

2022-2023  
Student  
Handbook

**Humphrey Elementary**

803 Elm Avenue  
PO Box 248  
Waverly, MN 55390  
320-543-4680

**Winsted Elementary**

431 4<sup>th</sup> Street North  
PO Box 160  
Winsted, MN 55395  
320-543-4690

[www.hlww.k12.mn.us](http://www.hlww.k12.mn.us)

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This handbook was approved by the Howard Lake-Waverly-Winsted District 2687 School Board on June 13, 2022. The handbook may be changed or amended during the school year. Changes will be posted in the office and on the schools' web site. All questions regarding any provisions in the handbook should be directed to the elementary principal.



# PARENTS

This handbook is prepared for the families of elementary children in District 2687, Howard Lake-Waverly-Winsted Public Schools. It is designed to help you understand how schools and families share in the elementary school experience.

We look forward to an exciting school year. It is our goal to involve parents as key members of our educational team. We sincerely hope you enjoy this year and experience it as a time for real growth.

Teamwork, of course, means good communication between home and school. Please contact us whenever you have questions or concerns. In addition, our schools are always open for you to visit. We welcome and greatly appreciate parent visits, and encourage everyone to share their reactions.

Best wishes for a successful school year!

Sincerely,  
Jennifer Olson  
Elementary Principal  
Howard Lake-Waverly-Winsted



**HLWW Public Schools**  
**ISD #2687**

## *Mission*

"The Mission of HLWW Public Schools is to prepare students for life by engaging them in meaningful learning experiences."

## *Goal Areas*

- **Literacy** – To understand that the key to success for an individual and our society is to be literate.
- **21<sup>st</sup> Century Technology** – To use and apply, in order to learn and achieve.
- **Social Emotional Learning** – To know and show what it means to be a LAKER.
- **Choice Readiness** – To believe that you can be whomever you want to be in the future.
- **Service to School and Community** – To show pride in where you come from through your words and actions.

## *Lakers Are...*

**Learners**– Everything you do is an opportunity to learn to better yourself and others.  
**Accountable** – Set goals and follow-through.  
**Kind** – Practice compassion for the benefit of self and others.  
**Empowered** – Make an impact in all aspects of your life and in the lives of others.  
**Resilient** – Never give up and don't be afraid to ask others for help along the way.

## *Motto*

**Excellence Through Education**

## *Hashtag*

**#LAKERproud**

# GENERAL INFORMATION

## Academic Curriculum

The academic curriculum at Humphrey and Winsted Elementary is comprehensive and provides a firm foundation for students. The research-based curriculum focuses heavily on the areas of reading, writing, and math. Other areas of classroom study include spelling, handwriting, science, social studies and health.

To complete the foundation for a solid education, specialists at Humphrey and Winsted Elementary teach physical education and music. The physical education curriculum promotes healthy lifestyles and lifelong personal fitness through a wide variety of physical activities. Music education provides every student with opportunities for self-expression and fosters a lasting interest in the fine arts.

Technology is a vital part of a child's day at Humphrey and Winsted Elementary. Computers are used to enhance classroom instruction. The school has a computerized network that serves the media center and all classrooms. Students and faculty use technology to conduct research and have supervised access to the internet.

## Allergies

Humphrey and Winsted Elementary are committed to providing a safe and nurturing environment for students. We understand the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, we are committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

## Attendance

School attendance laws of the State of Minnesota require that children must attend school regularly. Regular school attendance is important to the educational growth of students in grades kindergarten through fourth grade. Parents are strongly encouraged to remind their children that consistent attendance will result in a continuity of the instructional process, higher grades and a more enjoyable school experience.

Regular classroom attendance will help students develop successful life skills including punctuality, self-discipline and responsibility. The shared learning experiences that take place daily in the schools are a purposeful and important part of the educational process.

The attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns.

It is the responsibility of the parent/guardian to communicate absences and/or late arrivals to the office by 8:45 a.m. on the day of the absence. Should school staff not hear from you, a courtesy call will be made to determine your child's safety. Any future absences not communicated with the school office will be recorded as unexcused. Please contact the school for absences using these office contacts:

Humphrey 320-543-4680 or [tknuth@hlww.k12.mn.us](mailto:tknuth@hlww.k12.mn.us)  
Winsted 320-543-4690 or [jstifter@hlww.k12.mn.us](mailto:jstifter@hlww.k12.mn.us)



When calling your child in, give the following information: name of student, grade, name of teacher, and length of and reason for absence. If reporting your child ill, please include symptoms.

## Excused Absences

- Personal illness – once a student reaches ten (10) absences due to illness in a year, parents may be notified that any additional absences will not be excused unless a school nurse verifies the illness or documentation from a doctor is provided.
- Medical appointments.
- Illness in the immediate family.
- Death in the immediate family.
- Legal obligations.
- Religious holidays.
- Family vacations – you are strongly encouraged to take family vacations during winter or spring break. In the event this is not possible, the elementary office as well as your child's teacher should be informed in advance of any vacation that will cause student absence from school.

- 24-hour notification to the office is required for any planned absences. Examples include an out of town trip, attending a funeral/wedding or other family event, sporting events (tournaments, hunting, etc.). It is important to contact the school office in advance, but prior to 8:45 a.m. the day before the absence occurs to allow the classroom teacher an opportunity to prepare instructional materials that would be missed in his/her absence.
- Suspensions.

Unexcused Absences – These absences are counted!

- An absence not recognized as an excused absence will be considered unexcused.
- Any absence without a written or verbal explanation by the parent/guardian by 8:45 a.m. to the school office will be considered unexcused.
- Examples of unexcused absences are: out-of-town guests, oversleeping, “running late,” shopping, taking care of younger brother or sister, hair appointments, family trips without prior approval, or any duty/errand which can be done outside of the normal school day.

When a student reaches three (3) unexcused absences, school/parent contact will be made in an effort to help improve student’s attendance. Seven (7) unexcused absences will be referred to County Court for educational neglect. Minnesota State Law concerning educational neglect presumes that parents or guardians of a child under 12 years of age are held accountable for any unexcused absences.

Tardies

Students are expected to come to school on time and be in the classroom ready to learn at 8:10 a.m. Frequent late arrivals establish a pattern that is not acceptable. Often classes start with instruction right away and the late student misses important information. A student will be marked tardy if he/she arrives after the second bell. If the arrival is after 9:30 a.m. the student will be marked absent ½ day. If the student leaves before 1:00 p.m. for the remainder of the day the student will be marked absent ½ day. Tardies shall be excused when a note or telephone call is received from the parent/guardian explaining how the tardy was unavoidable.

- Five unexcused tardies will be treated as the equivalent of one unexcused absence.
- Examples of unexcused tardies are: oversleeping, missing bus or being late to class for playing in the hallway or lunchroom. (When unfavorable weather conditions are forecast and Howard Lake-Waverly-Winsted is starting on time, please plan ahead so that your child arrives to school before the second bell.)
- Examples of excused tardies are: medical appointments or the bus the student is arriving on is late due to road conditions.

We understand that family schedules do not always mix with school schedules. If your child is late to school, we ask that an adult check your child in at the elementary office. If your child needs to leave early, please send a note in the morning so we can have your child ready for you when you arrive.

Accidents

Accidents which are incurred by children during the portion of the day when they are under the supervision of the school should be reported to the classroom teacher or teacher on duty immediately. An accident form will be filled out and sent home with the child. If the school nurse or designee determines that the injury is serious, the parents will be called immediately.

Arrival – Dismissal Time

For the welfare and safety of all students, it is requested that students do not arrive at school any earlier than necessary. This is especially important for those children who walk, ride bicycles or are dropped off by parents. Students who walk, ride bicycles or are dropped off by parents should not arrive more than 15 minutes (7:55 a.m.) before school starts due to supervisory reasons.

If your child attends Winsted Elementary School and they are being dropped off before school or picked up after school, please do not drive on the playground area.



Humphrey Elementary/Winsted Elementary  
 School Begins – 8:10 a.m.  
 Dismissal – 2:40 p.m.



Animals In The Classroom

To prevent exposure to allergens and to maintain the best possible indoor air quality, prior approval is required before animals are allowed to visit the classroom.

### Bicycles

Students who are competent bicycle riders and practice good bicycle safety may ride their bicycles to school, weather permitting. Bicycles are to be walked when on school grounds. Bicycles should be parked and locked in the bicycle racks during the school day. The use of helmets is encouraged. We are not responsible for lost, stolen or damaged bicycles.

### Cell Phones

Cell phones are strongly discouraged at the elementary schools due to potential learning distractions, as well as possible theft. If you feel your child must have a cell phone for emergency purposes, we expect that it will be kept in your child's locker on silent mode (or off) during the school day. Students will not be allowed to use them in class, on the playground or any time during school hours, unless given permission by the classroom teacher. Please contact the school in case of emergencies and not your child's cell phone as we may need information to assist you accordingly. At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms or dressing rooms. These devices include, but are not limited to, cell phones, cameras, PDA devices, and other such technology.

### Communications

One key feature of effective schools is good communication between school and home. The elementary schools use a variety of communication tools to make our school – family relationship strong: monthly newsletters from the principal and individual classroom teachers, special flyers in the Wednesday folder, phone calls and notes. Classrooms use daily communication journals/student planners.

Our parent organizations hold regular meetings throughout the year, and usually receive updates on important school and district information. In addition, news of special events is published in the local newspaper as well as the district newsletter.

The Howard Lake-Waverly-Winsted School District website address is <http://www.hlww.k12.mn.us> and includes timely general information about the district, its policies and activities. We encourage you to respond to our communication efforts and let us know if they are effective, and how we can improve for the future.

### Custody Issues

If there are special concerns or court orders involving our elementary students, we must have current copies of legal court documents on file at school. Parents without specific court documents stating otherwise are entitled and have access to all school functions.

### Discipline, School Expectations and Nurtured Heart

At Humphrey and Winsted Elementary School we expect our students to conduct themselves appropriately by showing respect for themselves and others and by demonstrating responsibility by making appropriate choices. The staff at our schools has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy.

The discipline plan at Humphrey and Winsted Elementary Schools is based on the Above the Line program, which was developed by Corwin Kronenberg, a nationally recognized expert on behavior management.

The goal of Above the Line is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. In the program, behavior is divided into three groups, Above the Line, Below the Line, and Bottom Line. The three behavior categories with some sample behaviors are illustrated in the box below.



<b>ABOVE THE LINE</b>		
Be Cooperative	Be Polite	Be a Worker
<b>BELOW THE LINE</b>		
Swearing	Teasing	Budging in Line
Hitting	Not Cooperating	Wasting Time
<b>BOTTOM LINE</b>		
Weapons	Vandalism	Racial Harassment
Assault	Use of Drugs	Sexual Harassment

Students are expected to demonstrate Above the Line behaviors. If a student makes a bad behavior choice and fall Below the Line, the student will be expected to assume responsibility for the behavior.

Students who choose a Below the Line behavior will be given a choice by the adult in charge. They will be asked if they want to "Fix It" or if they want a consequence for going Below the Line. If the child selects the "Fix It" option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused with his/her Below the Line behavior. When a child requests a consequence for a Below the Line behavior, the consequence will be worked out with the child and the adult in charge. The consequence must be related to the behavior, delivered respectfully, and it must be reasonable. There is a separate form for primary grades (kindergarten-one-two and intermediate grades (three-four).

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line behaviors. A Bottom Line behavior is a violation of state law or district policy or any totally unacceptable behavior. When a student demonstrates a Bottom Line behavior, the principal, parent(s)/guardian(s) and maybe a legal authority will get involved.

In addition to Kronenberg's approach, we are also implementing the Nurtured Heart Approach®. NHA is a philosophy for creating healthy relationships with the people in your life. Originally created by Howard Glasser in 1992, NHA consists of a set of strategies that assists children in further developing their self-regulation and has been found effective with children of all ages. It focuses on transforming the way children perceive themselves, their caregivers and the world around them. Children learn to understand that they will receive endless amounts of praise, energy, recognition and reward through the positive behavior they display and this supports children to build a positive portfolio of themselves, which we call "Inner Wealth™." Nurtured Heart embraces three strands we target to transform student behavior and focus on being responsible, respectful students & citizens. Absolutely NO, Absolutely YES, and Absolutely CLEAR. In each of these three strands, we seek common, consistent and positive language to ensure safety, understanding, and promote positive decision making.

#### **Dismissing Students**

**Students are dismissed only from the office during school hours.** If you must take your child out of school a written request should be sent to the office stating the date and time of dismissal. You must come to the office to meet your child. Children will not be released to waiting cars or to anyone who cannot identify himself/herself to the satisfaction of school personnel.

In an effort to minimize classroom disruptions, increase classroom learning time and keep our students safe, parents are asked to communicate dismissal changes to the elementary office by 11:00 a.m. for grades K-4. We will no longer be interrupting classes in the afternoon to deliver messages to students except in an emergency.

If you arrive after the buses have gone, your child will be waiting for you in the classroom or in the office. Please come into the building to pick up your child.

#### **Early Childhood Screening**

Early Childhood Screening is required by MN Statutes prior to kindergarten enrollment.

District 2687 offers screening in vision, hearing, growth, immunization status, and skills in thinking, communication and language, large and small muscles and social/emotional development for children who are between three and four years old. If your child has not been screened, please contact HLWW Community Education 320-543-4670.

#### **Educational Data Privacy**

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 18, attends a post-secondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here, due to limitations of space, but which are set out in district policy.

##### **B. Directory Information**

"Directory Information" includes a student's picture, parents' name, student's name, address, telephone number, date and place of birth, gender, major field of study, participation in officially recognized activities and sports, weight and height, member of athletic teams, dates of attendance, grade levels completed, degrees and awards

received, the most recent previous educational agency or institution attends 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 directly information by contacting the building principal in which said student attends and completing the form Non-release of Information. This objection must be given to the District within thirty (30) days of the publication notice.

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 or other rights of the student, the record will be amended, the parents or eligible student will be notified. Dates 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, notify parents or eligible students prior to such transfer.

F. 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;

G. 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 Students Records Policy and should be addressed to: Superintendent of Schools, ISD 2687 HLWW, PO Box 708, Howard Lake, MN 55349.

### Elementary Enrollment

Elementary enrollment for the 2022-2023 school year is approximately 475 students. Total enrollment in grades K-12 is about 1,200 students.

District facilities include two elementary buildings, one in Waverly (Humphrey) and one in Winsted, housing pre-kindergarten through fourth. Students in grades five through eight attend the middle school in Howard Lake and students in grades nine through twelve are enrolled at the senior high school in Howard Lake.

### Emergency Drills

Schools are required by law to conduct emergency drills during the school year. The purpose of emergency drills is to prepare students for emergency situations such as fire, lockdown, severe weather, etc.

### Field Trips

During the school year various classes take field trips. Permission slips are sent home for parents to sign, thus giving permission for a student to go on a field trip. In the event that a parent does not want his/her child to go on a trip, the child must be in attendance on that day. Provisions will be made for the student.

If there are special health concerns or medications needed, please contact the school prior to the trip.

### Home Prepared Food

Howard Lake-Waverly-Winsted abides by State Health Department recommendations and regulations regarding the serving of food in school.

Howard Lake-Waverly-Winsted prohibits the distribution and service of food items including treats which are prepared in individual homes. Food for classroom parties, or any occasion, must be purchased from a store which is subject to state food inspection regulation. All food to be shared with other students must be commercially prepared, pre-packed, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

### Homework

The homework guideline we use is quite simple. Ten minutes per school night per grade level. An example is 30 minutes a school night for third grade. We understand children work at different rates. Some students in a class may have less homework because they have made better use of their study time at school, or school work may come easier for them. Some students in a class may not be able to complete their homework within the grade level timelines. If this happens to your child on a regular basis, you should contact the teacher to discuss some options. For most students, the ten minutes per grade level guideline works well.

As parents, you can make homework more successful for your child by providing a work area free from distractions. Another idea is to see that your child is using his/her time well and not spending time getting drinks, sharpening pencils, etc. What works well for some families is setting aside a common homework time each evening for the whole family. On the nights your child doesn't have any homework, he/she could read a book, write a letter to grandma, or practice math flash cards.

If, for any reason, you need to pick up homework, please contact your child's teacher early in the day so that the teacher has time to get the materials ready. It is very difficult for the office and the teachers to handle requests for homework if parents wait until the end of the day to ask the teacher for the materials.

### Immunization

In compliance with Minnesota school immunization law, **all students are required to have a complete immunization record at school.** The law requires: five diphtheria, tetanus, pertussis; four polio, two measles, mumps, rubella; three Hepatitis B and two varicella (not required if child already had chicken pox). No child will be allowed to enroll or remain enrolled without a statement verifying these immunizations or a notarized statement that immunizations are contraindicated due to a child's medical diagnosis or a parent's conscientious opposition. The entire policy, as adopted by the School Board, is available in each building.

### Keeping Your Child Home From School

Please do not send your student to school with:

- Rashes: If the student has a rash of unknown origin, it needs to be evaluated by a health care provider. Children should not come to school with rashes if they are spreading, itching or open/drainage.
- Vomiting/Diarrhea: Student needs to remain home until 24 hours after the last episode.
- Fever of or greater than 100 degrees F: Student should stay home for 24 hours after the temperature returns to normal without the use of fever reducing drugs such as Tylenol.

### Kindergarten Early Entrance

Minnesota Statute 120A.20 requires kindergarten students to be at least five years of age on or before September 1. In order to gain early admission to kindergarten, a prospective student must satisfy the requirements found in the HLWW School Board Policy 555 Kindergarten Early Admission Policy/Procedures.

### Latex Products

School District buildings are latex restricted sites. No balloons or other latex products are permitted.

### Lockers

Most students are assigned a locker for storing books and supplies. Each student is responsible for seeing that his/her locker is kept in order at all times. Students are not to share lockers unless given permission by the principal. The school is not responsible for lost or stolen items. Lockers are the property of Howard Lake-Waverly-Winsted Schools and school officials reserve the right to search a locker at any time.

### Lost And Found

Please label your children's boots, gym shoes, caps, scarves, mittens, etc., so we can return them if they become lost. Each elementary school has a lost and found container. Parents are welcome to check the lost and found for articles at any time. A good time to do so is during conferences, concerts and other school activities. Lost and found items will be discarded at the end of each quarter.

### Mail

Students are not allowed to receive personal mail at school. The mail will be returned to the sender. If there is no return address, the mail will be given to the legal guardian or parent. Any flowers, balloons, etc. sent to your child at school will be held until lunchtime in the office. These deliveries cause disruptions to classroom routines.

### Milk Program

Milk is available to every child in kindergarten at no cost. Please send a note to your child's kindergarten teacher if your child will not be drinking milk on a daily basis.

Milk is available to grades one through four for "classroom milk break" and is optional. You may pay for half a year or for a full year. For families that pay per half of year, money is due the first week of school for the first half and the last day of the second quarter for the second half. After these dates your child will not be able to participate in the program. Milk payment should be given directly to your classroom teacher.

For any student with lactose intolerance, the school will make available upon written request from a parent, lactose reduced milk, milk fortified with lactose in liquid, tablet granular or other forms of milk to which lactobacillus acidophilus has been added.

For students who bring a lunch, deductions will be made from the family account for milk.

**Students are not allowed to bring pop for classroom milk break or for their lunch.**

### Minnesota Comprehensive Assessments

The Minnesota Comprehensive Assessments (MCA III's) will be given at grade levels three and four. The MCA are state-developed tests that measure high standards in reading and mathematics at grades three and four. Students answer both multiple choice and short answer questions. State law requires all students to take these tests, although special education students and students with limited English-speaking skills participate at the recommendation of their teams. Students do not pass or fail these tests; rather these tests are used to chart school progress, generate information for school improvement, and serve as a tool to make decisions that will improve student achievement.

Students are classified in one of four achievement levels based on their test scores. The district goal is to see the number of students at Level One decrease, while the number of students at Levels Two, Three and Four increases.

#### Achievement Level Information

Level One (Does Not Meet Standards) scores indicate that the student has significant gaps in the knowledge and skills necessary for satisfactory grade level work.

Level Two (Partially Meets Standards) scores represent partial knowledge and skills required for successful grade level achievement.

Level Three (Meets Standards) scores represent state expectations for achievement of all students. Students who score at Level Three are working successfully on grade-level material.

Level Four (Exceeds Standards) scores represent successful work with challenging, above-grade-level material.

### Overdue Library Books

All library materials are to be returned at least one week before the last day of school. The last day to check out materials will be one week before the day all library books are to be returned. Students/Parents are to be notified of overdue materials by written notice and/or a phone call.

Students/Parents will be asked to pay replacement costs of materials that are not returned. Written requests for payment will be issued shortly after the due date of all library materials. Money will be refunded for materials that are subsequently found and returned.

Students who do not return borrowed materials or pay for replacement will be restricted as to checking out library materials in the future.

### **Parent Access – ParentVUE**

Howard Lake-Waverly-Winsted Schools are providing parent access to ParentVUE to further promote educational excellence and enhance communications with parents/guardians. ParentVUE allows elementary parents to view their student's attendance, census information, immunization, report card, transportation, and is available to every parent/guardian of a student enrolled at Howard Lake-Waverly-Winsted Schools. It is our belief that you will find ParentVUE to be a valuable tool linking family, student, and school in informative, cooperative, and proactive manner.

### **Parent – Teacher Conferences**

Parent – teacher conferences take place twice during the school year. Parents will receive information regarding fall and winter conferences from each building. The school will contact parents for specific appointment times.

### **Personal Appearance**

We encourage our students to dress in a neat and appropriate manner that reflects pride in themselves and their school.

The District reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety or negatively influences the educational opportunity of students in the Howard Lake-Waverly-Winsted Schools.

The District has established no restrictions on student dress or grooming except as follows:

- When the dress or grooming presents a clear and present danger to the student or others health or safety;
- When the dress or grooming interferes with the education process;
- When the dress or grooming creates disorder in the classroom or the school;
- When it displays logos or references to alcohol, tobacco, or drug products, or their use.
- Hats should not be worn in school, except for special occasions.
- No inappropriate short shorts/skirts, biker shorts, or spaghetti strap/midriiffs style clothing will be allowed.



Footwear must be worn at all times. Sandals and open-toed shoes are discouraged.

Disciplinary action for infractions of this policy shall be consistent with the disciplinary code outlined in the school student management policies.

### **Personal Belongings Of Students**

Unless a teacher requests them specifically, students should not bring toys, radios, sport equipment, cell phones, hand-held electronic games or other expensive items to school. School staff is not responsible for non-requested items.

At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms or dressing rooms. These devices include, but are not limited to cell phones, cameras, PDA devices, and other such technology.

### **Phone Calls**

Parents are welcome to call the principal with questions, concerns or ideas they wish to share. Teachers read and/or answer emails/phone calls only during prep times or before/after school and are not available during class time. It is best to call the elementary office and your call will be transferred to the classroom (if a teacher is available) or their voicemail. The office should be your “first point of contact” for absences, dismissal changes, etc.

### **Phone Numbers**

It is very important that we have an EMERGENCY NUMBER for each student so parents can be reached at any time. An emergency form will be distributed to each child at the beginning of the school year. It is essential that you return your child's form to the office as soon as possible. It is necessary that you include the phone number of someone who can be reached in your absence in the event of illness or emergency. Please notify us of any change in phone numbers during the school year.

### Photographs

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use and by news organizations, may also occur. Requests not to photograph or film specific students will be honored. Please contact your child's principal for additional information.

### Physical Education

Children are expected to participate in physical education and recess activities unless they have a health problem. Students may be excused from physical education for three days with a parent's written request. Beyond that, a doctor's excuse is needed.

### Pledge Of Allegiance



The Pledge of Allegiance is recited at least once per week at the elementary school in accordance with Minnesota Statute 121.11, Subdivision 3. This is done either via individual classrooms or through the school intercom system. Any student or teacher may decline to participate in the recitation of the pledge for any personal reasons. Anyone electing to "opt out" will be free from discrimination by other students, teachers or staff. Students and staff must respect another person's right to make a choice to recite, or not recite, the Pledge of Allegiance.

### Progress Reports

The school seeks your cooperation in its efforts to educate your child. The progress report informs you of your child's progress four times a year, once at the end of each nine-week period. Feel free to visit the school and confer with staff about your child's progress any time during the school year.

### Recess

Fresh air in the middle of the day helps refresh students' bodies and minds for a full afternoon of learning. Footwear must be worn at all times. Sandals and open-toed shoes are discouraged.

Please be sure your child has the right outdoor clothing to enjoy our Minnesota winter recesses! All students, grades kindergarten through fourth, are asked to wear hats, mittens, boots, and snow pants during the winter season (**students not wearing boots must stay on the paved area during recess**). Also, a reminder for parents to assist their child, and our staff, by labeling your child's winter apparel.

Students will be outside during the noon hour recess period unless one of the following weather-related conditions (listed below) are in existence. If any of the conditions apply, recess (or a portion of recess) will be held indoors. The principal or designee will make decisions related to the application of this policy.

1. The temperature and/or wind chill index is at or below zero degrees. (We will hold very closely to the "zero-zero" rule during the winter season. Due to the variation of the weather, however, it is crucial that children come prepared to go outside on a daily basis.)
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms or lightning) to a degree that it is deemed the conditions are not conducive to student's well-being.
3. The playgrounds are in such condition (wet, icy and/or muddy) that it is deemed unsafe and/or conducive to student's well-being.

### School Bus Behavior

HLWW School has contracted with 4.0 Transportation as its transportation provider. HLWW school bus garage is located at 8700 County Road 6 SW, Howard Lake. Phone number for the bus garage is 320-543-4650.

The main objective of the 4.0 School Services transportation system is to provide your children with a safe and comfortable bus ride. It is important that we have open communication between 4.0 the School District, the driver and the parents.

Minnesota state law states that transportation by school bus is a privilege not a right. Inappropriate or unsafe behavior could result in the loss of this privilege.

All pick up and drop offs shall be consistent DAILY to eliminate the possibility of confusion on the part of all drivers, riders, school officials, and the transportation department. There will only be one pick up/drop off per day. We will not be able to accommodate a weekly revolving schedule. Example: Every Monday will be the same pick up/drop off spots. We will not do any other Monday schedules. This includes childcare going to daycare. If a daycare provider is closed, it is the responsibility of the parent/guardian to make other arrangements to get your child to school.

## Parents' Roles

- Stress the importance of remaining seated and quiet while the bus is moving. (Compare it to driving your car with several rambunctious, noisy youngsters jumping around in the back seat.)
- Train your children not to automatically expect traffic to stop for the red flashing lights. Many motorists fail to see or simply ignore the warning lights. Look before you cross.
- Have your children dress properly for bad weather. Vehicles can be delayed under such conditions. Proper dress will keep them comfortable if a delay occurs. Bright colors will make them more easily seen as winter brings dark mornings and snow piles around bus stops.
- Establish a leave time to get to the bus stop. A few minutes early will assure them catching the bus and keeping it on schedule.

## Safety Tips

- **Waiting:** Wait quietly away from traffic. Wait until the bus door opens. The bus could skid when stopping on the grave or ice.
- **Loading:** Quickly take your assigned seat and remain seated. A quick start may know you down if you are not seated.
- **Unloading:** Remain seated until the bus stops. Braking could cause falls and injuries. Move away from the bus quickly. There is a danger zone in front of and near the bus wheels. Wait for the driver's signal. The driver will signal when it is safe to cross. Students shall not board or exit the bus at any time but their designated stop. We are responsible for your safe transportation to and from your stop.
- **Riding:** A safe and more pleasurable ride can be accomplished with the full cooperation of students with the drivers. This includes a discipline policy which the School District has adopted to deal with behavioral problems. The following steps are necessary for the driver to keep the bus safe, orderly, and clean. Follow the driver's instructions – his/her full attention must be on driving safely.
  - No throwing anything
  - No abusive language, harassment or fighting
  - No food or drink on the bus
  - No pets or animals on the bus
  - No general abuse on the bus. Students will pay for vandalism
  - Avoid behavior that could cause discomfort to another student and/or safe operation of the bus
  - Students who choose to disregard safety rules will be given a Bus Report and meet with administration



### School Bus Discipline

1. Students exhibiting inappropriate behavior will be written up on a bus discipline report.
2. The first bus discipline report for minor offenses will be a warning.
3. The second bus discipline report may result in a two-day bus suspension.
4. Subsequent bus discipline reports may result in longer bus suspensions (i.e. third bus report will result in a three-day bus suspension).
5. After the fourth bus discipline report for minor/major offenses, a parent/student/administrator/bus driver committee (three bus drivers) will need to meet at 8:15 a.m. to discuss and set a behavioral expectation plan for further bus riding.
6. Major bus behavior offenses such as fighting and destruction of property could result in automatic bus suspension.

### School Closing

School may be closed by the Superintendent in the event of extreme weather conditions or emergency circumstances. An official announcement will be made via the Emergency Notification Service as well as radio stations WCCO-830 AM, KRWC-1360 AM, KDUZ-1260 AM or KARP-106.9 FM and TV stations WCCO (channel 4), KARE (channel 11) KMSP (channel 9), and KSTP (channel 5). When adverse conditions exist buses may run late, so we ask that you do not call the school unless necessary. Parents are advised to make provisions for the care of their children in the event of a school closing, late start or early dismissal.

### School Parties And Celebrations

Classrooms occasionally celebrate events such as birthdays, holidays, and special school events. If you wish to send food items for any classroom celebrations, it is important to remember that the district prohibits distribution of food items (including treats) which are prepared in individual homes. Food must be commercially prepared, pre-packed, and when possible, individually wrapped.

## School-Wide Procedures For A Positive Climate

### Classroom

- Specific classroom rules are generated by each teacher and his/her students.

### Halls

- Use quiet voices.
- Always walk and stay to the right.
- Listen to the person in charge.
- Keep hands, feet, and objects to yourself.

### Lunchroom

- Enter the lunchroom in a quiet, orderly way.
- Quietly talk with your immediate neighbor.
- Hands off other people and their food.
- Keep your eating area clean.
- Be polite, use good manners.
- Follow the directions of the supervisor and teacher.
- Exit the lunchroom in a respectful, orderly, and quiet way.

### Playground

- Be responsible for school playground equipment.
- Remain within the playground boundaries.
- Keep hands and body to yourself.
- Rocks, sticks and snow stay on the ground.
- Electronic devices are not allowed.
- Only TOUCH football is allowed.
- Dispose of all litter in the trash container.
- Ask for permission from playground supervisor to use restroom.
- Report any injuries to playground supervisor.
- Climbing Equipment: No climbing on top. No running or playing tag.
- Jump Ropes: Use the jump rope for only jumping. Jump ropes should never be tied or twisted.
- Slides: One person may slide down at a time. Take one step at a time and hold onto the handrail when climbing the ladder to the top of the slide. Slide down feet first and sitting. Climbing up the slide is not allowed.
- Swings: One person at a time is allowed on one swing (three allowed on tire swing). Always sit on the swing. Hold on tightly with both hands. Use back and forth motion. No jumping out while swinging. No underdogs, dodging between swings, twisting, or spinning on the swings.
- Winter Snow Safety: All students are asked to wear hats, mittens, boots, and snow pants during the winter season. Snow stays on the ground (do not throw snow at anyone or anything). Play on the front side of the snow hill only. Only one person can slide down at a time. No standing, sit down to slide. No pushing or jumping off snow hill. Do not play on the ice.

### Snacks And Classroom Food

Snacks are important for providing children with nutrients to support growth and learning. Smart snacks enhance children's academic and athletic performance, and provide an opportunity to apply nutrition education principles by having students plan their snack.

Parents are encouraged to provide healthy snack choices. By doing this, you are reinforcing the importance of healthy eating and contributing to the improved eating habits of your child. A healthy snack option is also available for purchase for students in grades 1-4 either by half year or full year and should be purchased through the school office.

Kindergarten teachers will be purchasing snacks, napkins, silverware and plates for all students. There will be a snack fee collected per semester (this fee also includes special theme-based snacks and cooking experiences).

Try these healthy snack ideas for your child: trail mix, raisins/dried fruit, pretzels, animal crackers, baked chips/crackers, cheese, granola and cereal bars, etc.

### Student Meetings Before – After School

At times a teacher may request that a child remain after or come early to school. Parents will be notified the day before so arrangements may be made for transportation.

### **Student Performance**

Our students perform well according to standardized testing measures. In college entrance examinations our students exceed both state and national norms.

### **Student Registration**

Students enrolled in our elementary schools are automatically registered in spring for the following school year. Children entering kindergarten in the fall are registered in the spring during kindergarten registration. Children who move during the summer months from one attendance area to another within the school district and students new to the community should register prior to school opening in the fall. Children entering kindergarten must be five years of age on or before September 1. Verification of the child's birth date is required, as is verification of all immunizations.

### **Textbooks**

The school district furnishes all textbooks free of charge. Students will be charged for any lost book or for wear beyond normal use. Students will be required to pay the full cost of any lost book. It is recommended that all textbooks have protective covers by the end of the first week of school or a week after issue.

### **Visitors And Security**

We encourage parents to visit school and participate in our activities. Please prearrange visits with your child's classroom teacher. Occasionally, parents ask permission to bring other children – preschool brothers or sisters or other relatives – to visit school. It is important to keep classroom distractions to a minimum, we ask that you find alternate supervision for preschool brothers or sisters while visiting or participating in activities.

For the safety of all Howard Lake-Waverly-Winsted students and staff, all visitors – including parents, non-district 2687 students, vendors, and community members – must report to the school office upon entering the building. Visitors must sign in and will be given a visitor's badge to wear. Please return to office to sign out before leaving the building.

### **Volunteers**

HLWW Public School has a long tradition of volunteerism from its parents and community members. The help that volunteers have given to our schools is tremendous!

Many of the volunteer jobs require your undivided attention. It is also important to keep classroom distractions to a minimum to keep students focused on learning. If you have younger children that may need to accompany you, please talk to your child's teacher and/or staff about volunteer projects that might be appropriate or can be done at home.

Our volunteer information and documents are now available on our website [www.hlww.k12.mn.us](http://www.hlww.k12.mn.us) under the district tab and volunteer section

To become a volunteer, there are a few steps you need to follow:

1. View the volunteer slide show
2. View/Read the volunteer BBP (Bloodborne Pathogen) handout
3. View/Read the volunteer Bullying Policy
4. Complete a sign-up form/google form for each student you want to volunteer for.

*By signing up and completing the form you are consenting to a background check and that you give permission for a background check to be run by HLWW Schools.*

Please allow 5-10 business days for forms to be processed. You will be notified by your student's building secretary once your status as a volunteer has been approved.

At HLWW Schools, we recognize and value the importance the role parents play in our children's education. It is because of our appreciation for parental involvement that we invite parents to be involved in school for many reasons. In order to best manage parent involvement here at school, we will define two common parent roles in our school.

The first is a "parent volunteer". A parent volunteer is defined as a parent for which the teacher has requested classroom assistance. There is no limit to the number or length of time for parent volunteers to be in any of our classrooms. Teachers, along with the school principal, have complete discretion as to when they make these requests for the benefit of the educational process for their students.

The second is a "parent visitor". A parent visitor is defined as any parent who comes to their child's classroom as a visitor or observer. Parent visitors are welcome to visit their child's classroom up to 2 times per school year, for up to 2 hours each visit.

Whether a parent comes to school as a Volunteer or a Visitor, they must give the teacher at least 48 hours' notice and sign in at the office when they arrive.

### **Walkers**

Students who walk, ride bicycles or are dropped off by parents should not arrive more than 20 minutes before school starts due to supervisory reasons.

### **Wednesday Folders**

As a means of facilitating communication between home and school, the elementary buildings will be using a "Wednesday Folder" program. Each student will be issued a folder to be used for transporting general school information home. Included will be updates, newsletters, school-wide information notes, lunch menus, etc. Folders will come home only on Wednesday. Parents are asked to review the folder, sign the inside and return it with their child the next day.

### **Withdrawal From School**

If a student withdraws from school before the end of the school year, the school's office should be notified one week before departure. All books and school-owned supplies need to be returned to the teacher. A transcript of the student's records will be sent to the new school when requested by the new school.

## **STUDENT SERVICES**

### **Food Service**

Students have an opportunity to begin their day with breakfast at school (breakfast will not be available when school has a late start). Eating a healthy breakfast provides immediate nutritional benefits and leads to improved eating habits throughout the day. School breakfast is linked to positive health outcomes for students.

Nutritious lunches are served each day for students and staff. The food service staff plans each lunch, which consists of five food groups daily: protein (meat or cheese), vegetable, fruit, bread or bread alternative and milk. A student may have all five items, but may select three of the five. Students who bring their own lunch may purchase milk.

The prices for breakfast, lunch and milk are set by the HLWW School Board.

HLWW has implemented a scanner system this year. Students will no longer need to punch in a PIN as they will receive a bar code that the cashier will scan when they come through the lunch line (the cashier will be keeping these at the computer for the elementary students). Scanning will count their meal (as we need to track them) but they will not be charged. However, an a la carte purchases (extra milk) will be charged to the family account.

Parents who want to eat lunch with their child are asked to call the elementary office by 8:30 a.m. so a meal can be ordered for you. Cost of guest lunch (no matter the age) is the same as an adult lunch.

### **Guidance And Counseling**

The elementary guidance and counseling program are established to promote the social and emotional growth of children along with their academic growth. The school social worker works with children in large and small groups and may see them individually. The school social worker also works with teachers, parents and other agencies to give your child a well-balanced educational setting.

### **Health Service**

*"Students need to be healthy to be educated and educated to be healthy" - unknown*

Health office information can be found on the [www.hlww.k12.mn.us](http://www.hlww.k12.mn.us) website under Departments>Health Services. You can download forms and get information on a variety of student health concerns and resources.

*Visiting the Health Office* - Students may visit the health office at any time during the school day to visit health office staff. The health office assistant is trained and supervised under the district Licensed School Nurse. Students that request to visit the health office assistant during class should notify their teacher or supervising school staff member. The staff member will write the student a health office pass to visit the health office. The health office assistant will care for minor health concerns, allow the student to rest, advise the student to return to class, or call the parent, if appropriate. The health office assistant will contact the district nurse if further assessment and intervention is necessary. Any injury sustained during

school hours should be reported to the health office. If the student is not feeling well enough to remain in school, the health office assistant will contact the student's parent/guardian. Students who become ill or are injured during the school day are not to leave the building without permission from the parent or guardian through the school health office. Parents are expected to have a plan in place to pick up their student(s) in a reasonable amount of time. In the event of an emergency, health office staff will contact emergency medical services first, followed by the student's parent/guardian.

*Chronic Health Conditions* - Students attending school with a chronic health concern will have an Individualized Health Plan (IHP) on file. The district Licensed School Nurse will meet with parents/guardians in person or by phone to discuss a plan of care. The parent/guardian will provide updated doctor's orders for the school year, or will provide written consent for health office staff to request pertinent information from the prescribing provider(s). **We ask that you have new doctor's orders in August and given to the health office so they are ready to go at the beginning of the school year!** Individualized health plans will be updated **annually** by the Licensed School Nurse or Registered Nurse. The IHP outlines a description of the health concern, interventions and expected outcomes for the child to remain in school. Parent/guardian and physician contact information will be provided on the IHP. Health office staff will share the health plan and any updates with the appropriate designated school faculty to promote student safety.

Students with chronic health concerns, such as severe allergies, seizures, or asthma, will have an Emergency Action Plan (EAP) on file. The EAP will outline doctor's orders in the event of an emergency, prescribed emergency medications, parent/guardian contact information and the prescribing provider's contact information. High school students may carry prescribed and Over-The-Counter medications as outlined in Policy 516 in the [www.hlww.k12.mn.us](http://www.hlww.k12.mn.us) website. Students must meet with the LSN to make sure they understand the guidelines of Self-Carry. High school and middle school students may carry prescribed rescue inhalers if the parent/guardian signs the, "Prescription Medication Permission Form", provides an emergency action plan signed by the prescribing physician, and has had a Self-Carry assessment required by Minnesota state statute 121A.221 prior to initiation of student self-carrying conducted by the Licensed School Nurse/RN and has been approved to self-carry. Emergency action plans will be shared with the appropriate designated school faculty in the event an emergency occurs in the classroom or on an off-campus field trip.

*Medication Administration in School* - Our goal is to make sure all medications are taken safely. Please review Policy # 516 on our website: [hlww.k12.mn.us](http://hlww.k12.mn.us) under "District" for all details related to medication administration and management in our schools.

Health office staff may administer prescription medication to your child during the school day. Before administering prescription medications, parents/guardians must fill out and **SIGN** a "Prescription Medication Permission" form and return it to the health office. The medication name, dose, route and frequency of administration must be clearly written on the form as well as the doctor, clinic and clinic phone number.

If you choose to have medications such as acetaminophen, ibuprofen/Advil/Motrin or moisturizing lotions available at school for your child, parents/guardians must fill out the "Over the Counter Medication Permission Form" and return it to the health office. This form only requires a signature by the child's parent or guardian. You must state the specific reason such as "headaches" for the medication; the medication can't be given just for "pain." The dosage may not be more than the labeling information states. A physician signature is required if the dosage is higher than the "as directed" amount. Only high school students in grades 9-12 may self-carry over-the-counter pain relief medication. If you give your child permission to carry this type of medication at school, please complete the form, "Over-the-Counter Self Carry Form". **Supplements not approved for children by the Food and Drug Administration are not allowed in school or on trips facilitated by the district.**

All prescription and over the counter medications must be in their original packaging and in the smallest container available. All prescription medications must be non-expired and labeled with your child's name and medication information clearly visible. **Parents and guardians are asked to pick up any unused or expired medications at the end of the school year.** Medications will be disposed of if student medications are not collected at the end of the school year. Parents/guardians must transport all medications. **\*\*\*Prescription and over the counter medication forms are only valid for that school year. New forms will be required once a new school year begins.\*\*\***

*Health Screenings* - Health office staff, under supervision of the Licensed School Nurse, will conduct health screenings for your child. Frequency of annual screenings is based on grade level as well as student needs & Minnesota Department of Health recommendations. Screenings may include: hearing, vision, scoliosis, and color blindness (male students only). The Licensed School Nurse will contact parents/guardians to discuss abnormal results and provide referral for additional medical follow-up.

*Student Health Records* - The health office will maintain an ongoing health record for each student enrolled. Health records will be maintained electronically in the district's student administration system. Paper copies of health records, such as shared immunization records, doctor's notes, hearing and vision screening, etc. will be maintained in a confidential file. Only authorized staff will have access to student health records. Health office staff may share Individual Health Plans or Emergency Action Plans with the applicable designated school faculty to promote student safety.

Immunizations - See also: <https://www.health.state.mn.us/people/immunize/>. Minnesota law requires children enrolled in school to be immunized against certain diseases or file a notarized legal, medical or conscientious exemption. Please be sure your child's immunization information is up-to-date **prior to the start of the school year**. An immunization record or record of exemption must be on file prior to the start of the school year.

#### Immunization Requirements to Enter **Kindergarten**

- 3 Hepatitis B
- 5 Dtap (diphtheria, tetanus, pertussis)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- 2 Varicella (chickenpox)

#### Immunization Requirements to Enter **7th Grade**

- All of the above, including:
- 1 Tdap at age 11-12 (booster shot)
- 1 Meningococcal

#### Immunization Requirements to Enter **12th Grade**

- All of the above, including:
- All 12th graders will need a meningococcal booster

If you have any questions pertaining to your student's health, please call your child's health office or email the District Nurse at 763-219-2469 or email [jholland@hlww.k12.mn.us](mailto:jholland@hlww.k12.mn.us).

#### **Homebound Instruction**

If it is necessary for your child to be absent from school for several weeks because of serious illness, either at home or in the hospital, arrangements may be made for homebound instruction. Parents must contact their building principal to request that provisions be made.

#### **Special Education**

Special education services are provided to students identified in accordance with state and federal standards. Licensed teachers are employed by District 2687 to provide direct and/or indirect service to students with special needs and support for classroom teachers. Related and itinerant teachers are also available for occupational therapy, physical therapy, developmental adapted physical education and other support needs. Minnesota uses a categorical qualifying model to identify students who may need special services. Categories include speech and language, developmental delayed, specific learning disabilities, autism spectrum disorder, developmental cognitive disabilities, traumatic brain injury, emotional/behavior disorders, physically handicapped, vision impaired, hearing impaired or other health impaired.

Most referrals to special education are made by classroom teachers. Student Success Team (SST) meets in each building to review referral information from parents and classroom teachers.

Parents play a key role in determining whether a child should be assessed or receive special education services. If their child qualifies they are also members of the team that develops the students' Individual Education Plan (IEP), which is reviewed and adjusted on an annual basis. If you have any questions or concerns about your child's development, please contact a teacher, building principal, or the coordinator of special education.

Early childhood special education can begin at birth for children who qualify for this program. A home-based model is used for infants, and a center-based model is used for children from three to five years of age. Children are typically referred to this program by parents, physicians, county health nurses or other agencies. If you have any questions or concerns about your child's development, please contact the school's Early Childhood Special Education Teacher. Parents are also encouraged to look at the "Help Me Grow" website for more information (<https://helpmegrowmn.org/HMG/index.htm>).

### Title One

Title One is a program that is funded by the federal government, administered by the State of Minnesota, and operated by the local school district. Title One gives small-group supplemental help in reading and math to children with the greatest need as identified by the need's assessments. Children in grades kindergarten – third grade are given first priority because of a belief in early intervention. Parental involvement contributes significantly to the success of the Title One program. We ask parents and legal guardians to actively participate.

## **SCHOOL DISTRICT POLICIES**

All policies listed below, in addition to general policies of the district, are located on the Howard Lake-Waverly-Winsted Schools' website. A hard copy will be made available upon request. Please feel free to contact your child's principal or the district office with questions.

<https://www.hlww.k12.mn.us/page/3099>

- Bullying Prohibition Policy
- Equal Employment and Education Opportunity Policy
  - Harassment and Violence Policy
  - Immunization Policy
  - Internet and Electronic Mail Policy
- Mandated Reporting of Child Neglect, Physical or Sexual Abuse Policy
  - Protection and Privacy of Student Records Policy
  - Public Notice for Directory Information
  - Release of Students to Social Service Agent Policy
- Search of Student Lockers, Desk, Personal Possessions and Student's Person Policy
  - Student Chemical Awareness Policy
  - Student Discipline Policy
  - Student Medication Policy
  - Student Survey Policy
  - Student Transportation Policy
  - Weapons Policy



**413 HARASSMENT AND VIOLENCE**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel initiates, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

**III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an

- 3. individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

**D. Protected Classifications: Definitions**

- 1. "Disability" means, with respect to an individual who:
  - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
- 2. "Familial status" means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor's legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
- 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
- 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment: Definition

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

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. physical contact, sexually motivated, or inappropriate patting, pinching, or teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or

a sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. 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. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written

statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates Superintendent, Brad Sellner, 8700 County Road 6 SW, Howard Lake, MN 55349, 320-543-4646, bsellner@hllvw.k12.mn.us as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

#### V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

**VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:**

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000a *et seq.* (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:**

- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
- MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**514 BULLYING PROHIBITION POLICY**

**I. PURPOSE**

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.

**II. GENERAL STATEMENT OF POLICY**

- A. 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.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

- 3. Past incidences or past or continuing patterns of behavior;
- 4. The relationship between the parties involved; and
- 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

**III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. 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.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises" means all school district property, at school functions or activities; or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices,

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consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining

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agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

#### VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited

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conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school

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district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

#### Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
- Minn. Stat. § 120B.232 (Character: Development Education)
- Minn. Stat. § 121A.03 (Model Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. Ch. 124E (Charter Schools)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

#### Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)

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- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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**524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet 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 appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;

d. information or materials that could cause damage or danger or disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the

information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication if school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classroom or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

#### VI. FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

#### VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

#### VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

#### IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
1. Notification that Internet use is subject to compliance with school district policies.
  2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance, and

dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.

7. Notification that should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

**XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;

3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

**XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

**XVI. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
- 17 U.S.C. § 101 et seq. (Copyrights)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Mahoney Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021)

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider's employees or contractors have access to educational data only if authorized; and
  2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

**XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  1. any location-tracking feature of a school-issued device;
  2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;

*Thinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194(2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Cumberland R-III Sch. Dist.*, 853 F.Supp.2d 688 (N.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)