Osseo Area Schools

Elementary Parent Handbook

2026-2027

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

A message from Dr. Kim Hiel, Superintendent

Welcome!

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

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

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

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

Speaking of the path ahead, the 2026-27 school year continues to include exciting updates to many district schools thanks to the generous support of the Osseo Area Schools community. Throughout the school year, you'll see improvements made to school safety, security, technology and more, even down to rethinking classroom furniture for maximum learning flexibility. I encourage you to learn more and follow along with our progress at osseoschools.org/betterfuture.

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

We can't wait to begin working with you and your students to make the 2026-27 school year an enriching, rewarding and memorable experience!

Warm regards,

Kim Hiel, Ed.D
Superintendent
Osseo Area Schools: One Community for All … all voices valued and heard

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Directory of Elementary Schools

279ONLINE
763-391-8670 Absence Line: online@district279.org
Principal – Kristen Swanson
Assistant Principal – Ryan Bisson

ASPEN RIDGE ELEMENTARY
18375 Arbor Ridge Parkway, Maple Grove MN 55311
763-450-8100 Absence Line: 763-450-8111
Principal - Patrick Smith

BASSWOOD ELEMENTARY
15425 Bass Lake Road, Maple Grove MN 55311
763-494-3858 Absence Line: 763-494-3858, ext. 1
Principal - Dr. Steven Schwartz
Assistant Principal – Karen Kennedy

BIRCH GROVE ELEMENTARY School For The Arts
4690 Brookdale Drive, Brooklyn Park MN 55443
763-561-1374 Absence Line: 763-561-1374, ext.1
Principal - Stephanie Webster
Assistant Principal - Kaitlyn Leininger

CEDAR ISLAND ELEMENTARY
6777 Hemlock Lane, Maple Grove MN 55369
763-425-5855 Absence Line: 763-425-5855, ext. 1
Principal - Alex Berg

EDINBROOK ELEMENTARY
8925 Zane Avenue N., Brooklyn Park MN 55443
763-493-4737 Absence Line: 763-493-4737, ext. 1
Principal - Aaron Krueger

ELM CREEK ELEMENTARY
9830 Revere Lane N., Maple Grove MN 55369
763-425-0577 Absence Line: 763-315-7692
Principal - Elizabeth Ness

FAIR OAKS ELEMENTARY
5600 65th Avenue N., Brooklyn Park MN 55429
763-533-2246 Absence Line: 763-533-2246, ext. 1
Principal - David Freeburg

FERNBROOK ELEMENTARY
9661 Fernbrook Lane, Maple Grove MN 55369
763-420-8888 Absence Line: 763-420-8888, ext. 1
Principal - Jeff Zastrow

GARDEN CITY ELEMENTARY
3501 65th Ave. N., Brooklyn Center MN 55429
763-561-9768 Absence Line: 763-549-2363
Principal - David Branch

OAK VIEW ELEMENTARY
6710 E. Fish Lake Rd., Maple Grove MN 55369
763-425-1881 Absence Line: 763-425-1881, ext. 1
Principal - Ryan Gibbs
Assistant Principal - Jody Seppala

PALMER LAKE ELEMENTARY
7300 W. Palmer Lake Dr., Brooklyn Park MN 55429
763-561-1930 Absence Line: 763-561-1930, ext. 1
Principal - Sarah Schmidt
Assistant Principal – Jennifer Zipf

PARK BROOK ELEMENTARY
7400 Hampshire Ave. N., Brooklyn Park MN 55428
763-561-6870 Absence Line: 763-549-2408
Principal - Scott Taylor

RICE LAKE ELEMENTARY
13755 89th Ave. N., Maple Grove MN 55369
763-420-4220 Absence Line: 763-420-4220, ext. 1
Principal – Diane Bagley

RUSH CREEK ELEMENTARY
8801 County Road 101, Maple Grove MN 55311
763-494-4549 Absence Line: 763-315-9774
Principal - Lindsey Patterson
Assistant Principal - Sarina Baker

WEAVER LAKE ELEMENTARY:
A Science, Math & Technology School
15900 Weaver Lake Rd., Maple Grove MN 55311
763-420-3337 Absence Line: 763-391-8882
Principal - Dr. Ronald Salazar

WOODLAND ELEMENTARY
4501 97th Ave. N., Brooklyn Park MN 55443
763-315-6400 Absence Line: 763-315-6400, ext. 1
Principal - Terri Jackson

ZANEWOOD COMMUNITY SCHOOL:
A Science, Technology, Engineering, Arts and Math School
7000 Zane Ave. N., Brooklyn Park MN 55429
763-561-9077 Absence Line: 763-549-2439
Principal - Jennifer Tollefson
Assistant Principal - Courtney Gulyard

EARLY CHILDHOOD & FAMILY EDUCATION
Arbor View: 9401 Fernbrook Lane Maple Grove
763-391-8777 Fax: 763-391-8762
Willow Lane: 7020 Perry Ave N Brooklyn Center
763-585-7330 Fax: 763-585-7303
Site Coordinator - Kari Sawyer

EARLY CHILDHOOD SPECIAL EDUCATION
Arbor View: 9401 Fernbrook Lane Maple Grove
763-391-8786 Fax: 763-391-8762
Willow Lane: 7020 Perry Ave N Brooklyn Center
763-585-7300 Fax: 763-585-7303
Site Coordinators – Korto Dixon & Betsy Ronning

SCHOOL BOARD POLICIES

The Board of Education approves the policies by which the district is governed. All school board policies and procedures are available on the district website, https://www.osseoschools.org/about-us/policies.

School board policies of particular interest to parents/guardians of elementary-age children include 441-Digital Technologies and Digital Acceptable Use; 502-Search of Student Lockers; 503-Attendance and Absences; 504-Student Dress and Appearance; 506-Student Discipline; 514-Bullying Prohibition; 515-Protection and Privacy of Education Records; 541-Chemical Use by Students; 542-Extended Educational Trips; 549-Age of Entrance; 558-Enrollment Options Program; 707-Transportation of Students.

In addition to ISD 279 school board policies, many state laws apply to your child's educational experience. State laws address issues such as compulsory instruction, truancy, attendance, and neglect.

Advertising—School Board Procedure 905
Students, staff, or facilities of the school system may not be used for soliciting, advertising, or promoting any commercial or non-school agency's interests, except in accordance with policy. Information may be distributed to students or posted in schools according to School Board Policy and Procedure 923-Distribution of Material for Students.

Bullying & Hazing Prohibition—School Board Policy 514
The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

It will be a violation for any student, employee, or agent of the district to bully a student, employee, or agent of the district through conduct or communication in person or through **misuse of technology (cyber-bullying)** of a bullying/intimidating nature as defined by School Board Procedure 514. It will also be a violation for any student, employee, or agent of the district to engage in bullying conduct at any time or any place that interferes with or obstructs the mission or operations of the school district by affecting the safety or welfare of the student, other students, or employees. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

Chemical Use/Abuse—School Board Policy 541
This policy applies districtwide at all district locations: school property; any school-related activity, trip or function whether on or off school property; school bus stops and inside buses; in any vehicle approved for district purposes; and at the entrance to or departure from school premises or events for all students regardless of age.

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention and to maintain a safe and healthy environment for students.

Equal Opportunity and Prohibition Against Discrimination, Harassment, and Violence—School Board Policy 102 and Procedure 102A-Prohibition Against Protected Status Discrimination, Harassment and Violence and Procedure 102B-Grievance Procedures for Sexual Harassment Claims

Reporting Procedures
Any student who believes she/he has experienced harassment, violence or discrimination on the basis of his or her actual perceived protected status as described above should report the alleged acts immediately, or as soon as possible to their building principal or a staff member in their school.

Any district employee who observes an act or receives a report of alleged harassment, violence or discrimination toward a student shall intervene to attempt to stop the act and shall report it to the building principal or principals' designee in their school immediately, or as soon as possible.

Retaliation
ISD 279 will discipline any individual who retaliates against any person who reports, testifies, assists, or participates in any manner in any investigation, proceeding or hearing related to harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Notification
Notice of Policy 102 will be conspicuously posted at each school site and included in student and staff handbooks. Schools will develop a method of discussing School Board Policy 102 with students and school district employees.

Pledge of Allegiance—MN Statute 121A.11 and School Board Policy 647
The Pledge of Allegiance is recited in every school building at least once a week either by each individual classroom or over the school intercom system by a school administrator. Recitation is voluntary. Everyone must respect the rights of others who opt to forego reciting the pledge.

Protection and Privacy of Education Records and Data—School Board Policy 515 & Procedure 515, including appendices A-J.
This policy and procedure outlines the collection, security, storage, and release of student information as required by state and federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/caregiver to privacy. Therefore, access to information by third parties is controlled.

The superintendent of schools has overall responsibility for student records and delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain district personnel. All school board policies and procedures are located on the district website.

STUDENT DATA
Public Data
The following student information is public: a) student's and parent's name; b) school of attendance; c) dates of attendance; d) grade level; e) degrees and awards received; f) participation in officially recognized activities/sports; g) height and weight of members of athletic teams; h) student's photograph (including audio or video image of the student participating in school-related activities or events); and i) information regarding a student stated or written in district or school publications that would not be objectively viewed as harmful or an invasion of privacy if disclosed.

Names of students in each class and classroom photographs are designated as limited directory data and allow parents and guardians to have access to that information.

Denial of Release of Directory Information

Either the parent/caregiver of a student or an eligible student (18 years old or older) may object to the designation of this information as directory information. To do this, bring a completed appendix C of policy 515 to the school office. This appendix may be obtained from any school office or the district website. The designation of directory information as private information will be in effect for one school year or until modified, whichever occurs first.

Requests for directory information are made in writing to: Information Systems at 11200 93rd Avenue North, Maple Grove, MN 55369.

Private Data

Private student data is inaccessible to the public, but the parent/caregiver or eligible student may request it. Private data may be made available without a parent/caregiver's consent as provided under Minnesota Statute 13.32 subd.3. This includes, but is not limited to the following:

- District school officials whom the district determines have a legitimate educational interest in such records;
- Officials of other schools or school districts in which the student seeks to enroll. Records sent to a transfer school include formal disciplinary action taken. Suspension and expulsion information and if applicable, data regarding a student's history of violent behavior. Records may include a copy of any current juvenile court records such as: probable cause notice, disposition, or court order;
- State and federal agencies authorized to audit records; and
- Educational research that will not identify individual students.

Confidential Data

State statute or federal law has declared this data not public and inaccessible to the student and/or his or her parent or guardian. This includes, but is not limited to the following:

- Reports of child abuse and neglect;
- Individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by state statute or federal law; and
- Chemical abuse data collected by a licensed alcohol and drug counselor.

Appendix A—School Board Policy & Procedures 515: The full statement of rights is located on www.district279.org. All rights and protections given parents/guardians under Minnesota statutes, regulations, and school board policies transfer to a child when he or she becomes an eligible student.

Family Educational Rights and Privacy Act (FERPA)

Parents/guardians and eligible students have the following rights under FERPA and the Minnesota Government Data Practices Act (MGDPA):

1. The right to review and inspect their student's educational records.
2. Seek amendment of the student's education records that the parent/caregiver or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA, MGDPA, and their regulations authorize disclosure without consent; and

4. File a complaint with the U.S. Department of Education concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

STUDENT RECORDS

Storage

Records are kept in locked file drawers in the student's school or in secure computer systems, except when used by employees of the district whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the ISD 279 Educational Service Center for permanent retention.

Student Transfers

Within ISD 279 Boundaries

The student file will be reviewed for completeness and then forwarded to the student's new school.

Outside ISD 279 Boundaries

Copies of the student's records, including records of disciplinary action (see **Private Data** on prior page), will be forwarded to the student's new school. Your written permission is not necessary to transfer records to a school where your child intends to enroll. You may request a copy of the records transferred and challenge the content of these records in accordance with Procedure 515-Appendix H.

Questions concerning data practices should be directed to the data practices compliance officer at 763-391-7000.

TEACHER DATA

You have the right to request information regarding the professional licensure of a student's classroom teacher. To view license information, go to this Minnesota Department of Education website: https://mn.gov/pelsb/

Search of Student Lockers, Desks, Personal Possessions and Student's Person—School Board Policy 502

School lockers are provided for the convenience of students and are the property of the school district. Inspection of the locker interiors may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. School authorities must provide notice of the search to the student whose locker was searched as soon as possible after the search of a student's personal possessions unless disclosure would impede an ongoing investigation by police or school officials.

Student Discipline- School Board Policy 506

The School Board recognizes that in order for the District to achieve its mission, a safe and healthy learning environment is essential.

Students, therefore, must conduct themselves in a manner that maintains a climate in which learning can take place. It is the School Board's position that when it becomes necessary to implement disciplinary measures, those measures should be implemented in a manner that is fair and equitable and that provides a learning opportunity for students that forms a basis for future self-discipline and student achievement. The districtwide, unacceptable student behaviors that are subject to disciplinary action include but are not limited to 1) assault against one or more people; 2) vandalism and theft of school or personal property; 3) sexual, religious, racial, and other harassment and violence; 4) threats and disruptions to school operations; 5) insubordination; 6) trespassing; 7) hazing; 8) weapons; 9) tobacco and chemical use; and 10) truancy and unauthorized absences.

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

The district does not allow real and look-alike weapons, including, but not limited to the following:

- all firearms, loaded or not
- guns of all types, including, but not limited to pellet, BB, paintball, non-functioning, or toy
- knives, including but not limited to switch blades, automatic-opening knives, box cutters, or razor blades
- explosives, including but not limited to live ammunition and fireworks
- flammable liquids or combustibles

*Except for weapons or look-alike weapons at official school-sponsored activities such as weapons safety or marksmanship activities.

Any student who possesses, uses, or distributes a weapon will have the weapon confiscated and a conference with the parents/guardians will be held. Appropriate disciplinary action will be taken. More information is available in Policy 506.

TENNESSEN NOTICE
Occasionally (usually in the context of allegations of violations of school rules, behavior guidelines, or school board policy), school staff may need to interview students to gather private or confidential information regarding the individual student that would be helpful in an investigation.

Before those interviews are conducted, the staff member will give each interviewee a "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.

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

PBIS

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

Student Dress and Appearance School Board Policy & Procedure 504

The responsibility for the appearance of the student rests with the parent/caregiver and student.

The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, offends community standards or interferes with the educational process.

Clothing should be appropriate and should not interfere with the rights of other persons to have a safe and supportive school environment. Examples of inappropriate clothing may include, but are not limited to:

- Clothing advertising substances illegal for children and adolescents.
- Clothing containing obscene and/or profane language, slogans, emblems or pictures.
- Clothing containing language, slogans, emblems or pictures that promote or depict violence, hate, discrimination, harassment toward other students or staff Clothing that reveals or does not adequately cover intimate body parts of the student Clothing that substantially and materially interferes with the school environment/educational process or otherwise violates school district policy

Tobacco-Free Environment—School Board Policy 419

The use of possession of tobacco, tobacco-related devices, or electronic cigarettes is prohibited for all persons within all school buildings, school vehicles or school contracted vehicles, or on school grounds during all hours of every calendar day. This prohibition applies to all students and adults.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

BOARD OF EDUCATION

https://www.osseoschools.org/about-us/school-board

Tanya Price	Chairperson
Thomas Brooks	Vice Chairperson
Kelsey Dawson	Director
Erica Foster	Director
Sarah Mitchell	Treasurer
Keith Tate	Clerk

ATTENDANCE

Consistent attendance is essential for children to learn and make progress. Students miss critical instruction when they are late, picked up early, or are absent. Students are required to attend each day. Students will be marked present upon arrival to school.

Parents/guardians are responsible for seeing that their children receive instruction in compliance with MN Statute 120A.22. It is the responsibility of parents/guardians to ensure that their student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

ABSENCE REPORTING
Please call your school's absence line before 10 a.m. on the day your child is absent.

Excused Absences
The following reasons may be sufficient to constitute an excused absence: student illness; serious illness in the student's immediate family; funerals; dentist, doctor, mental health professional, orthodontist, or legal appointments; out-of-school suspension or administration dismissal; religious reasons; late bus; and/or severe weather will be excused. Situations such as sibling adoption or birth; family, student, or personal concern; family illness; or prearranged vacation may be excused at the principal's discretion.

Note: In keeping with Minnesota Statute 120A.35, reasonable efforts will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance.

Unexcused Absences
All absences which do not specifically qualify as an "excused absence" will be marked as unexcused and may result in notification/reports of truancy (see below). Examples of unexcused absences might include the following: sibling childcare, no stated reason, missed the bus, and non-school extracurricular activities (dance, music, gymnastic lessons, etc.).

Continuing Truant
MN Statute 260A.02 Subd. 3 states that when a child under 12 years of age has three days of unexcused absences, he or she is considered a continuing truant. Families will receive a three-day letter notification.

Habitual Truant
MN Statute 260C.007 Subd.19 states that when an elementary child is absent from school without lawful excuse for seven days, he or she is considered a habitual truant. Families will receive a seven-day letter notification.

Attendance Procedures
Staff members monitor student attendance and work with families to ensure regular school attendance. If a student starts to show a pattern of missing all or a portion of the school day, staff will contact their parents. If a student has excessive absences (excused or unexcused), an administrator may become involved.

District Policy and Procedure 503 should be consulted for further questions regarding reporting procedures.

COMMUNITY EDUCATION & SERVICES

Community Education creates opportunities that positively impact our whole community through innovative and responsive programs and services.

There is something for everyone! Community education programs draw local resources together to meet the social, educational, and recreational needs and interests of people of all ages. Your public schools play a central role in this effort.

ADULT BASIC EDUCATION (ABE)
ABE welcomes all adults who would like to learn English, increase their academic skills (reading, writing, math), earn a high school credential (GED), or participate in career training programming. Classes are held at the Northwest Family Service Center and Willow Lane Early Childhood Center, as well as partner sites. All classes are offered with the HyFlex model, which allows students to choose each day if they would prefer to attend class in person or online from a remote location. The ABE program has a range of volunteer opportunities for both day and evening classes.

For more information, please call 763-566-5452 or check out our website at https://ce.osseoschools.org/adult/basic-education.

ADULT ENRICHMENT
Adult enrichment classes help you learn new skills, explore hobbies and connect with others in the community. Join Osseo Area Schools' Adult Enrichment classes to experience fun, learning and a welcoming space. Classes are led by experienced instructors and community members who enjoy teaching and sharing what they are passionate about.

To find the most current class information or to register, log on to www.osseo.ce.eleyo.com or watch your mail for our Community Education catalog. Follow us on Facebook @CommEd279 or call 763-391-7242.

EARLY CHILDHOOD PROGRAMS
Early Childhood Family Education (ECFE)
ECFE classes, play times and programs are for all families with children from birth to age five. Our classes provide a fun and welcoming space for kids to explore and learn. They also offer parents the chance to learn about parenting strategies, child development, and other important topics. We invite all families to join. ECFE classes use a sliding fee scale based on household income. Fees can be waived if paying is a hardship. Infant classes are free for everyone. Free transportation is available if needed to participate. Classes are held at the following locations:

Arbor View Early Childhood Center
9401 Fernbrook Lane North, Maple Grove

Willow Lane Early Childhood Center
7020 Perry Avenue North, Brooklyn Center

For more information, visit the ECFE program website; or to register for a class, visit bit.ly/ECFEOsseo. You may also call the ECFE office at 763-391-8777 for registration assistance. To request a brochure, call the ECFE office or email ecfe@district279.org En Español, Lus Hmoob, Bằng Tiếng Việt, Русский: 855-938-0586.

Early Childhood Screening
A free service for all children ages three to five. Screening is a simple check of a child's development to help identify children who may benefit from resources to help in their development.

- In Minnesota, all children complete Early Childhood Screening prior to entering kindergarten.

- Screening is a FREE service to all Osseo Area Schools children ages 3 to 5.

Screening appointments are mainly available at these locations, with some dates at different community spots (check our website for details):

Arbor View Early Childhood Center 9401 Fernbrook Lane North, Maple Grove	Willow Lane Early Childhood Center 7020 Perry Avenue North, Brooklyn Center

For more information visit the Early Childhood Screening website or to schedule an appointment online visit bit.ly/EC_Screening. You may also call 763-391-8777 for registration assistance. En Español, Lus Hmoob, Bằng Tiếng Việt, Русский: 855-938-0586.

PRESCHOOL AND PRE-K

Osseo Area Schools Early Childhood & Family Education (EC&FE) Preschool and PreK programs provide:

- Welcoming, nurturing, and engaging classes to help children grow and develop.
- Curriculum to ensure the success of every child.
- Highly trained and caring teaching staff.
- Inclusive classrooms that honor your child's strengths and experiences.
- Opportunities to partner on learning goals and engage in your child's experience at school.
- A variety of class options: mornings or afternoons, two to five days a week at multiple locations in the community.
- Orientation days and parent-teacher conferences.

The program supports children's learning and development through social and emotional development, physical development, language and literacy, creativity and art, mathematical and scientific thinking, that aligns with the district kindergarten curriculum. Teachers are licensed in Early Childhood and/or Parent Education.

Monthly tuition is on a fee scale based on family size and annual household income. Early Learning Scholarships are available for eligible students.

Preschool for Threes and Fours

- For children who turn age 3 on or before September 1, 2026.
- **Locations**: Arbor View Early Childhood Center, Willow Lane Early Childhood Center and Cedar Island Elementary.

Pre-K for Fours and Fives

- For children who turn age 4 on or before September 1, 2026.
- Classes are scheduled two to five days per week mornings or afternoons depending on location.
    - **Locations**: Arbor View Early Childhood Center, Cedar Island Elementary, Oak View Elementary, Rice Lake Elementary, Basswood Elementary, Willow Lane Early Childhood Center and Woodland Elementary.
- Free, limited transportation may be available to students attending Pre-K classes who qualify based on home address and school attendance area.

For more information, visit the Preschool/Pre-K website. You may also call the office at 763-391-8777 for registration assistance. To request a brochure, call the ECFE office or email ecfe@district279.org. En Español, Lus Hmoob, Bằng Tiếng Việt, Русский: 855-938-0586.

FOUR STAR EXPRESS

A fee-based childcare school readiness program that supports the care and early learning needs of families with four-year-old children in ISD 279. Programs collaborative with elementary sites are offered at Basswood, Cedar

Island, Rice Lake, Rush Creek, Woodland, and Weaver Lake Science, Math, & Technology, and Woodland elementary schools. For information, call 763-585-7281 or visit us at www.FourStarExpress279.org.
The following information applies to the early childhood options below:

- Integrated into the elementary school experience with regular access to building physical education teachers, music teachers, and media specialists.
- Led by staff who have obtained significant levels of experience in Early Childhood Educations, potential Licensed Early Childhood Educators and/or those pursuing their license in Early Childhood Education.

Curriculum aligns with the district and focuses on areas of social emotional development and our end of the year goals for Four Year Olds.

KIDSTOP
Kidstop is a choice-based school age care program, which seeks to foster healthy and independent thinking, decision making and exploration within all program participants. We offer quality, enriching and fun activities that are appropriate to the developmental level of program participants.

EARLY DISMISSAL: Kidstop will close at the same time school closes on early dismissal days. For additional information visit us online or call 763-585-7281.

YOUTH ENRICHMENT
Osseo Area Schools offers Youth Enrichment programs for students at a variety of grade levels. Classes give students a chance to try new things, build skills and have fun outside of the school day. Programs take place after school, in the evening and during the summer.

To find the most current class information or to register, log on to www.osseo.ce.eleyo.com. You'll also receive flyers via Peachjar and through email blasts. Follow us on Facebook @CommEd279 or for more information call 763-391-7242.

TARGETED SERVICES
The purpose is to provide funding for out-of-school time programs for students K-8 who are determined to be at risk of not graduating due to academic and/or social needs. The mission of Targeted Services is an intervention and prevention program to assist students to be successful and to remain in the traditional school. Targeted Services classes provide a variety of learning techniques and experiences different from what students are doing during the school day. If you are interested in starting a class or getting involved in Targeted Services at your site, please speak to your site leadership or call 763-391-7117 to learn more about programming. You can also find Targeted Services information on staff.district279.org under Services, Community Engagement. You will find a handbook for the program there.

FACILITIES SCHEDULING
District schools are owned by and operated for community residents. The school board welcomes and encourages public use of school facilities per Board Policy 902 - Use of School District Facilities and Equipment.

To reserve district facility space for a school, district or community activity or event, please go to https://www.district279.org/services/facility-rentals, then click on "REQUEST A FACILITIES PERMIT". Please call facilities scheduling at 763-391-7123 or 763-391-7119 with any scheduling questions.

OTHER COMMUNITY EDUCATION PROGRAMS AND SERVICES

- Community involvement through the Community Education Program Advisory Council (CEPAC)
- Resource for additional services available through community agencies
- High school completion programs

DAMAGE TO SCHOOL PROPERTY

School textbooks, mobile devices, media resources, and other instructional materials are expensive. Students are expected to take care of items issued to them. School personnel may seek restitution or replacement costs for material that either is not returned to school or has been damaged. ***Parents/guardians are responsible for paying this cost.***

DIGITAL RESOURCES & TECHNOLOGY ACCEPTABLE USE

This document summarizes the expectations for students using Osseo Area Schools technology and digital networks. This is a summary of and not a full replacement for the entire board policy 441. The complete policy can be found on the district website.

GENERAL PURPOSE
Digital resources are provided for students to conduct research, complete assignments, and communicate with others. Students are responsible for good behavior when using the district's digital resources just as they are in a classroom or a school hallway. Access is a privilege not a right and entails responsibility. As such, general school rules for behavior and communications apply, and users must comply with district standards. District staff may review files, system use and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that digital files created and/ or stored on district digital resources will be private.

Internet/email access
Access to the internet and email enables students to digitally communicate and find information from libraries, databases, and other web resources to enhance their learning. Osseo Area Schools utilizes a variety of tools, including filtering software, to protect students from harmful content. While our staff is dedicated to keeping students safe, no tool is capable of 100% protection. Students and staff are expected to report any inappropriate content immediately, so technology staff and administrators can address the issue. We believe that the benefits to students from access to the internet and email, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Parent expectations
Outside of school, parents bear responsibility for the same guidance of digital resource use as they exercise with electronic resources such as television, telephones, radio, movies, and other digital media. Parents are responsible for monitoring their student's use of the school district resources and of the internet if the student is using them from home or a remote location.

Policy violation
Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district's digital resources may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other applicable school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.
Unacceptable use of digital resource
Unacceptable use of Osseo Area Schools digital resources includes but is not limited to the list outlined below.

- Sending, storing or displaying offensive messages or pictures
- Using obscene language

- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks
- Damaging or modifying computers, computer systems or computer networks
- Downloading, installing and using games, audio files, video files or other applications including shareware or freeware without teacher permission
- Violating copyright laws
- Sharing or using others' logins or passwords or other confidential information
- Trespassing in others' digital folders, work, or files
- Posting information, sent or stored, online that could endanger others using Osseo Area Schools digital resources for non-academic purposes, commercial purposes, financial gain, or fraud.

Expectations for the use of digital resources
Osseo Area Schools has outlined the expectations below guiding the use of the district's digital resources.

- Users are expected to keep passwords private and secure. Passwords may be required to change on a regular basis.
- Students no longer enrolled in Osseo Area Schools will have account access removed upon leaving the district.
- Students should be aware that files and communications created or stored with Osseo Area Schools digital resources are not private and may be monitored by authorized staff.

DISMISSAL DURING THE SCHOOL DAY

We kindly ask you to come into the office to sign your child out if you must pick your child up during the school day. You may be asked to show a picture ID. Office staff will call your student out of class. *Do not ask us to send your child home from school unattended.* Parents or authorized people must pick up children at school before we release them. A parent/caregiver must provide verbal permission or a written note to the school if someone else has been given permission to pick their child up from school. This regulation is for the safety of your child.

DISTRICT 279 FOUNDATION

Supporting Scholars in Osseo Area Schools

district279foundation.org

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

Our Mission is to support and enhance the district's dedication to all scholars.

Our Vision is to provide learning opportunities for scholars in Osseo Area Schools by funding programs, projects and other opportunities that are not presently available through the district's budget.

Our Core Value We believe that there is a moral, social and economic imperative to support scholar success and equitable achievement.

Areas of Focus

Support scholars by funding innovative and creative projects that enhance curriculum, provide experiential learning opportunities or contribute to community.

Recognize the achievements of scholars, volunteers and staff in Osseo Area Schools at the annual Investment in Youth celebration.

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

- **A Night Out** - Rush CreekGolf Club **Friday, February 5, 2027**
  This evening gathers more than 250 generous community members and includes a silent auction, activities, dinner, and program. Proceeds fund innovative and creative projects for students in Osseo Area Schools.
- **Investment In Youth** - Park Center Senior High **Sunday, May 2, 2027**
  This annual event recognizes the achievements and success stories of students, volunteers and staff in Osseo Area Schools. Each site submits two award recipients to be recognized at this special celebration. The inspiring program is recorded and played back by CCX Media and is a tribute to the significant investment these individuals make to our community.

Volunteer - Join a planning committee or volunteer during one of our events to benefit the programs of District 279 Foundation. Contact us at district279foundation.org/contact-us.

Donate - Visit district279foundation.org to make a secure contribution. Your investment in District 279 Foundation provides students and teachers with resources for innovative and creative projects that enhance learning.

Stay Informed - Sign up for our newsletter at district279foundation.org and follow us on Facebook @D279F and Instagram.

ELECTRONIC DEVICES

Use of cell phones and other electronic devices is allowed during school hours, for educational purposes only, at the direction of a staff member. **Misuse of any electronic device, or any disruption caused by an electronic device, may result in temporary confiscation or disciplinary action**. Bringing any of these devices is at the student's risk. School personnel are not responsible for investigating lost or stolen items.

Students are permitted to use the school telephone in emergency situations or as directed by a staff member. As stated on page 7, electronic devices are restricted during school hours and will be confiscated if a situation occurs where they cause a disruption. Visitors are requested to silence personal cell phones while at school. Osseo Area Schools is not responsible for lost and/or stolen items, or for investigating lost or stolen phones/electronics.

Students should be aware that all school issued technology should be used in an appropriate manner regardless of the time-of-day or location. Electronic communications that disrupt the educational process or cause discomfort for students in the educational setting can be investigated and may result in disciplinary actions regardless of the device that was used.

Students should not use their personal devices during the instructional day unless for academic purposes. Parents/guardians should call the school office if they need to speak with their child(ren). Communication regarding change of plans at dismissal should be communicated directly to school staff and not through your child.

ENROLLMENT SERVICES

Minnesota Statute, section 120A.22, subdivision 5(a) states, "Every child between 7 and 17 years of age must receive instruction unless the child has graduated." Children under 7 may attend an early childhood program, kindergarten, or school before the age of 7.

You can enroll your child, change your address/family information, and request to attend a different school by contacting the district enrollment center. Staff working at the enrollment center will tell you how to enroll your child for school and what information and documents you need to complete the enrollment process. Let staff know if you want an interpreter, who can explain everything in your home language, to help with any enrollment questions.

To update your family information, complete back to school forms, or enroll a new student, you can access your ParentVUE account: https://www.district279.org/family-access/parentvue

Withdrawing students from school needs to be initiated at your school. Please reach out to your school to withdraw a student from school.

EMERGENCY INFORMATION

STUDENTS

At the beginning of each school year, parents are responsible for updating emergency information for each student in ParentVUE. In the case of a medical emergency or illness, school personnel will immediately attempt

to notify parents/guardians. If a child has an accident or is too ill to remain in school, it is the parent/caregiver's responsibility to make arrangements for their proper care and transportation.

In order for you to receive phone calls in an event of an emergency, including weather related cancellations, your most current phone number must be on file at school.

HEALTH GUIDELINES

EMERGENCY INFORMATION
Accurate, up-to-date information makes it possible for school personnel to provide proper emergency response. As a parent or guardian, you will be asked to update your child's emergency information at the beginning of each school year. The emergency and health information will be available to school staff as necessary to serve your child. If your telephone number or place of residence changes during the school year, please notify the office staff at your student's school or update your information in ParentVUE.

In case of a medical emergency or illness, school personnel will attempt to notify you immediately. **It is your responsibility to make arrangements for the proper care and transportation of your child** if he/she has an accident or becomes too ill to remain in school. Arrangements include designating friends or relatives who may pick up and care for your child in the event we are unable to reach you. Be sure to include your designees' names and phone numbers in the emergency information. **If the emergency is urgent, school staff will call 911.** A copy of the emergency information will be provided to the ambulance attendant.

EXCUSE FROM PHYSICAL EDUCATION
Please send a written request to the nurse if your child needs to be excused from physical education. If your child will be excused for more than two days for health-related reasons, written instructions are required from their medical provider that includes the re-entry date.

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

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

ILLNESS
If your child develops a temperature of 100.4ºF or above, and/or shows other illness symptoms during the school day, the building nurse will call you to pick him/her up. The emergency contact designee in ParentVUE will be notified if you cannot be reached.

Children who have a contagious disease or are experiencing vomiting, diarrhea or other illness symptoms should not attend school until appropriate treatment is secured. Your child should be free of an elevated temperature, vomiting, and/or diarrhea for 24 hours without fever reducing medication before returning to school.

If a doctor has confirmed that your child has contracted a contagious disease, you must inform the building nurse. Parents of other children may be cautioned to watch for signs of the disease which will help to prevent its spread throughout the classroom.

MAKE-UP WORK

The majority of the student's energies should be spent on getting well. However, if you decide after several days of illness that your child is able to do schoolwork, you may contact the school office. Homework will only be given for concepts already taught, not future work. Assignments may be modified for absent children. All assigned work should be completed and returned in a reasonable length of time once the student returns to school.

MEDICATION ADMINISTRATION REQUIREMENTS

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

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

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

A **Self-Administration of Medication Authorization Form** is required to be completed annually for self-carry and self-administration. By completing this form, the parent/guardian is not requesting school personnel to store or administer the medication to the student. Parents/guardians will ensure the medication will be properly labeled for the student.

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

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

PET ALLERGIES
Animals are not allowed in school without the principal's permission because of potential health implications for students with allergies and asthma. We need to make sure that no students in the affected area will be negatively impacted by the animals. Certified therapy dogs may be permitted in schools no more than three days per week.

For additional health information, including immunization requirements, medication forms and special health care needs, visit www.district279.org/services/health-services.

HEALTH & SAFETY

ACCESSIBILITY NOTICE
The Americans with Disabilities Act (ADA) requires that our programs and services be accessible for individuals with qualifying disabilities. If you need auxiliary aids or services in order to participate in or attend a district activity, call your local school or 763-391-7000 at least 72 hours in advance (two-week notice preferred).

ASBESTOS
In accordance with the Asbestos Hazard Emergency Response Act (AHERA), this handbook provides annual notice to parents regarding asbestos-related activities.

Asbestos does not present a hazard if it is properly maintained. In 1988, all ISD 279 school buildings were inspected by accredited personnel for asbestos-containing materials. Since then, the district has conducted surveillance checks every six months and re-inspected buildings every three years as required to ensure that asbestos is properly maintained. Except for floor tile, most of the asbestos in the district is limited to non-public areas, such as mechanical rooms and above ceilings. ISD 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding asbestos should be directed to the district's Coordinator of Health & Safety at 763-391-7191.

INDOOR AIR QUALITY
The district has established an indoor air quality (IAQ) plan that includes procedures for maintaining good air quality. Forms are available in each building for reporting air quality concerns. Questions should be directed to the principal or the district's Coordinator of Health & Safety at 763-391-7191.

LATEX-SAFE SCHOOLS
To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes and with prior approval by the principal. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

LEAD IN WATER
Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. Osseo Area Schools has historically conducted and continues to conduct Lead

in Drinking Water testing per the Minnesota Department of Health guidelines. If found, the District remediates lead levels following the Minnesota Department of Health guidelines and completes retesting prior to use.

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

INTEGRATED PEST MANAGEMENT

A schedule of pesticide applications is available for review at each school office where certain pesticides are applied to school property. To review a copy of the application schedule or request notifications prior to any applications on days other than those specified (excluding emergency applications), contact your school principal. The district only uses pesticides when non-chemical methods have been ineffective, a few applications may need to be scheduled. Questions regarding this notice should be directed to the district's Coordinator of Health & Safety at 763-391-7191.

HUMAN SEXUALITY CURRICULUM

Grades 4-5 curriculum includes age-appropriate study of family life, including growth and development and human sexuality.

Parents will be offered opportunities to review the materials prior to the subjects being taught. If you do not want your child to participate in an established human sexuality curriculum, please notify your child's teacher or school principal.

MEALS - BREAKFAST & LUNCH

Breakfast and lunch are served in all Osseo Area Schools daily. A menu committee plans the meals with input from all schools. Menus are analyzed to ensure they meet the federal nutrition standards for school meals. Menus are available on the district website: www.district279.org/services/nutrition-services.

Meals offer protein-rich foods such as vegetables, fruit, whole grain rich bread and a milk choice. Children who bring lunch from home may purchase milk or juice in the cafeteria.

Beginning in the school year 2023/2024, the Minnesota Free School Meals bill will take effect. On academic school days, students that attend school in person, one reimbursable breakfast and one reimbursable lunch will be made available to them per day at no cost. Food and beverage items outside of a reimbursable meal as defined by the USDA will be considered a la carte items and will be charged accordingly. To purchase a la carte items a student must have funds available in the meal account, or in hand.

ACCOUNTS

To deposit funds in a student's meal account, families can utilize EduTrakConnect for online payments or send cash or check with their student for deposit at the school. If sending cash or check, please make sure the student's pin number and name is identified to ensure the money is deposited to the proper account. To deposit funds electronically, families must have an online meal account set up with EduTrakConnect. This can be accessed from the district 279 Nutrition Services webpage. For assistance, please call 763-391-7129.

Account balances carry over to the following school year. If a student transfers to another school district, a refund may be requested. Or, if a student graduates, the funds can remain in the family account for use by a sibling. To obtain a refund, a parent/caregiver must complete the Meal Refund Form found on the district 279 Nutrition Services page. All refunds will be issued via check and may take up to three weeks for processing.

APPLICATION FOR BENEFITS

Parents/guardians may complete an Application for Educational Benefits at any time during the year. If approved, the family may qualify for reduced fees for musical equipment, internet costs, and sports and activity fees. The Application for Educational Benefits can be completed either online at district279.org, or with a paper form obtained from the school office. A student's benefits eligibility status is confidential information. If you require more information on eligibility, please contact the Food Service office at 763-391-7129.

FOOD ALLERGIES OR OTHER DIETARY RESTRICTIONS

All food related allergies should be reported to the school health office immediately. The Nutrition Department wants to be sure we are keeping kids safe. Prior to providing substitutions, students with allergies are required to have a Special Diet Statement completed by a licensed physician. This form is located on the district website. Lactose intolerance should not be confused with food allergies. Upon the written request of a parent/caregiver, lactose-reduced milk will be supplied for children who are lactose intolerant.

PARENTAL CUSTODY & STUDENT CONTACT

The custodial parent is responsible for providing the following to the school:

- A copy of the signed court order, awarding custody
- Court order revisions/updates that affect custody, visitation, or record-access rights, which could include an Order for Protection

Upon request, a non-custodial parent has the right to access and receive copies of school records and information; to attend conferences; and to be informed about the child's welfare, educational progress, and status, as authorized under MN Statute 120A.22, Subd. 1 (a). ISD 279 is not required to hold a separate conference for each parent. In cases where parents are separated, divorced, or never married it is recommended that the parent(s) provide documentation of custody and visitation rights.

It is the parent/caregiver's responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with his or her child/ren.

PARENTS' RIGHTS TO ATTEND SCHOOL EVENTS

MN Statute 181.9412 Subd. 2 allows employed parents to request a leave for school conferences and activities. An employer must grant an employee a leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. You must let your employer know in advance and make every effort to schedule the leave so that it disrupts your workplace operations as little as possible. The law does not guarantee that the time off will be paid, but paid vacation or other paid leave time may be used.

PREVENTING IMPROPER USE OF TAXPAYER FUNDS

Pursuant to the Every Student Succeeds Act Section 9203, this notice is displayed so that any individual who observes, detects, or suspects improper use of taxpayer funds can easily report such improper use to the Office of Inspector General of the Department of Education (1-800-MIS-USED or 1-800-647-8733).

SECURITY & EMERGENCY MANAGEMENT

BUILDING ACCESS AND SECURITY
For the safety of students and staff, all exterior doors are locked during the school day, except for the main entrance.

Visitors must check in at the main office and obtain a visitor's badge using the district's visitor management system.

What to expect when using the visitor management system:

- When you arrive during the school day, you will be asked to present your photo ID. Your ID will be scanned, and you will be issued a name badge to wear during your visit.
- The visitor management system collects the visitor's name, date of birth, partial license number, and photo. No other information is gathered.
- If you do not have identification, you will be asked your name and date of birth, and your photo will be taken.
- The visitor management system compares the information gathered to the national sex offender database and school no-entry list.
- Please allow a few minutes the first time you use the new system. For subsequent visits, you will be able to self-check in by scanning the barcode on the back of your driver's license or other acceptable identification. Look for the visitor check-in kiosk.
- If you are dropping off items in the main office and not entering the school, you do not need to go through the visitor registration process.

A child will be released only to their parents or individuals authorized on the student's emergency card; identification will be required.

It is a misdemeanor for any person to enter or be found in an elementary, middle, or secondary school building unless he or she:

- is enrolled or a parent/caregiver of an enrolled student in the school;
- is a school district employee;
- received permission/invitation from a school official to be in the building;
- is attending a school event, class, or meeting to which he or she has been invited;
- and/or reported his or her presence in the school in the manner required for school visitors.

State law prohibits a person from entering or being found on school property within one year of being told by the school principal or designee to leave the property and not return, unless the principal or the principal's designee has granted the person permission.

SEVERE WEATHER & EMERGENCIES

Generally, you can expect that school will be held, even in severe weather. If school is held on a day you believe the weather is hazardous, you may keep your child home. Please call your school's absence line to report the absence. The absence will be excused.

School Cancellation

District administrators consider the combined effects of snow, ice and wind chill when determining if school will be held. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be canceled. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.

Flex Learning Days

Flexible learning days are intended to counter the loss of instructional time resulting from school cancellations due to the weather. The flex learning days will provide our district options to meet statutory regulations related to student instructional time besides making up school days for weather-related cancellations.

Early Release/Dismissal

Early dismissal is unlikely, due to the complexity of student transportation. However, if a storm worsens during the day, the superintendent may decide to close school early. Staff would attempt to make such a decision by 11 a.m.

- Mid-day dismissal: Lunch may be served, and schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.
- Tornado warning or other severe weather: Buses will not be loaded, and students will remain at school.

Programs, Activities, Events

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

COMMUNICATIONS

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

- **Telephone/email:** We will call and/or email you using an automated messaging system. Please be sure to submit or update your contact information through your child's school.
- **Online:** Whenever possible, emergency information will be posted on the district's website—www.district279.org—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/CAREGIVER RESPONSIBILITIES

- **School emergency plan for your family:** Make sure your children know what to do if school is canceled. *Do they know how to get into your home safely if school closes early?*
- **Student emergency contact information at school:** Students will be released only to parents, guardians and authorized individuals listed on the student emergency cards kept at school. Please keep this information current.
- **Weather-appropriate clothing:** Please send your child to school dressed appropriately for the weather,

e.g. warm coat, mittens, hat, and/or boots. Your child will be expected to go outdoors when outdoor recess is held. The school principal will determine whether to hold outdoor recess when the weather is questionable.

EMERGENCY PROCEDURES

Osseo Area Schools has a comprehensive emergency plan developed with the help of local law enforcement, emergency management, and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies.In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed.

HOLD

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

SECURE

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

LOCKDOWN

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

EVACUATE

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

SHELTER

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

STOPit Tip Line

The district has established the STOPit tip line for students, staff, and the community to report bullying, weapons, drugs, racial harm, unsafe conditions, and violence. All tips may be provided anonymously.
If you have information regarding something that may happen or an incident that has already occurred, please call 763-265-3636 to report it or you may also submit an anonymous STOPit tip form online. A link to the STOPit tip form can be found at the bottom of any district webpage. All tips are forwarded to the appropriate principal or administrator to investigate.

SCHOOL HOURS

Students are allowed into the building ten (10) minutes before school begins. Please plan accordingly, so your child is properly supervised. Supervised times are posted in each building. Students should not arrive at the school prior to posted supervised times. Students must walk or be picked up prior to the end of the afternoon supervision time.

School personnel are not available to provide additional supervision and are not responsible prior to posted supervision times.

SPECIAL EDUCATION SERVICES

The district provides services that meet the needs of children with disabilities. At least two pre-referral interventions are implemented to help a student progress in the general curriculum prior to a referral for a special education evaluation. A student is not referred if the interventions have been successful. Licensed special education teachers provide services along with psychologists, occupational therapists, speech/language pathologists, social workers, and physical therapists. An individual education program (IEP) addresses needs that result from a student's disability. Each elementary school has a team of special education service providers. Parents of children who need services may contact their child's school office for assistance or the ISD 279 Student Services program office at 763-391-7125.

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)
This program provides special education services for children from birth to age 5 in a variety of locations, e.g., home, center-based classroom, early childhood family education setting, community preschool classroom, etc. It focuses on development of a child's skills in one or more of the following areas: speech/language; social/emotional development; self-help; motor; and pre-academics. Families are encouraged to assume an important role in the development and delivery of services for their children.

ECSE is located at Arbor View Early Childhood Center, Willow Lane Early Childhood Center, and other sites. You may call 763-585-7300 to discuss concerns about your child's development and to refer your child for services.

STATEWIDE & DISTRICT ASSESSMENT INFORMATION

Students take a variety of tests, from those given by individual teachers, to district and state standardized tests. Each test has a specific purpose designed to give the teacher, student and parent/guardian information about the academic performance and progress of the student.

The student code of conduct for all standardized testing promotes ethical test taking procedures. Students are reminded that they should do their own best work to show what they can do. They should not accept help finding answers to test questions, give answers to other students or tell others what is on the test. There may be consequences if students do not follow directions or are involved in cheating.

The Minnesota Department of Education has published a document titled, Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information, that provides information to help parents/guardians make informed decisions that benefit their children, schools, and communities. This document can be found in Appendix A in the back of this handbook.

In addition, the Minnesota Department of Education has published another document titled, *Reading to Ensure Academic Development (READ) Act Screening: Parent/Guardian Participation Guide and Refusal Information*, that provides information to help parents/guardians make informed decisions that benefit their children, schools, and communities. This document can be found in Appendix B in the back of this handbook.

The Osseo Area Schools Assessment Plan can be found at https://www.district279.org/academics/assessments.

TRANSPORTATION

BICYCLES
It is recommended that children not ride expensive bicycles to school. Children should lock their bicycles in the racks provided. The school district is not responsible for the safety of bicycles.

BUS TRANSPORTATION
School Board Policy 707--Transportation of Students
School bus transportation is a privilege, not a right. A student's eligibility to ride a school bus may be revoked due to a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Revocation of a student's bus riding privilege is not a school exclusion, expulsion, or suspension (Pupil Fair Dismissal Act). Revocation procedures for disabled students are governed by state and/or federal provisions.

Transportation Eligibility
The school district will provide transportation for eligible students to and from school in accordance with this policy. The school district will set bus riding eligibility distances that meet or fall within requirements of the State of Minnesota.

1. The school district will provide transportation for students within eligibility distances in appropriate circumstances as determined by the Director of Transportation or his or her designee.
2. At a minimum, the school district will provide transportation for the following eligible students:
    a. All elementary students who live 0.8 miles or more from school.
    b. All middle school and high school students who live 1 mile or more from school.
3. Students who are enrolled in their school of residence and are currently assigned transportation will automatically be assigned a bus for the upcoming school year. If you currently have transportation and **do not intend** to ride the bus, please email busquestions@district279.org as ***Every Seat Counts***.

Cameras on School Bus
For safety purposes, cameras may be installed for recording student conduct on district contracted buses and taxicabs. When audio and video tapes contain identifiable information on students or staff, the data may be classified by state statutes as private or confidential data to which access may be prohibited.

Temporary Arrangements
Notify the school office in advance when plans change during a school day and your child will not ride the assigned bus home, e.g., you will pick him/her up or he/she will walk home with a friend. Students cannot ride a different bus other than the one they are assigned to by transportation.

At the Bus Stop
Children should be at their assigned bus stop five minutes before the scheduled arrival time and wait five minutes past in the event the bus is late before returning home. If a child is late, he/she should not run after the school bus. Bus drivers cannot return to pick up children who have missed the bus. Bus stops may be located on a private property, therefore students and parents need to respect the bus stop and the private property.

Parent/Caregiver Responsibility
Transportation is a partnership. You are responsible for your children's safe passage to and from the bus stop, their conduct at bus stops and reinforcing safe bus conduct within the bus. Please provide instruction by reviewing these bus guidelines with your children and enforcing the rules. Bus stops are frequently located at a corner which can be someone's property; please be respectful of private property.

Parents/Caregivers must not board the school bus. Only authorized riders may board the school bus. Under MN Statute 609.605 Subd. 4a, "*A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor.*" We encourage parents/caregivers to talk to the drivers from outside the service door.

STUDENTS WHO WALK TO SCHOOL
For maximum safety, teach your child to follow the safest route to school. Review the use of crosswalks and stopping at the curb and looking both ways before crossing a street. Teach your child the meaning of traffic signals. Once students leave the school grounds, supervision of students is the parent/caregiver's responsibility.

Safety Patrols
Several schools have established student safety patrols who are on duty approximately ten minutes before school and five minutes after school. The chief duty of the patrol is to help students cross streets safely. It is expected that all students will listen to the patrols' directions when provided.

Weather Conditions
Extra caution must be used if snow has blocked sidewalks. Children should not walk on the high snow banks next to the street. If a cleared sidewalk is not available and the child must walk on the side of the street, teach your child to walk on the side facing traffic.

LATE ARRIVING BUS
You can check the on-time status of your bus by downloading the Firstview bus tracking app for Android or iOS. Visit district279.org/services/transportation

ON THE BUS
Large objects cannot be transported on the bus. Items packed for field trips, e.g., environmental camps, may be transported to school on the bus if the student can hold everything on their lap. Excessive luggage must be transported to school by other means, and it is your responsibility to make these arrangements. Children should carry their papers and other items in a school bag. Skates and rollerblades must be enclosed in a protective case.

Items not allowed on the bus include the following:
- skis, ski poles, sleds, skateboards, hockey sticks, lacrosse sticks and large bags of sporting equipment
- animals, fish, or plants of any kind
- musical instruments that cannot be held on the lap, such as cellos, string bass, and tubas
- consumption of food, candy, or beverages
- large science and art projects

Seat Assignment
All elementary buses will have assigned seats. Secondary buses may have assigned seats implemented at either the driver's or district's discretion.

Ridership Guidelines
Review the following guidelines with your child to ensure he/she exhibits the proper behaviors:

Be Safe:
1. seat to seat, back to back and feet on the floor
2. keep aisle clear;
3. keep objects and body parts in the bus;
4. and keep hands, feet and objects in your own space.

Be Respectful:
1. treat people and property with kindness;
2. conversations and electronics are quiet;
3. follow adult directions.

Be Responsible:
1. take a seat quickly;
2. keep food and drinks in your backpack the entire ride;
3. be on time (5 minutes before pick-up);
4. electronics are only used for school work, music or gaming.

The bus driver may report any behaviors he/she considers unacceptable and assign or reassign seats as necessary.

EXITING THE BUS
If your child must cross the street after getting off the bus, he or she should wait for the driver to signal, then walk at least ten (10) feet in front of the bus watching for any vehicle that may not be stopping. Students should never cross the street after the bus has departed from the stop, nor pick up dropped papers in front of the school bus when crossing the street. Students should not cross behind the bus.

UNACCEPTABLE BEHAVIORS
A student who jeopardizes the safety and comfort of others on the bus may lose the privilege of school bus transportation. Bus drivers report unacceptable behavior to the building principal or designee who determines and imposes any necessary consequences. Parents/caregivers may be notified by phone, in person, or in writing. The building principal or designee may set up a conference with the student or parents/caregivers. A pattern of minor infractions or a single major infraction of the rules may result in suspension of bus riding privileges. Destruction or vandalism to the bus or private property may result in monetary restitution.

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

TREATS & OUTSIDE DELIVERIES

Food for school events must be commercially prepared. Personal outside deliveries, such as flowers and non-latex balloons, are discouraged. If delivered, they will be kept in the office until the end of the school day. Parents will be responsible for transporting these items home that day. Latex balloons are not allowed due to allergies.

The school district encourages all students, staff, and parents to make age appropriate, healthy selections of foods and beverages.

VACATIONS

Sometimes a family vacation has to be taken when school is in session. To help your child get the most from a vacation and, more importantly, to be true to our belief that class work should only be assigned after it has been taught, schoolwork will be assigned upon return to school. The classroom teacher may modify the amount of work.

Encourage your children to read for pleasure while on vacation. This will greatly enhance both the trip and their reading skills. You may ask your children to do activities they can share with classmates upon return to school, e.g., compile a scrapbook, picture diary, or journal; or mark the places and dates visited on a map.

VISITORS IN CLASSROOMS

Parent involvement in their child's educational experience is encouraged. Generally, visits must be pre arranged with the school principal, and identification will be required. Unaccompanied children (cousins, friends, etc.) are not permitted to visit classrooms. No other children will be permitted to accompany the parent during the visit. All visitors must check in at the main office.

Permitted visits to a classroom should be short and the length of the visit will be at the discretion of the principal and teacher.

VOLUNTEER INVOLVEMENT

The district encourages and supports volunteer involvement in schools and programs. The use of volunteers in the school district can assist in closing the achievement gap and enhance the educational experience of each student.

Building Volunteer Coordinators and/or designated staff are assigned to support volunteer involvement in school district programs and activities. These coordinators will work in consultation with principals and/or site program leaders. The school district maintains a risk management plan for the screening, placement, training and supervision of volunteers.

Anyone who would like to volunteer, can click on the volunteer link on the school website to learn about volunteer opportunities and how to apply. Volunteers will be requested to complete a volunteer application online: Online Volunteer Application. General volunteer information can also be found on the district volunteer page: https://www.osseoschools.org/community/volunteers

FREE LANGUAGE SERVICES OFFERED

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're 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, friends 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.

APPENDIX A: STATEWIDE ASSESSMENT REFUSAL FORM

DEPARTMENT OF EDUCATION

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)
MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners
The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any additional consequences for not participating.

Explore the Statewide Testing page for more information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name: _____ Middle Initial: ____ Last Name: _____

Date of Birth: _____ Current Grade in School: ____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ Reading MCA/Alternate MCA ☐ Science MCA/Alternate MCA

☐ Mathematics MCA/MTAS ☐ WIDA ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20____ to 20____ school year.)

APPENDIX B: READ ACT SCREENING REFUSAL FORM

DEPARTMENT OF EDUCATION

Reading to Ensure Academic Development (READ) Act Screening: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in READ Act foundational literacy skills screening is important as it allows your school and district to ensure all students have access to a high-quality education and helps schools identify students in need of alternative instruction and intervention. In the past, students with disabilities and English learners were often excluded from literacy screening. By requiring that all students complete literacy screening, schools and teachers have more information to see how all students are doing and which students need more support in literacy. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

READ Act Screening

READ Act screening is universal for all children in kindergarten, grade 1, grade 2 and grade 3 and includes screening for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language and for characteristics of dyslexia. Each school district must screen three times each school year: (1) within the first six weeks of the school year; (2) by February 15 each year; and (3) within the last six weeks of the school year.

Minnesota Department of Education (MDE) Approved Screeners

- DIBELS 8th Edition
- FastBridge earlyReading (K-1) and CBM Reading

READ Act screening is required for students in grades 4 and above who do not demonstrate mastery of foundational reading skills including phonemic awareness, phonics, decoding, fluency, and oral language. These students must be screened for characteristics of dyslexia, and must continue to receive evidence-based instruction, interventions and progress monitoring until the student achieves grade-level proficiency.

READ Act Screeners Help Families and Students

Participating in READ Act screening helps families see a snapshot of their student's learning at multiple time points so they can advocate for their success in school. After administering the screener, schools must give parents of each student who is not reading at or above grade level timely information about:

1) the student's reading proficiency as measured by the screener
2) reading-related services currently being provided to the student and the student's progress; and
3) strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language

Parent/guardian refusal of READ Act screening does not deny the student access to progress monitoring and literacy intervention.

Completing READ Act Screening Helps Your Student's School

READ Act screening provides information to your school and district on students reading ability levels and growth in reading skills. This information helps:

- Educators evaluate their literacy materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in READ Act Screening

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a READ Act screening, please provide a reason for your decision on the form below. Contact your student's school to learn more about locally required assessments.

Concerns for Not Participating in READ Act Screening

1) The student will not receive an individual score, and the teacher may need additional information as to know how to best serve the student.
2) School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.

Explore the READ Act Screening page for more information.

Check with your local school or district to see if there are any additional consequences for not participating.

Additional Information

1) On average, students spend less than 1% of instructional time taking statewide assessments each year.
2) Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
3) School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

READ Act Screening: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in READ Act screening, will not receive individual assessment results and you will not be notified of your student's reading proficiency as measured by the screener.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: ____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20____ to 20 ____ school year.)