announcements will be made at the beginning of each season regarding practice sessions and meeting dates, etc.

All equipment issued to your child is to be returned to the school at the end of the season. Lost or stolen equipment will be charged to the student. If your child quits an activity, please return all equipment immediately.

The following sports are available for students to participate in at the high school level. Starting dates are in August. Check with your high school.

Fall (Aug-Sept-Oct)

Cross Country (7-12)	Football (9-12)
Girls Volleyball (9-12)	Girls Swimming (7-12)
Girls Tennis (7-12)	Soccer (7-12)

Winter (Nov-Dec-Jan)

Basketball (9-12)	Wrestling (7-12)
Hockey (7-12)	Girls Gymnastics (7-12)
Nordic Skiing (7-12)	Boys Swimming (7-12)
Alpine Skiing (7-12)	

Spring (Mar-Apr-May)

Boys Tennis (7-12)	Track (7-12)
Girls Softball (Fast Pitch 7-12)	Baseball (7-12)
Golf (7-12)	Synchronized Swimming (7-12)
Lacrosse (7-12)	

ADAPTIVE EXTRACURRICULAR SPORTS

For information on adaptive sports, please call CI-Head Coach Kelli Waalk at (763) 391-8500 or PI-Head Coach Al Chuba at 763-315-7600.

Co-curricular Activities

Orchestra	Band	Destination Imagination
Newspaper	Choir	(Students will be informed
Student Council	Drama	of other activities as they
Math Club	Musical	become available)

Physical examinations are encouraged each year. Parents/guardians assume the responsibility for their students' physical fitness by signing the registration form.

Generally, practices will be held after school. Students must find their own transportation after contests. Athletic participants must ride the bus back to school after away meets/games unless written arrangements have been made between the parent/guardian and coach ahead of time, or unless the child leaves with his/her parent/guardian.

Students using tobacco or chemicals will be suspended from competition according to State High School League rules.

Students who miss classes will not be permitted to participate in extracurricular activities that day.

FEES

District Instrumental Music Program

Rental of district owned instruments	$90.00
Maintenance fee for school instruments	$30.00
6th - 12th grade percussion fee (rental/maintenance)	$30.00

Extracurricular Activities

9th grade sports/high school participation	$190.00
Destination Imagination, Future Problem Solving, Math Club, Drama, Musical, Band, Choir & Orchestra	$45.00

Other considerations:

1. Families not able to pay athletic fees because of financial hardship should contact the building principal and/or athletic coordinator of their school.
2. Fees are to be paid prior to equipment issue.
3. After the beginning of the season a refund request will be honored only if the student, through no fault of his/her own, cannot continue with the activity. NO REFUND will be provided in case of quitting a team or being dropped from a team because of disciplinary action. The allowable reasons for a refund include: injury, illness, or a transfer to another school out of the district. There will be NO REFUNDS after the mid-season of the activity has been reached.
4. NO REFUNDS will be given to a participant who is removed from the team because of his/her own actions.

MIDDLE SCHOOL HOUSE LEAGUE PROGRAM

Our middle school house program is a noncompetitive after-school athletic program designed to provide middle school students with a system-sponsored entry level sport opportunity. Each year, each middle school has an opportunity to create two house league programs during the academic year—one for boys and one for girls. Be sure to look for posters and listen for announcements for the House League program information. All students are invited to participate.

DECLARATION FOR PARTICIPATION

All 7th and 8th grade students must participate in programs at the senior high school assigned to their residence.

Maple Grove Activities Office	763-391-8730
Osseo Activities Office	763-391-8600
Park Center Activities Office	763-569-7654

SENIOR HIGH ATHLETIC EVENTS

All senior high games played are under auspices of the Northwest Suburban Conference. The senior high school requests that elementary and middle school students be supervised by parents while enjoying the game. All students are expected to follow direction given by supervisors at games/events, any students exhibiting inappropriate behavior or not chaperoned by a parent/guardian may be asked to leave.

GENERAL INFORMATION

BICYCLES

We recommend that students NOT ride expensive bicycles to school. Students are expected to lock bicycles in the racks provided. The school is not responsible for the safety of bikes.

CANINE SEARCHES

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search student lockers and the school building during and after school hours. If a dog identifies a locker as having a prohibited item in it, the locker, its owner and his or her possessions will be searched.

CLOTHING

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or that cause disruption are not allowed.

In support of ISD 279's commitment to tobacco-free, drug-free, and violence-free schools, words or symbols that advertise products or actions which are illegal or harmful for students are not permitted. Examples of inappropriate clothing include, but are not limited to:

1) sexually obscene and/or profane language, slogans, emblems or pictures;
2) gang symbols and/or emblems, or clothing worn in a manner to identify gang membership;
3) sexually provocative or immodest clothing, words, or symbols;
4) potentially hazardous items such as chains, pins, studs, and rings.

Outerwear coats, hats, and other headwear may not be worn during the school day because of health and safety reasons. Sweaters and sweatshirts are recommended for use during the school day by students who may feel chilled.

COMMUNITY-SCHOOL FUNCTIONS

Community Park and Recreation Departments handle many functions within the middle school building after the normal school day such as swimming, dances, co-recs, etc. If you have a question, please do not call the middle schools. For information call the Parks and Recreation Departments of Maple Grove, (763) 494 -6500, Brooklyn Center, (763) 569-3400, or Brooklyn Park, (763) 493-8355.

CRIMINAL HISTORY BACKGROUND CHECKS

Osseo Area Schools is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

LOCKERS

Each student will be assigned a hall locker. Students are urged NOT to bring expensive items to school; personal items are not covered by school insurance. Students should keep their lock combinations to themselves. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers 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 of students 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. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (M.S. 121A.72 Subd.1 and Policy 502).

LOST AND FOUND/THEFT

Lost and found will be located in the Admin. office. Students should report both lost and found items immediately. Please complete a lost and found/theft report in the Admin. office.

STUDENT ACCEPTABLE USE POLICY SUMMARY

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 will enable 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 to protect

students from harmful content including filtering software. 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 include, 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 practice with 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.

Student's 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.

MINNESOTA DEPARTMENT OF EDUCATION

Parents have the right to request information regarding the professional qualification of the student's classroom teachers. You can check a teacher's professional qualifications on the Minnesota Department of Education website: www.education.state.mn.us/MDE/Teacher_Support

NOTICE OF USE OF HAND HELD METAL DETECTORS

To combat school violence and the potential presence of weapons in our schools, the District may utilize handheld wand metal detectors to detect firearms, knives, and other weapons. This policy is applicable in all situations in which students are subject to search per district policy 502 (SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON).
In accordance with District Policy and Minnesota statute, no student is permitted to possess, store or keep a dangerous weapon or other weapons on school property.

When a school administrator has reasonable suspicion to believe that a weapon or other items in violation of law or school rules are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student.
In addition, if the student is on a safety plan following a District behavior threat assessment, the student's safety plan may include weapons searches to include the use of a handheld wand metal detector.
Possession of a firearm, knife or other dangerous object shall subject students to disciplinary proceedings, behavior threat assessment and/or arrest.

Refusal to submit to the metal detection screening may result in an administrative dismissal, a suspension or other disciplinary action.

OUTSIDE FOOD & BEVERAGES

For the health and safety of all students and adults in the building, outside food and beverages are not to be brought into the classrooms without teacher or administrator prior approval. In addition, no student will be permitted to have food or drink delivered to them by parents/guardians, or friends.

PHONE MESSAGES FOR STUDENTS

Please do not call the school and ask to have messages delivered to your child. We ask parents/guardians to be considerate of the fact that we have 700+ students and cannot accommodate relaying non-emergency messages. However, if you have an emergency, press "0" from the main phone menu, and the receptionist will assist you.

GENERAL INFORMATION continued...

PHYSICAL EDUCATION EXCUSE POLICY

Types of Excuses:

EXCUSES FOR 1 TO 3 DAYS - Minor injuries and ailments require a written note from parent/guardian. These notes ARE NOT taken to the health specialist, but are given to your physical education instructor at the BEGINNING OF YOUR CLASS.

EXCUSES FOR MORE THAN 3 DAYS - You must obtain a written excuse from your doctor and have it signed by the school health specialist before giving it to your physical education instructor. Excuses of this kind will require an alternative project or assignment.

If there is a question about the validity of the note or about the number of days excused, the instructor may send you to the health specialist for verification with parent/guardian.

PHYSICAL EDUCATION UNIFORMS

Physical Education teachers will share information with their students regarding the type of clothing needed for physical education and swimming.

PLEDGE OF ALLEGIANCE

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice.

SALES IN SCHOOL

No individual student or organization, public or private, charitable or otherwise, may use the school to sell literature or products for a profit. The only exception to this rule is the sale of items by the school's organizations to raise funds specifically for the organization.

SCHOOL CLOSING ANNOUNCEMENTS

The decision to close school is made prior to the time the first bus leaves for senior high routes (6:00-6:30 a.m.) School closing announcements are made on WCCO AM 830; KSTP Channel 5, Fox Channel 9, KARE TV Channel 11, and Northwest Community TV - Cable 12. You may also find this information on the district website.

SEARCHES

For reasons of health, safety, or suspected criminal activity, students may be asked to empty pockets, purses/bags, and/or remove shoes and socks.

SENIOR HIGH ATHLETIC EVENTS

All senior high games played are under auspices of the Northwest Suburban Conference. The middle schools have no jurisdiction nor will we chaperone your children. The senior high school requests that elementary and middle school students be supervised by parents while enjoying the game. Students exhibiting inappropriate behavior may be asked to leave.

SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed or literature to be distributed in the school building or on school grounds requires the prior approval of the administration. Public school buildings may not be used to promote the interests of any commercial or non-school agency. (See District Policy #905)

SKATEBOARDS/ROLLERBLADES

Skateboards/rollerblades may not be used in the building or on school grounds.

SPECIAL OCCASIONS

Balloons, signs, flowers, singing messages, beverages, food, and other items WILL NOT be allowed in school. Please do not bring Subway, McDonald's, birthday treats, cupcakes, or cakes.

SUBSTITUTE TEACHERS

Substitute teachers are guests in the building providing a service for our students and staff. We expect students to be courteous, cooperative, respectful and helpful to all guests in the building.

TELEPHONES

Office telephones are for business only. They SHOULD NOT BE USED FOR PERSONAL CALLS EXCEPT IN CASES OF EMERGENCY, and then only with consent of someone in the office. Students WILL NOT BE CALLED FROM CLASS TO ANSWER THE TELEPHONE EXCEPT IN AN EMERGENCY. A courtesy phone is available for student use.

TRESPASSING

Presence at any school location without permission from the staff of that school (students are not to go into other district buildings without permission from the staff of that building) is trespassing. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing. School administration and/or police will respond to incidents of trespassing.

POLICIES & PROCEDURES

DISTRICT POLICIES

The Board of Education decides the Policies or "laws" by which the district is governed. The Policies, Procedures, and guidelines are available to parents and students upon
request in the school office or District Web site. Policies of particular interest to the middle school age include; Attendance No. 503; Student Records No. 515, Student Discipline No. 506; Bullying No. 514, Wellness No. 533; Student Dress No. 504; Chemical Use/Abuse No. 541; Transportation of Students No. 707; Harassment and Violence No. 514 and 102; Student Lockers No. 502; Expulsion No. 551; Student use of Network/Internet Resources No. 524.

Gender Inclusion - Policy 508

This policy is intended to ensure student access to school district programming, activities and facilities for each student regardless of their sexual orientation, gender identity, gender expression or gender non-conformity. All students of the school district, including transgender and gender diverse students, deserve respectful and inclusive learning environments that value students' gender identity and gender expression. The school district strives to provide programming and facilities where all students feel safe and supported. (See School Board Policy 508 for more information).

CHILD ABUSE POLICY

In accordance with Minnesota State Law it is the policy of District 279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

Minnesota Statute Section 626.556, Subd. 3

"A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable course to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, police department or the county sheriff."

EQUAL OPPORTUNITY POLICY

ISD 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, status with regard to public assistance or handicap.

If you have any questions or concerns, contact the Human Resources Department, 11200 93rd Avenue North, Maple Grove, Minnesota 55369, (763) 391-7007.

BULLYING PROHIBITION

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. In compliance with MN Statue 121A.0695 – Bullying Prohibition Policy, the district prohibits any act of bullying by any individual student or group of students.

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 Procedure 514 – Bullying Prohibition. It will also be a violation for any student, employee, or agent of the district to engage in bullying conduct at any time or 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.

TRANSPORTATION POLICY NO. 707

The safety and comfort of all students is of primary importance. Transportation by school bus is a privilege, not a right. Bus transportation can be revoked for unsafe behavior on a bus.

STUDENT RIDERSHIP GUIDELINES

1. treat people and property with respect;
2. take a seat promptly and remain seated while on the bus;
3. do not eat and drink on the bus;
4. keep aisles clear of legs, instruments or other objects;
5. avoid excessive noise;
6. do not throw objects;
7. do not tamper with or damage safety or bus equipment;
8. follow instructions of the driver;
9. keep all objects and body parts inside the bus;
10. behave in accordance with district policies.
11. exhibit safe behavior at all times,

Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation.

Building administration may set up a conference with the student or parents. Parents may be notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of the rules will result in suspension of bus-riding privileges. Other school consequences may also apply. It is essential to enforce the rules to ensure your child's safety and comfort.

Pupils are not allowed to make irregular changes in pickup or delivery stops such as to go home on the bus with a friend or for work, club, party, or social events. Questions regarding this policy should be directed to the Transportation Department at (763) 391-7044 in advance. School building officials can not give permission to change buses.

Musical instruments are permitted on the bus as long as the students can hold them on their laps. If the instrument is so large that it can't be kept by the student, other provisions must be made to transport it. Skis, skateboards, breakable glass objects, unprotected skates or rollerblades, fishing poles, and animals/pets are not allowed.

Parents or guardians are responsible for reinforcing safe bus riding behavior with their children. Students may be videotaped on buses to maximize safety.

HEALTH & SAFETY

ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. A thorough evaluation was conducted for compliance with accessibility codes and guidelines and a transition plan was developed to improve accessibility. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy two (72) hours in advance (two week notice preferred).

ASBESTOS

The asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall of 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 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 this notice should be directed to the district's Health & Safety Coordinator at 763-391-7191.

BUILDING ACCESS AND SECURITY

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office. Children will only be released to their parents or individuals authorized on the student's emergency card/screen. Proof of identification will be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person –

(1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
(2) has permission or an invitation from a school official to be in the building;
(3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
(4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission return to the property.

CHEMICAL USE/POSSESSION

ISD 279 will not allow the sale/selling, distribution and possession of chemicals by students as it jeopardizes personal safety and interferes with the learning process.

No student, regardless of age, may possess, use, sell, distribute, and/or exchange illegal chemical substances, paraphernalia or other mood-altering chemicals which can hinder the student's ability to learn or participate, and/or could cause damage to the student's health. This prohibition is effective in school buildings, vehicles, and school contracted vehicles, on school property, and at school activities. "Use" is defined as drinking, sniffing, smoking, swallowing, chewing, injecting, or otherwise absorbing into the body such illegal or mood-altering substances. Look-alikes, example - Near Beer, are not permitted on school property or at school events. (See Policy #506 or Policy #541.)

Students apprehended using, possessing, selling, distributing and/or exchanging chemical substances will be subject to Policy 506 - Student Discipline, and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.

FOOD AND BEVERAGE ITEMS

State Health Department guidelines do not allow students to share home baked/prepared food items or beverages with other students at school. Generally, food items and beverages that are pre-packaged and purchased at a store or bakery are acceptable for sharing at school. Please be aware that some individuals may have food allergies. Beverages, food, and candy are allowed in the cafeteria only. Food from outside vendors will not be allowed during the lunch day.

HALLS

Injury can result when students run, push, shove, play fight, horse play, or trip other students in the halls or on the steps. Appropriate behavior is expected while students are in the hallways at all times. It is important that students walk slowly and follow the traffic patterns of the halls, as well as follow the stairwell directional pattern. Keep hands, feet, and objects to yourself. Students must have a pass while in the halls during class.

HEALTH & SAFETY continued...

INDOOR AIR QUALITY

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Health & Safety Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Health & Safety Coordinator at 763-391-7191.

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

LATEX-SAFE SCHOOLS

To safeguard the health of students and staff having latex allergies, the District has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

PESTICIDE APPLICATION NOTICE

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/ guardians at each school office. Parents/guardians may also receive, upon request, prior notice for pesticide applications made on days other than those specified in the estimated schedule.

State law also requires that parents/guardians be told the long-term health effects, on children from the application of such pesticides or the class of chemicals to which they belong, that may not be fully understood.

If you have any questions regarding pesticide applications contact your child's school or please stop by the school office.

SCHOOL SAFETY DRILLS

Each middle school will conduct a minimum of five lockdown drills, five fire drills, two severe weather, one shelter in place and one reverse evacuation safety drill per school year.

TORNADOES

In the event of a tornado warning while school is in session, all students will stay at the school until the all-clear is given.

TIP LINE

The district has established a tip line for students and parents to report bullying, weapons, drugs and violence. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. You may also complete an anonymous Tip Line form on the district website. All messages will be forwarded to the principal or administrator.

TOBACCO FREE SCHOOLS

ISD 279 is a tobacco-free environment. School Board Policy 921 prohibits the use of tobacco in all school buildings, on school grounds, and in vehicles on school grounds, 24 hours a day, seven days a week.

WELLNESS

School Board Policy 533 - Wellness is a response to the growing problems of childhood obesity and the health problems associated with poor nutrition and a lack of physical activity. This policy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. A healthy school environment promotes and protects student learning by encouraging healthy eating and physical activity. To that end, the policy outlines school guidelines for promoting a healthy environment. Our school district encourages the involvement of students, parents, and staff in monitoring and reviewing district nutrition and physical activity practices. The policy is required by federal statute.

WEATHER & EMERGENCY PROCEDURES

SEVERE WEATHER PROCEDURES

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 AND EARLY DISMISSAL

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.

Early 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.

Late Starts

Due to the complexity of student transportation (e.g., students coming from other districts for magnet schools, homeless student transportation, and transportation to out-of-district special education programs), Osseo Area Schools currently does not offer late starts. At the time this handbook was published, however, the district was studying the feasibility of weather-related two-hour late starts. Families will be updated if late starts become an option.

Programs, Activities, Events

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

COMMUNICATIONS

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

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

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 763.391.7000.

PARENT/GUARDIAN 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 in 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.

WEATHER & EMERGENCY PROCEDURES continued...

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



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. All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

During a shelter-in-place or lockdown, building access will be restricted to the public, including parents. Once the emergency response action has been lifted, you will be allowed to enter the building.

STOPit TIP LINE - 763-265-3636

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.

At Osseo Area Schools, we are committed to creating a safe and supportive environment where every student's well-being is paramount. We prioritize mental health awareness and provide resources, training, and compassionate support to help students navigate challenges, including those related to suicide.

CRISIS RESOURCES

IF YOU OR SOMEONE YOU KNOW IS IN CRISIS AND IN NEED OF IMMEDIATE HELP, HERE ARE SOME RESOURCES:
National 988 Suicide and Crisis Lifeline at 988
Press 1 for Veteran Crisis Line
Press 2 for Spanish
If you or a loved one is at imminent risk, please contact 9-1-1 and ask for a Crisis Intervention Team (CIT) officer.
Mobile Mental Health Crisis Team phone number Hennepin County Provider: Hennepin County Cope Phone: 612-596-1223
Crisis Text Line – text HOME to 741741 or text AYUDA for help in Spanish
The Trevor Project at 866-488-7386

STUDENT RECORDS & RIGHTS

School Board Policy #515 - Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/ guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the
day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain District personnel.

Student Data: Student data is classified as public, private or confidential.

Directory Information: Directory information is public data that may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- student's name
- student's address
- date of birth
- school of attendance
- grade (s) completed
- dates of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)
- photograph

Denial of Release of Directory Information: A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using Appendix C of School Board Procedure 515. Appendix C may be obtained from any school office or the district website. Designation of directory information to private is in effect for one year or until modified, whichever comes first.

Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369, 763-391-7000.

Private Data: In general, all documents and verbal student information is private data and cannot be released by school district employees to the public. “Members of the public” include most school district employees, and students and their parents who are not the subject of the data.
Accessing: A student or parent may gain access to his/her own private data, but there are expeditions listed in policy/procedure 515. School district employees may gain access to this data if they have a legitimate educational interest in the information, or the information will provide effective, educational-related services to the student or parent.
Collecting and using: The school district employee must inform the student or parent of the purpose, intended use, obligation to provide or consequences of failing to provide the data, and to whom the information may be disclosed. This requirement is met by providing a Tennessen Notice to the student and/or parent.
Storing: Private data must be maintained in a secure manner. District employees who have private educational data must take precautions to ensure that the data are inaccessible to anyone who does not have authority to access it.
Sharing: Limited instances when private information may be released include sharing oral information and written documentation. If you receive a request to release private educational data, go to your principal or administrator for assistance in compliance with the law and school board policy. Employees who violate this policy may be subject to discipline—including termination and
civil/criminal penalties.
Confidential Data: Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;

Release of Information to Military Recruiters: Federal and State laws require all school districts to provide military recruiters, upon request, with the name, address, and telephone number of all 11th and 12th grade students unless the parent or eligible student (students over 18 years old of authorization) requests that the information not be provided without written permission. Denial to release information to military recruiters may be completed by submitting Appendix D to school office by October 1st. The denial of authorization by parent/guardian or eligible student must be completed annually.

Storage of Student Records: Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or 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 Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota, for permanent retention.

Transfer of Student Records: When a student moves from one school to another within the District, the entire record will be checked for completeness and then be forwarded to the student’s new school. When a student withdraws to enroll in another school district copies of the student’s records, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student’s history of violent behavior will be forwarded to the student’s new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parent/guardian may request a copy of the records transferred and may challenge the content of the transferred records in accordance with Section H of Procedure 515.

Questions concerning student records should be directed to the District Compliance officer, at
(763) 391-7000.

Statement of Rights: Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

1. Inspect and review the student’s records;
2. Seek amendment of the student’s education records that the parent 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 and its regulations authorize disclosure without consent; and;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

This is a summary of the “Statement of Rights.” The entire statement is Appendix A in Procedure 515 Protection and Privacy of Education Records.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.

ParentVue & SchoolVue

Osseo Area Schools offers parents/guardians access to ParentVUE, an online service, that is easy to access and will enhance teacher/parent communication. ParentVUE provides parents with the opportunity to go online and find information about their child's academic performance, schedule, attendance, food service account and transportation information. Users are able to view current academic progress reports and unofficial transcripts. It also allows you to subscribe to an email alert system that will automatically send an email when your child is absent. In addition, parents may use ParentVUE to update their phone numbers and e-mail address.

In order to take advantage of ParentVUE, a parent or legal guardian must present one of the following forms of personal identification: *a valid driver's license; a valid State identification card; or a valid passport.*

With appropriate identification, you will receive your ParentVUE access key. This access key allows you to setup your ParentVUEaccount so you can gain access to your child's academic information. Once you activate your account, you will have 24-hour access to attendance, current term schedule and academic performance. You will also have access to academic progress reports for your child. Due to data privacy, we are unable to mail your secure access key via mail.

StudentVUE

Students have access to StudentVUE too! Within the first two weeks of the start of the school year, all students will be given access to their attendance, schedule, transcript and grade book information online. **Students will be expected to periodically review their academic progress via StudentVUE online grading software, accessible from any Internet–connected computer or iPad.** This will give our students the opportunity to stay on top of their own attendance and classroom assignments.

It is the responsibility of the student to maintain the security of his or her user name and password information. Attempts to tamper with other students' accounts will result in discipline following the Osseo Area Schools Internet Acceptable Use and Safety policy.

ParentVUE IS ONLINE ***StudentVUE IS ONLINE***

Please note that ParentVUE/StudentVUE requires a minimum web browser of Internet Explorer 5.5 (PC) or version 5.1 (Mac) or Netscape version 6.2 (PC and Mac) or a browser with similar capabilities.

Language Access Plan

Our school is dedicated to ensuring that every family has timely and meaningful access to information and services. With more than 125 languages spoken throughout the district, we are committed to providing multilingual communication that promotes the inclusive participation of all families and community members.

If you're a parent/caregiver of a student in a public school and your preferred language is not English, you have the following rights established by law:

- School districts must have a process for identifying your language needs.
- Schools must provide information in a language you understand.
- School districts must provide effective language assistance to you, such as by offering translated materials or a language interpreter.
- Schools must provide you with language assistance even if your child is proficient in English or you have some English proficiency.
- Schools must provide translation or interpretation from appropriate and competent individuals and may not rely on or ask students, siblings, friend or untrained school staff to translate or interpret for you.
- Language assistance must be free to you.

For more information on language services here at Osseo Area Schools, please visit OsseoSchools.org/LanguageServices.

STUDENT BEHAVIOR PLAN

All employees in the middle school have the responsibility and the right to enforce school rules. **Students are expected to respond immediately and respectfully to any employee giving directions.**

GENERAL SCHOOL CONDUCT

This is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. It is expected that students will treat other students, as well as adults, with respect in class, in the halls, on school buses, at all school activities, and on all District 279 property

GENERAL SCHOOL RULES

1. Be Prompt. Be Prepared. Be Polite.
2. Respect other people's property and feelings.
3. Conduct yourself in an appropriate physical and verbal manner. Careless behavior can result in personal injury or property damage.
4. Keep traffic flowing in the halls. Do not loiter, congest or block others.
5. Show appropriate affection - "friendly hits" nor holding hands, embracing, and kissing are NOT appropriate.
6. Follow the classroom behavior guidelines established by each teacher.

DESCRIPTION OF STUDENT BEHAVIOR VIOLATIONS

Academic misconduct: Academic misconduct is any attempt by the student to gain academic advantage through dishonest means; to submit, as his/her own, work which has not been done by him/her; or to give improper aid to another student in the completion of an assignment. Such dishonesty would include, but is not limited to, submitting as his/her own, a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). Credit must be given for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.

Bomb threat: a spoken or written bomb threat will result in a recommendation for expulsion.

Bullying: any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include but are not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that student(s). See district policy #548 and #514.

Chemical violation: possession, use, sale, or distribution of any illegal drugs, drug paraphernalia, alcohol, or prescription drugs which do not belong to the person in possession. Any use of prescription drugs or over the counter medications for mood altering effects. See Policy 541.

Computer guidelines: the use of school computers is a privilege not a right. Appropriate use is defined in School Board Policies 441 and 524.

Disruptions: Disruptions are defined as acts which interrupt the peace and good order of the school or school-sponsored activities, which include any act disruption to the educational process. Disruptions include but are not limited to disobedience, disruptive or disrespectful behavior, or disrespectful language toward staff members or students. Other examples include the use of electronic communication devices, organizing or participating in walk-outs, sit-ins or cafeteria disruptions. Disruptions are also acts which are dangerous or detrimental to the student, which violate the rights of others, damage or endanger the property of the school or interfere with the mission, operations of ISD 279, or student or employee safety or welfare.

Field trips: field trips have both academic and behavior requirements for students who may want to participate. Students that do not fulfill either the academic or behavior requirements are therefore ineligible to attend the field trip. These students will not receive a refund of their field trip fee unless the school is able to receive a refund from the field trip vendor.

Fighting: engaging in any form of fighting is prohibited regardless of who initiated the fight. This could include, but is not limited to hitting, slapping, pushing, pulling hair, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Fire: possessing or using matches, lighters, or other fire producing instruments; giving false alarm or tampering with safety systems is not allowed.

Forgery: Notes, emails, or telephone calls, which are identified as coming from someone other than the person identified, are considered as acts of forgery. Forgery will result in disciplinary action.

Gambling: Students may not participate in games of chance with the express purpose of exchanging money or other goods while on school property or while attending any school sponsored activity.

Harassment and violence (sexual, religious, or racial): harassing, threatening to inflict, or attempting to inflict violence or harm through conduct or communication on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation or disability. See full policy on page 38.

Harmful articles: any item, other than a weapon that poses a threat to others or is a potential disruption (includes, but not limited to: shock pens and laser pointers).

Hazing: committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. See District Policy 526.

Identification: students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

STUDENT BEHAVIOR PLAN continued...

Insubordination: failure to obey any reasonable request from a staff member.

Off campus behavior: students can be disciplined for off campus misconduct if the misconduct is a continuation of, or has a nexus to, improper conduct that occurred on school grounds.

Physical Assault: when one or more persons attack an individual who does not physically retaliate; intentionally causing or attempting to cause harm to another individual. Intentional assault of a staff member or a group assault will result in a recommendation for expulsion. Instigation/Encouragement of fights/assaults will also result in school consequences.

Touching or striking of another individual intended to inflict bodily harm to another individual. Does not include minor physical contact.

Sexual Assault: Intentional touching of a sexual nature, such as rape, fondling and molestation. Students of all genders can be victims of sexual assault.

Physical Violation A physical violation is defined as acts which are rough or rowdy that can result in physical harm whether intentional or not. These acts include but are not limited to pushing, shoving, horseplay, or throwing objects.

Tardy: Students are considered tardy any time they are not in their assigned area when the bell rings. Students are marked absent if they do not arrive to class.

Theft: intentionally taking, using, transferring or retaining property of another without permission of the owner.

Threats/verbal or non-verbal assault: speaking, writing, or gesturing in an inappropriate, threatening, or offensive manner. This includes communication via computer. Consequences may range from parent conference to a recommendation for expulsion.

Tobacco: possessing or using tobacco on school property or trespassing on adjoining property to use tobacco. A tobacco violation will result in school consequences and a police referral.

Trespassing: unauthorized presence on school property. When a student has been administratively dismissed or suspended out of school, he/she may not be on school property until readmitted by administration.

Truancy: one period or more of unexcused absence from class.

Vandalism: damaging school or personal property. Minnesota statute 504.18 provides that a parent or guardian of a minor is responsible for injuries or damages caused by the minor up to $1000, such as computer damage.

Violent behavior rule: a student participating in their third fight/physical assault during their middle school career will be recommended for expulsion from the Osseo School District. Building administration will make a police report and criminal charges may follow.

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

The school district prohibits real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not
- Other guns of all types including, but not limited to, pellet, air soft pellet, B-B, paintball, non-functioning or toy guns
- Knives, including but not limited to: switch blades, automatically opening knives, box cutters or other blades
- Explosives, including but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles

Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

DESCRIPTION OF CONSEQUENCES

It is our philosophy that the consequence and corrective action taken be appropriate, fair, and result in ending the behavior.

Parent/guardian involvement encourages appropriate behavior. Discipline consequences may be given by a staff member or for more serious offenses by the administration. Parents may be contacted for each infraction, but will be notified for in-school suspension or out-of-school suspension. Parents, check with your student regularly about his/her behavior.

Consequences may include but are not limited to: meeting with the teacher/ counselor/principal, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, removal from class, administrative dismissal, out-of-school suspension, exclusion, or expulsion. Unless otherwise stated, the normal progression of consequences may include detention, in-school suspension, and out-of-school suspension. This may vary due to severity and frequency of offenses.

Detention is a supervised study period before or after school assigned by a teacher and/or principal. Out-of-school suspension means the student is not to be on any school property during the suspension. A parent conference will be required before re-admittance to school.

STUDENT BEHAVIOR PLAN

Expulsion is action by the school board to prohibit an enrolled student from further attendance for a period of time.

Consequences may include, but are not limited to the following:

ADMINISTRATIVE DISMISSAL

Any removal of a student from school for one day or less will be considered an administrative dismissal. Administrative dismissal prohibits a student from being in school, on school grounds, or at a school sponsored event for the day. A parent conference may be required before the student is readmitted to school.

ALTERNATIVES TO SUSPENSION

Alternatives to suspension is an intervention to reduce the need for suspension as a response to disciplinary incidents. Alternatives to suspension include: In-school suspension, Diversion program, community service, and restitution.

BEFORE/AFTER SCHOOL EXCLUSION

Being in the school before and after school requires proper behavior and certain guidelines.

Problem students will be excluded from early/late privileges. Parents of such students will be notified by letter and trespassing charges will be filed if the exclusion is disobeyed.

CLASSROOM REMOVAL

Classroom teachers have the right to request removal of a student from class on a temporary basis, not to exceed five consecutive classes. An administrator will make the decision to remove a student. Students who are removed from class will be supervised and expected to work on assignments.

COMMUNITY SERVICE

Students will be assigned duties around the school to give back to the school community.

EXPULSION (Up to twelve calendar months)

Expulsion prohibits a student from attending any District 279 school for a prescribed period of time. No expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the pupil and parent/guardian.

INVESTIGATION PROCEDURES

` When allegations of violations of School rules, School Behavior Guidelines or ISD 279 Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the School and/or School District will take. This may include disciplinary action against the individual (s) involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other Schools and/or School District officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

OFFICE DETENTION

Students are required to stay before or after school to serve an office detention. Office detention will be assigned by an administrator. Students are required to use detention time to study or work on school assignments. Students who have been assigned repeated detentions will not receive additional detention for future infractions. In-School-Suspension will be assigned instead.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension prohibits a student from being in school, on school grounds, or at a school sponsored event for a specific period of time. OSS will be assigned by an administrator. Homework will be provided for student make-up work. A parent conference will be required before the student is readmitted to school.

RESTITUTION

Students will make a payment to restore or make right on an incident that has caused a loss or damage.

TEACHER DETENTION (Before or after school)

A classroom teacher may require a student to serve teacher detention before or after school for make-up work, behavior infractions, or class tardies.

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

STUDENT BEHAVIOR PLAN

OSSEO AREA SCHOOLS: 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 disruption 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

Any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.

NOTICE: OTHER WEAPON CONCERNS
Paint ball guns, air soft pellet guns, and look-alike/replica firearms have the capability of doing great bodily harm.

DO NOT BRING ANY LOOK-ALIKE / REPLICA OR REAL FIREARM ON SCHOOL PROPERTY. POSSESSION OF A GUN ON SCHOOL PROPERTY WILL RESULT IN SUSPENSION AND A RECOMMENDATION FOR EXPULSION.

Minn. Statutes CRIMINAL CODE Section: 609.66, Sub. 1d.
Felony; possession on school property. (a) Whoever possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm or a BB gun on school property is guilty of a felony and may be sentenced to imprisonment for not more than two years or to payment of a fine of not more than $5,000, or both.

SEXUAL HARASSMENT & VIOLENCE

POLICY 102

The district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It will be a violation for any student, employee or agent of the district to harass, threaten to inflict, or attempt to inflict violence through conduct or communication upon any student, employee, or agent of the district on any of the bases listed above.

DEFINITIONS

Sexual Harassment and Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive educational environment.

Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

Sexual orientation: having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

Religious/Racial Harassment and Violence

Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Religious/racial violence is a physical act of aggression or assault upon another person because of, or in a manner reasonably related to, religion/race.

REPORTING PROCEDURES

Employees

Victims of alleged harassment or violence and third persons with knowledge of such conduct will report the alleged act immediately to district officials, as designated herein. Nothing in Policy 413 will prevent any person from reporting harassment or violence based on a protected classification directly to the human resources executive director. In the case of an emergency, district employees should call for assistance.

- Building level: The principal is responsible for receiving reports of harassment or violence.
- Department level: The department head is responsible for receiving reports of harassment or violence.
- Upon receiving any such report, the principal or department head must notify the human resources executive director as soon as possible, but in no event later than 72 hours after receipt of the report. The report must be forwarded without screening or investigation.
- District level: The district will designate the human resources executive director to receive reports of harassment or violence. The name, address, and phone number of the human resources executive director will be posted in each building.

Submission of a good faith complaint or report of harassment or violence will not affect the individual's future employment, grades, or work assignments. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

Students

District employees who witness harassment or violence directed at a student should take appropriate action safely, and report the incident to the building's site leader. In case of an emergency, district employees should call for assistance.

Victims of alleged harassment or violence or third persons with knowledge of such conduct will report the alleged act immediately to the principal.

Submission of a good faith complaint or report of harassment or violence will not affect students' grades. The district will respect the privacy of the complainant, the individual (s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, take appropriate disciplinary action, and conform to any discovery or disclosure obligations.

SEXUAL HARASSMENT & VIOLENCE continued...

Sexual harassment or violence perpetrated against a minor will be considered sexual abuse and will be reported as directed in Policy 414 --Mandated Reporting of Child Neglect or Physical or Sexual Abuse and required by M.S. 626.556 - Maltreatment of Minors. Nothing in these policies will prohibit the District from taking immediate action to protect victims of alleged sexual abuse.

INVESTIGATION AND DISTRICT ACTION

Students

Complaints of a sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action will be taken in accordance with Policy 506 - Student Discipline. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the school District against a student must be reported and investigated as directed in Policy 413 - Harassment and Violence, Policy 414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and as required by M.S. 626.556 - Maltreatment of Minors and other applicable law.

Employees

By the authority of the School Board, the District Human Rights Officer, upon receiving any report alleging sexual, religious, or racial harassment or violence, will conduct or authorize an investigation. In determining whether alleged conduct constitutes a violation of this policy the District should consider all the facts and surrounding circumstances of the allegation. During the investigation, the District may take appropriate action, at its discretion, to protect any person involved. The District Human Rights Officer will submit a written report to the Superintendent upon completion of the investigation. Upon receipt of the results of the investigation from the District Human Rights Officer, the Superintendent will authorize appropriate action consistent with requirements of applicable collective bargaining agreements, state and federal law, and District policies.

RETALIATION

The District 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 sexual, religious, or racial harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

NOTIFICATION

This document will be conspicuously posted at each school site and included in student and staff handbooks. Principals/Supervisors will annually review Policy 413 with employees.

DISTRICT HUMAN RIGHTS OFFICER
11200 93rd Avenue North, Maple Grove, MN 55369 (763) 391-7007.

SEXUAL, RELIGIOUS & RACIAL HARASSMENT

- Harassment is illegal behavior

Some examples of harassment are:

Harassment means

Behavior, words or put downs of a sexual, religious, or racial nature which

- **pressure or intimidate you**
- **make you feel uncomfortable**
- **affect you in a negative way.**

- telling offensive jokes/stories
- making degrading gestures and comments
- displaying pornographic or sexually explicit materials
- calling someone derogatory names/put downs
- pressuring someone to do something which he/she is not comfortable
- inappropriate or offensive touching

Everyone has a right to feel safe and respected.

School officials must investigate and take timely and appropriate corrective action in sexual, religious, and racial harassment cases.

Any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.

PHYSICAL VIOLENCE INTERVENTION PLAN

Physical violence of any kind is not tolerated at North View Middle School. This includes physical fighting and assault, defined as intentionally causing or attempting to cause bodily harm upon another person. Any physical assault may result in a recommendation for expulsion.

At NVMS, if you initiate or participate in a fight, you can expect the following:

After a first physical fight/assault:

1. Student is suspended, number of days to be determined by administrator.
2. Student and parent attend re-entry conference with administrator.

After a 2nd physical fight/assault:

1. Student is suspended, number of days to be determined by administrator.
2. Student and parent attend re-entry conference with administrator, and if available, counselor or social worker.

After a 3rd physical fight/assault:

1. Student is suspended, number of days to be determined by administrator.
2. Safety planning & collaboration with district-level officials. Further disciplinary action, including expulsion, may result.

ANY PHYSICAL VIOLATION MAY RESULT IN CRIMINAL CHARGES AND/ OR EXPULSION.

REPORTING PROCEDURES

Report any misbehavior you witness or experience. Everyone has a right to feel safe and respected.

1. Generally, begin by reporting the misbehavior to your classroom teacher. In the lunchroom, tell one of the supervisors.
2. If personal safety is an issue, go to the nearest adult. Tell them you need help and are not feeling safe.
3. On-going problems should be reported to a counselor or administrator. Be aware of the date, time, and location of the incident. This information will help in the investigation

STOPit TIP LINE - 763-265-3636

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.

DATA AND ASSESSMENT

Informal/ Needs Data Collection:

As part of our ongoing commitment to fostering a supportive and equitable learning environment, Osseo Area Schools engages in informal data collection practices to assess overall community well-being and student needs. This includes tools such as student needs assessments, interest or preference inventories, wellness check-ins, and other informal input-gathering activities. This does not include informal assessments that are part of the curriculum or instruction.

This information helps our team:

- Understand and respond to emerging community needs,
- Identify patterns or trends that may impact student well-being,
- Match students and families with resources, supports, or opportunities (e.g., school-based mentoring, wellness activities, academic support, or food assistance).

What Is Collected

Informal data collection may include:

- Student responses to brief surveys or check-ins (digital or paper),
- Individual or group interest and preferences/ inventories

Your Rights

Participation in these informal data collection practices is voluntary. While most families choose to participate to ensure access to relevant support and opportunities, you have the right to opt your child out of this process.

Opting out will not impact your child's access to standard educational services, though it may limit our ability to proactively connect your student with additional school-based resources.

DEPARTMENT OF EDUCATION

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills MTAS)	ACCESS and Alternate ACCESS for English Learners
• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities.	• Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

DEPARTMENT OF EDUCATION

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required ***each year*** *parents/guardians wish to opt the student out of statewide assessments.*

Date_____(This form is **only** applicable for the 20____to 20____school year.)

Student's Legal First Name_____ Student's Legal Middle Initial_____

Student's Legal Last Name_____ Student's Date of Birth_____

Student's District/School_____ Grade_____

Please initial to indicate you have received and reviewed information about statewide testing.

_____I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____MCA/MTAS Reading _____MCA/MTAS Science

_____MCA/MTAS Mathematics _____ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will be counted as "not proficient" for the purpose of school and district accountability and waive the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____