

ADMINISTRATIVE REPORT

DATE: August 20, 2026
TOPIC: #5.11 – Student Handbook and Annual Notifications
PRESENTER: Kelly Jansen, Assistant Superintendent
REFERENCE TO POLICY/STATUTE: MN Statute 121A.61, Board Policy 506 Student Discipline

A. PURPOSE OF REPORT

- a. The purpose of the student handbook and annual notifications are to provide a framework of resources for students and families, and includes information on the general rules/expectations and guidelines, along with notification of board policy or state statute.
 - i. To view the entire student handbook visit:
<https://www.sowashco.org/about-us/rights-responsibilities-clone>
- b. The Student Handbook acts as the official enforcement vehicle for district-wide discipline.
- c. Updates for the 2026–27 School Year Include:
 - i. Additions:
 1. Added the annual bus safety information to the Student Handbook (instead of it being a stand alone activity).
 - ii. Revisions:
 1. AI Section: Added Privacy & Data Protections, Consequences for AI Misuse, and transparency language for AI use
 2. Attendance Section: Unexcused paragraph, added “including leaving the building during the school day.”
 3. Bus ID Cards Section: Moved this section from annual notification Transportation section to its own section in Student Handbook



4. Cheating and Plagiarism Section: Added language: "Asking about or sharing questions and/or answers to quizzes and exams, including taking screenshots and sharing with peers."
5. Code of Conduct Section: Added introduction paragraph and a consequence box
6. Parking Section: Added information regarding "forged parking passes."
7. Student ID Badges Section: Added information related to altering IDs
8. Social Media Section: Revised paragraph
9. Telehealth Section: Added definition of Mental Health Professional

B. RECOMMENDATION

- a. Approval

C. STRATEGIC PLAN PRIORITIES

- a. Student Experience
- b. Mastery of Learning and Expectations
- c. Student Pathways and Systemic Supports
- d. Operations, Staffing, and Finance
- e. Engagement and Partnerships

