HOWARD LAKE
WAVERLY · WINSTED
Public Schools

8700 County Road 6 SW
Howard Lake, MN 55349
320.543.3900

# Annual Notification of Rights: Protection and Privacy of Educational Rights

Pursuant to the requirements of ISD #2687 Howard Lake-Waverly-Winsted School District's Policy regarding educational data privacy, the following constitutes the School District's annual notification to parents and students regarding data privacy practices of the School District.

The School District has adopted a Data Privacy and Student Records Policy incorporating state and federal requirements as to data privacy rights. In summary, the policy provides:

*A. Privacy Rights*

Educational records which identify, or could be used to identify, a student other than directory information, may not be released to a member of the public without the written permission of the student's parents or guardians, or the student, if he or she is age 18 or attends a post-secondary institution ("eligible student"), unless permitted by state or federal law.

*B. Directory Information*

Directory information includes a student's picture, parents' name, student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. Directory information may be released to the public without prior parent or eligible student consent unless the parent or eligible student has objected in writing to the release of one or more categories of such information. Directory information does not include identifying data which references religion, race, color, social position or nationality. Directory information also does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user. A parent of a student or an eligible student in the District may refuse to permit the release of any or all categories of directory information by contacting the building principal in which said student attends and completing the form Non-release of Information (please contact school secretary for a non-release of information form). This objection must be given to the District within thirty (30) days of this publication notice. Data collected from non-public school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

*C. Inspection of Records*

Parents of a student or an eligible student may request to inspect and review any of the student's educational records except those which are, by state or federal law, made confidential or are otherwise private with respect to another individual. A written request should be submitted to the building principal designating those records requested to be reviewed. The School District will comply with the request immediately if possible and if not, within ten days, exclusive of weekends and holidays. Copies of records may be obtained at the actual cost of reproduction or as set forth in School District policies and procedures.

*D. Challenge to Accuracy of Records*

A parent or eligible student who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy of the student, may request that the School District amend or correct the record in question. A request shall be in writing, directed to the Superintendent and shall identify the information that is requested to be changed and, the reason for the request.

If the Superintendent, within a period of thirty (30) days, declines to amend the record as requested, the parent or eligible student will be advised in writing of their right to request and obtain a hearing.

If either the Superintendent or Commissioner determines that the record in question is inaccurate, misleading, incomplete or violates the privacy rights of the student, the record will be amended, and the parents or eligible student will be notified. Data in dispute will be disclosed only if the statement of disagreement of the parent or eligible student is included with the disputed data.

*E. Transfer of Records to Other Schools*

ISD #2687 Howard Lake-Waverly-Winsted forwards educational records of students to other schools, school districts and post-secondary educational institutions in which a student seeks or intends to enroll or is already enrolled upon request of that school or school district as long as the disclosure is for the purposes related to the student's enrollment. A parent or eligible student may request and receive a copy of the records which are transferred and may, pursuant to the policy, challenge the accuracy of the records. The District does not, however, individually notify parents or eligible students prior to such transfer. Educational records may include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the Federal No Child Left Behind Act and data regarding a student's history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on School District property and certain other illegal acts.

## Annual Notification of Rights: Protection and Privacy of Educational Rights (continued)

*F. Data Sharing Within the School District*

The School District may disclose education records to other school officials within the School District if the School District has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the School District has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

*G. Release of Data to Military Recruiters*

Pursuant to applicable law, the School District gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The School District must release the names, addresses, home telephone numbers, and dates of birth of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers and post-secondary educational institutions without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the building principal by October 1 of each year. This written request must include the following information:

(1) Name of student and parent, as appropriate;

(2) Home address;

(3) Student's grade level;

(4) School presently attended by student;

(5) Parent's legal relationship to student, if applicable;

(6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions without prior consent; and

(7) Specific category or categories of directory information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the School District's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the directory information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the School District that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

*H. Data Collection Rights*

A parent or eligible student, when asked to supply private or confidential data, shall be informed of:

a. The purpose and intended use of the requested data;

b. Whether he/she may refuse or is legally required to supply the requested data;

c. Any known consequence arising from his/her supplying or refusing to supply the data;

d. The identity of the persons or entities authorized by state or federal law to receive the data.

*I. Complaints for Non-Compliance*

Parents and eligible students may submit written complaints of violation of rights accorded them by the Family Education Rights and Privacy Act to the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20201. Requests for copies of the School District's Data Privacy and Student Records Policy and questions should be addressed to:

Superintendent of Schools, ISD #2687 Howard Lake-Waverly-Winsted, PO Box 708, Howard Lake, MN 55349.

## 2026-2027 Indoor Air Quality Notification

The Howard Lake-Waverly-Winsted School District has adopted an Indoor Air Quality Management Plan. This plan will be used by the School District to identify and implement the Districts commitment to the best indoor air quality for the student, parents, and staff. The plan contains maintenance procedures, building surveys, IAQ policies, and procedures for handling indoor air quality concerns and complaints. If you would like to view the Indoor Air Quality Management Plan or if you have any questions or concerns regarding indoor air quality at any of the districts buildings, please contact the districts Indoor Air Quality Coordinator, the Superintendent at 320-543-4646.

## Allergy Alert

Based on studies in the United States approximately 1 out of 125 children has a peanut allergy. Allergies to peanuts, shellfish, and eggs, along with other allergies have increased in the last decade. Therefore, it seems that it is likely that we will have students with food allergies in our school system. A table will be set aside for students with peanut and other food allergies as needed. Our goal is to keep all students safe!

## Testing for Lead in Drinking Water

MN Schools are required to start testing all drinking water sources in their facilities for the presence of lead. In 2020-2024, ALL HLWW sites were tested for lead in drinking water. As part of a five-year process beginning in 2020, HLWW tested its five sites (High School, Middle School, Humphrey Elementary, Winsted Elementary, MAWSECO facility) on a rotating basis.

The results of these tests can be found on our webpage. Any questions please contact the Superintendent at 320-543-4646.

## 2026-2027 Pesticide Notification

A Minnesota state law requires that schools inform parents and guardians if they apply certain pesticides on school property. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. The HLWW School District does not apply pesticides on school property unless all other measures have failed to control the problem. In the event that insect control sprays and dusts need to be applied, it will only be done when students are absent from the area, and will be out of the area until any spray and any odor has dissipated. If you would like to be notified prior to a chemical application, please contact the Superintendent at the district office 320-543-4646.

## 2026-2027 Asbestos Notification

HLWW Public Schools has a stringent inspection and management program for all asbestos containing building materials. As a matter of policy, the District will maintain a safe and healthful environment for our community's youth and employees. The HLWW High School/Middle School and the MAWSECO buildings were built without specifying asbestos containing material. All accessible asbestos containing building materials were removed prior to the remodeling of Winsted Elementary and Humphrey Elementary Schools. A copy of the asbestos management plan is available for review in the district office. The district will charge reasonable costs to make copies of the management plan. Questions related to the plan should be directed to Wayne Warzecha at 320-293-0397.

### Radon Testing

HLWW Public Schools conducted radon testing of all its facilities (High School, Middle School, Winsted Elementary, Humphrey Elementary, and MAWSECO) from 2018-2021. All results were well below the allowable levels of radon as advised by the Minnesota Department of Health (MDH), and no mitigation measures needed to be taken.

The results of these tests are on file at the District Office.

Unless the District has a future construction project, it will no longer test for radon, unless advised or required under the guidance of MDH.

### Human Rights Notice

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a student, teacher, administrator or other school personnel should report the alleged acts immediately to the appropriate school district official designated by this policy.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building, but oral reports shall be considered complaints, as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

District Human Rights Officer: Superintendent Dr. Dan Edwards
Phone: 320-543-4646, ext. 4620; PO Box 708 Howard Lake, MN 55349

## Notice of Program Accessibility for Persons with Disabilities

All programs or activities offered by the Howard Lake-Waverly-Winsted School District, when viewed in their entirety, shall be readily accessible to individuals with disabilities. Information relating to the existence, location or relocation of services, activities, and facilities that are accessible to and usable by individuals with disabilities can be obtained upon request. Services, activities, and facilities are relocatable, but only as required by law. Please contact the School District's Superintendent at: Superintendent Dr. Dan Edwards, Howard Lake-Waverly-Winsted School District, 8700 County Road 6 SW, PO Box 708, Howard Lake, MN 55349, Telephone number (320) 543-4646.

Interested persons, who need auxiliary aids and/or services for effective communication in programs or activities, including persons with impaired vision or hearing, are invited to make their needs and preferences known to the School District's Superintendent. Disabled individuals who need auxiliary aids and/or services to attend a meeting or function at school should make a request for reasonable accommodations within a reasonable time before the date of the event or function.

## Wellness Policy

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), passed by the U.S. Congress and signed into law by the President, established a new provision requiring districts/schools participating in the federally funded school meal programs to develop and implement a local wellness policy by the beginning of the 2006 school year.

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the Superintendent or designee, leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee. If you would like to review the policy or connected materials, they can be found on our school district website at www.hlww.k12.mn.us under the policy section - Policy #533 or you can contact HLWW Human Resource Coordinator, Jennifer Borrell at the 320-543-4622, if you have further questions.

## Employment and Services Criminal History Background Checks

The School District has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the School District shall seek criminal history background checks for all applicants who receive an offer of employment with the School District. The School District also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the School District, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The School District may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## Title I

As part of the federal compliance guidelines for schools receiving Title I funding, parents of each student attending a school receiving Title I funds may request information regarding the professional qualifications of the students' classroom teachers.

Humphrey and Winsted Elementary receive Title I funding within the HLWW School District.

Initial information regarding your child's teacher can be found via the MDE website: http://www.education.state.mn.us/mde/index.html under the upper tab "Educator Excellence." Select "Licensing" within the drop down menu, then click the link "Teacher Licensure Lookup" in the center of the page. Enter the teacher's first and last name to find out more about his/her current licensure status. Information can also be requested by contacting Jennifer Olson, Elementary Principal, at either of the two elementary buildings (Humphrey Elementary—320-543-4680, or Winsted Elementary—320-543-4690).

## Returned Check(s) / NSF

In the unlikely event your check is returned due to NSF or a closed bank account, your check may be collected electronically along with the state allowed fee. Your check is welcome as payment. Our School District has established the following policy for accepting checks and collecting bad checks: for a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.

## 2026-27 MN Student Privacy Law for Digital Tools:

Howard Lake-Waverly-Winsted Public School uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

For additional questions regarding specific digital tools used in classrooms please reach out to Travis Eldred, HLWW Technology Director, at teldred@hlww.k12.mn.us.

## School Closings, Delays & District Notifications

The safety of our students and staff is our highest priority. In general, school will remain in session if road conditions allow our buses to safely complete their routes. When weather conditions are questionable, district staff carefully monitor road conditions and weather forecasts before determining whether to open on time, delay the start of school, dismiss early, or close school.

In some cases, the district may implement an **E-Learning Day** instead of canceling school due to weather.

We recognize that weather conditions can vary throughout the district. Even when school is in session, parents and guardians are encouraged to use their own judgment when deciding whether it is safe for their child to travel to and from school.

**District Notification System**
Howard Lake-Waverly-Winsted Public Schools uses a district-wide notification system to keep families informed of important information, including:

- School closings, delays, and E-Learning Days
- Emergency and safety notifications
- School events and reminders
- Parent-teacher conferences
- Report card distribution
- Open houses and other district announcements

Notifications may be sent by phone, email, and text message to the contact information you have on file.

**Please be sure to update your child's emergency contact information during Open House or whenever your contact information changes.** Keeping your information current helps ensure you receive important district communications promptly.

**Receive Text Messages**
To receive district text message alerts, simply text **"Y"** or **"Yes"** to **67587**. This free service provides notifications about school closings, safety alerts, important events, and other district updates.
You may opt out of text messages at any time by replying **"STOP"** to any district text message.
If you have questions about the district notification system, please contact **Travis Eldred, Director of Technology**, at **teldred@hlww.k12.mn.us**.

## Bullying Prohibition Policy

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

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

If you would like a copy of HLWW's Bully Prohibition Policy #514, please see our school website at www.hlww.k12.mn.us or contact the building principal for a copy.

## American Indian Parent Advisory

The American Indian Parent Committee (AIPAC) serves as an advisory to help ensure that American Indian students are receiving culturally relevant and equitable educational opportunities. AIPAC is critical to the achievement and success of American Indian students at HLWW and offers a valuable opportunity to strengthen district and parent partnerships. AIPAC meets three times per year.

AIPAC must be comprised primarily of parents of American Indian students within the district. American Indian secondary students and American Indian district staff are also eligible to serve on the committee, as are American Indian community members. While non-Native district staff may participate in the AIPAC meetings, they are not official committee members, and should not outnumber committee members at meetings.

Prior to March 1 of each year, AIPAC meets to discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students. If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence.

HLWW AIPAC always welcomes American Indian parents, students and staff to join. Please reach out to Kelli Westling with questions or if wishing to join. kwestling@hlww.k12.mn.us