



Agenda
Osseo Area Schools
School Board

Regular Business Meeting
Educational Service Center - N10
11200 93rd Ave N
Maple Grove, MN 55369
Tuesday, December 9, 2025
4:30 PM

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

This regular meeting of the School Board of Osseo Area Schools is being conducted in the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at district279.org/about-us/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Check in
Amy Moore, General Counsel
2. 100 Series: School Board
 - A. 104 Policy: School District Mission Statement 2
3. 500 Series: Students
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4. Upcoming meeting agenda discussion
5. Next Meeting: March 10, 2026
6. 5:30 p.m. Adjournment

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "About Us > School Board."

POLICY 104 – SCHOOL DISTRICT MISSION STATEMENT

- I. The Mission of Independent School District 279
Our mission is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

- II. Strategic Objectives
By 2017, all students will -
 - A. articulate, plan for, and progress toward their evolving dreams;
 - B. choose to contribute to community in a mutually meaningful way; and
 - C. demonstrate initiative and persistence to continually learn that which is important to them.

- III. Strategies
We will -
 - A. Create transformational system change to ensure equitable student achievement.
 - B. Develop understanding and support of our school district’s mission and core values among members of our community.
 - C. Engage students and families as partners to achieve our mission and strategic objectives.
 - D. Leverage and align the talents of our employees and the assets of our system to achieve our mission and strategic objectives

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

- V. Strategy Delimiters
We will not -
 - A. Adopt any new program or service unless it
 - is consistent with and contributes to our mission, and
 - is accompanied by the staff development needed for effective implementation;
 - B. Accept any behavior that demeans the worth of any person; and
 - C. Allow past practice to interfere with the consideration of new ideas.

Policy Revised: 06/14/16

Policy Revised: 11/17/13

Policy 104 Adopted: 10/6/98
(formerly Policy 6111)

Policy Revised: 11/20/07
Policy Revised: 1/20/98
Policy Revised: 3/21/95
Policy Revised: 7/11/89
Policy Revised: 5/21/85
Policy Adopted: 12/20/77

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

POLICY 515 PROTECTION AND PRIVACY OF EDUCATION RECORDS AND DATA

I. PURPOSE: The purpose of this policy is to ensure compliance with state and federal privacy laws applicable to student records and data; help maintain the privacy rights of students; and to guide and support school officials in the proper use and dissemination of student records and data.

II. GENERAL STATEMENT

- A. Educational records and data will be maintained on all students enrolled in or through the school district as required by State/Federal statute, law, rule, or regulation and as specified in Procedure 515 - Protection and Privacy of Education Records. These records will be maintained for the purpose of enforcing school district policies, meeting the school district's obligations under the law, and aiding each student in the educational process.
- B. District policy, procedures and practices on collection, security, and release of student records and data must comply with the provisions of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 C.F.R. Part 99), the Minnesota Government Data Practices Act (M.S. Ch. 13 and MN Rules Part 1205, the Confidentiality of Information Section of the Individuals with Disabilities Education Act (34 C.F.R. Parts 300.610 - .627), the Health Insurance Portability and Accountability Act (HIPPA) (45 CFR Parts 160, 162 and 164) and the Records Retention Act (M.S. 138.17).
- C. The superintendent is designated the "responsible authority" and they or their designee(s) are responsible for overseeing the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law.
- D. To ensure sufficient data protection the responsible authority must (1) establish procedures to assure that all data on individuals is accurate, complete, and current for the purposes for which it was collected; and (2) establish appropriate security safeguards for all records containing data on individuals.

III. PRIVACY OF EDUCATIONAL RECORDS AND DATA

- A. Educational records and data collected, maintained or disseminated by the district is private data on individuals and shall not be disclosed except as provided for under state and federal law.
- B. Notwithstanding Paragraph III A, the following data concerning students is deemed "directory information" and is considered public data that can be released to the general public without prior consent of a student's parent(s) or an eligible student (i.e. reached 18 years of age or is attending institution of post-secondary education):
 - 1. Student's and parent's name(s);
 - 2. Student's school of attendance;
 - 3. Student's dates of school attendance;
 - 4. Student's grade level (e.g., first grade, tenth grade, etc.);

5. Student's awards and degrees;
 6. Student's participation in officially recognized activities/sports;
 7. Student's height and weight, if a member of an athletic team;
 8. Student's photograph, including audio or video image of the student; participation in school-related activities or events; or
 9. Information regarding a student stated/written in-district or school publications (e.g. yearbooks, newspapers and webpages) that would not be objectively viewed as harmful or an invasion of privacy if disclosed.
- C. In addition to the information available to the general public listed in Paragraph III B, the following information is considered "limited directory information" and may be released as follows:
1. Parents of enrolled students may be provided a list of the names of other students in the classes, to which the student is assigned;
 2. Parents of a student or the student may be provided the classroom photographs of classes in the student's school;
 3. Email addresses of parents may be provided under the following limited circumstances:
 - i. If the address information is requested by a community organization, elected representative, or commercial memorabilia company authorized by the district for the purpose of recognizing a student's award or achievement and the requester of the data agrees not to forward or redistribute the information to other persons or entities;
 - ii. If the address information is sought by a school or community organization for the purposes of informing parents or students about a school referendum or ballot question involving the district and the organization agrees not to forward or redistribute the information to other persons or entities;
- D. A parent/guardian of a student or an eligible student may object to the directory or limited directory information listed in Paragraphs III B or C being disclosed without the parent/guardian or eligible student's prior written consent except as provided under federal and state law. In order to make directory or limited directory information private, the parent/guardian or eligible student must submit a completed Denial of Release of Directory Information to the building principal or superintendent of the district.

Reviewed:

Revised: 11/21/23

Revised: 5/21/19

Revised: 11/17/13

Revised: 6/23/09

Revised: 2/1/94

Policy 515 Adopted: 9/2/03 (Formerly Policy 5710)

Revised: 2/4/86

Policy 5710 Adopted: 3/5/75

Cross Reference:

Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 506 - Student Discipline
Policy 519 - Interviews of Students by Outside Agencies
Policy 541 - Chemical Use/Abuse
Policy 925 - Internet (World Wide Web) and Intranet Publishing

POLICY 516– STUDENT MEDICATION

I. PURPOSE

The purpose of this policy and accompanying procedures is to set forth the provisions that must be followed when administering, managing and overseeing student use of prescription and over-the-counter medications at school.

II. GENERAL STATEMENT OF POLICY

- A. Parents/guardians have the primary responsibility for the maintenance of their child's health. However, the school may assist in the identification of health problems affecting a child's education and provide for the administration of prescribed and over-the-counter drugs or medicine.
- B. Students will not be allowed to carry and/or self-administer medications at school unless an exception stated in the procedures to this policy expressly allows the student to do so.
- C. Student medications must be managed, administered, and overseen in manner that safeguards against misuse or mismanagement, and must comply with procedures that accompany this policy.
- D. School personnel will dispense only those prescription and over-the-counter drugs or medicine which have been prescribed by a legally authorized health professional and will do so in accordance with procedures that accompany this policy. The District and school personnel will not be liable should adverse reactions result from the drugs or medicine.

Reviewed:

Revised: 9/27/22

Revised: 5/20/03

Revised: 10/16/01

Policy 516 Adopted: 10/6/98 (formerly Policy 5416)

Policy Dated: 4/2/91

Legal References

M.S. 151.01, Subd. 5-6 - Pharmacy; Definition

M.S. 121A.22 - Administration of Drugs and Medicine

M.S. 121A.21 - School Health Services

Cross References

Policy 541 – Chemical Use and Abuse

Policy 506 – Student Discipline

PROCEDURE 516 – STUDENT MEDICATIONS

I. **PURPOSE:** The purpose of these procedures is to set forth expectations that must be followed when managing and administering medications to students at school.

II. **DEFINITIONS:**

- A. **Controlled Substance:** means any substance listed under Minnesota Statute § 152.02 as a “scheduled” substance.
- B. **Over-the-counter medication (OTC):** is a drug product marketed for use by the consumer without the intervention of a health care professional in order to obtain the drug.
- C. **Parent:** means a parent, guardian, or other person having legal custody of the student. For students 18 years of age and older, the student may act as the parent, unless a court of competent jurisdiction has appointed a guardian to make health/medical decisions on behalf of the student.
- D. **Prescription Medication:** means a prescription drug order that is written or printed on paper, an oral order reduced to writing by a pharmacist, or an electronic order. To be valid, a prescription must be issued for an individual patient by a practitioner within the scope and usual course of the practitioner's practice, and must contain the date of issue, name and address of the patient, name and quantity of the drug prescribed, directions for use, the name and address of the practitioner, and a telephone number at which the practitioner can be reached. A prescription written or printed on paper that is given to the patient or an agent of the patient or that is transmitted by fax must contain the practitioner's manual signature. An electronic prescription must contain the practitioner's electronic signature. Prescription medication as used in these procedures does not include any form of medical cannabis as defined in Minnesota Statute.
- E. **School Health Personnel:** includes LSNs, RNs, LPNs and UAPs (unlicensed assistive personnel who have been properly delegated a nursing function).

III. **REQUIRED PROCEDURES FOR MEDICATION MANAGEMENT**

The following procedures must be followed when managing and administering student medications at school:

- A. **Written Authorization:** No prescription medication may be administered without the written order of a physician/licensed health care prescriber. The administration of prescription medication or drugs at school also requires a completed signed request from the student’s parent. An oral request from the parent must be reduced to writing within two school days, provided that the school health personnel may rely on an oral request until a written request is received. A “Medication Administration Authorization Form” must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP. [From Minn. Stat. 121A.22 (b); MDH Guidance Pg. 34; MSBA Model Policy]
- B. **Record Keeping:** School health personnel must maintain accurate records specific for each student receiving prescription medications, including parental consent forms, authorization from licensed prescribers, individual documentation and emergency procedures. Documentation must contain student name and identification number; name of medication; purpose, dosage; route; date and time given; beginning and end dates; any special circumstances related to the procedure, the student’s unusual reactions or responses, omissions, absences, or refusals, name of the individuals giving the medication, and count

of controlled substances. Documentation should be done in unalterable ink (no erasing, no deleting/white out). [From MDH Guidance Pg. 39-40]

If the administration of a drug or medication described in this procedure requires the school district to store the drug or medication, the parent must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent is required to retrieve the drug or controlled substance when requested by the school.[From Minn. Stat. 121A.22 Subd. 1(b) & MSBA Model Policy]

- C. Container: Prescription medications must be provided to school directly by the parent in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label. [From Minn. Stat. 121A.22 Subd. 3;
- D. Storage of Medications: All medications should be stored on school property, in a locked drawer or cabinet used exclusively for medications and kept no longer than the medication expiration date or end of the school year, whichever is sooner. Cabinets should not contain glass doors and should be anchored securely to a solid surface. Access to stored medication and medication cabinet keys must be limited to school personnel authorized to administer medications. Medication requiring refrigeration should be stored in a locked refrigerator or in a locked container in the refrigerator specifically for medications. [From MDH Guidance Pg. 38]
- E. Student Refusal: School Health Personnel will make a reasonable attempt to provide medication to students as prescribed. If a student refuses medication the parent or guardian will be notified. If there are safety concerns the physician's order will be reviewed with the physician for clarification.
- F. Student Possession: Prescription medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See IV C below), and non-controlled prescription medications which are approved by the prescribing health care provider, parent and school LSN or RN for self-carry by the student or as specified in the student's IEP, Section 504 plan, or IHP (individual health plan). [From MSBA Policy]
- G. Medication Management for Field Trips: For school district field trips of one school day or less where the prescription medication needs to be administered during the school day while on the field trip, the school LSN/RN, delegated staff or parent will prepare a supply of medications not to exceed the duration of the trip and will place the required amount of medication in the pharmacy labeled container. The excess medication will be temporarily stored in a separate paper envelope(s) or other more suitable container and the temporary container(s) will be labeled with the student's name, name of the medication, strength, medication count, name of the person preparing the medication.

For school sponsored field trips of more than one day, the parent will be expected to provide the required amount of medication in a separate pharmacy container with an original label (i.e., an extra from the provider or pharmacist), with a copy of the parental authorization form specific to the event or trip. [From MDH Guidance 26 & 27]

- H. Changes in Medication Administration: The school must be notified immediately by the parent of any change in the student's prescription medication administration. A new Medication Administration Authorization Form and properly labeled container is required before implementing the change. [From MSBA Model Policy]

- I. Over-the-Counter: School health personnel will not administer over-the-counter medication to a student at the parent's request. An over-the-counter medication may be administered to a student where the student's physician and parent have completed a Medication Administration Authorization Form and the medication has been provided by the parent in its original container.
- J. Nonprescription Pain Medication: A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the parent permitting the student to self-administer the medication. The parent must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. [From Minn. Stat. 121A.222 & MSBA Model Policy 516]

IV. EMERGENCY MEDICATIONS

- A. Emergency Medications Generally: Students with known chronic health conditions sometimes need emergency medications to prevent or treat anaphylaxis, respiratory distress, diabetic hypoglycemia, seizures, and cardiac incidents. Emergency medications may be used in these situations where, in the judgment of the school personnel who are present or available, the risk to the student's life or health is of such a nature that drugs or medicine should be given without delay, regardless of specific provisions of the procedures set forth in Section II above. In an emergency, if two or more people are available, one can administer the emergency medication while the other calls 911. If only one person is available, that person should first administer the medication and then call 911. [From MDH Guidance Pg. 40-41]
- B. Epinephrine Administration: At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine ~~auto-injectors~~ delivery systems that enables the student to:
 - 1. Possess epinephrine ~~auto-injectors~~ delivery systems; or
 - 2. If the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine ~~auto-injectors~~ delivery systems in close proximity to the student at all times during the instructional day. For purposes of this section the "instructional day" begins at the start of the student's first hour of class and ends at the end of the student's last hour class.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine ~~auto-injectors~~ delivery systems when required, consistent with state law. This health plan may be included in a student's § 504 plan. [~~From Minn. Stat. 121A.2205 & MSBA Policy~~]

- C. Student Administration of Asthma Medication: Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - 1. the school district has received a written authorization from the parent permitting the student to self-administer the medication;
 - 2. the inhaler is properly labeled for that student; and

3. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. The school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers. [Minn. Stat. 121A.221 & MSBA Model Policy]

- D. Student Seizure Action Plan: School health personnel must implement seizure action plans and training to meet the needs of students with a seizure disorder and who may need seizure rescue medication administration. The action plan must:
 1. Identify a school nurse or a designated individual at each school site who is on duty during the regular school day and can administer or assist with the administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the United States Food and Drug Administration.
 2. Require training on seizure medications for an employee identified under clause (1), recognition of signs and symptoms of seizures, and appropriate steps to respond to seizures.
 3. Be maintained on an accessible data base or filed in the health office.

A school district employee or volunteer responsible for the supervision or care of a student with a diagnosed seizure disorder must be given notice and a copy of the seizure action plan, the name or position of the employee identified under clause D1 and the method by which the trained school employee may be contacted in an emergency.

V. EXCEPTIONS

The requirements set forth in this procedure do not apply to the following situations:

- A. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings;
- B. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak;
- C. Medications that are used off school grounds; that are used in connection with athletics or extracurricular activities; or that are used in connection with activities that occur before or after the regular school day;
- D. Sunscreen products applied or used during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

[From Minn. Stat. 121A.22 Subd. 2 & 6; 121A.223 and MSBA Model Policy]

VI. REQUIRED PROCEDURES FOR UNCLAIMED MEDICATIONS

Before the transportation of any prescription drug or medication under this policy, the school shall make a reasonable attempt to return the unused prescription drug or medication to the parent. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually but may occur more frequently at the discretion of the school site.

If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school site will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school.

If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-Injectors~~Delivery Systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~Delivery Systems)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Revised:

Rewrite: 9/27/22
Revised: 5/20/03
Revised: 10/16/01
Procedure 516 Dated: 10/6/98 (formerly Procedure 5416)
Procedure Dated: 4/2/91

POLICY 518 – DNR/DNI ORDERS

I. Purpose

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. General Statement

- A. Education is the primary mission of the District and the District has a responsibility to promote a healthful school environment for students. Do Not Resuscitate (DNR) or Do Not Intubate (DNI) orders are medical documents.
- B. The parent/guardian has the prime responsibility for the maintenance of his/her child's health and medical care.
- C. The District has the responsibility for providing an appropriate education for students who are disabled and/or medically involved.

III. Definitions

- A. Do Not Resuscitate (DNR) orders are written directives that, in the event of an acute cardiac and/or respiratory arrest, no cardiopulmonary resuscitation (CPR) measures will be initiated.
- B. Do Not Intubate (DNI) orders are written directives that, in the event of an acute or impending respiratory failure, endotracheal intubation to provide sustained assisted ventilation will not be performed.

IV. Response to DNR/DNI Orders

- A. DNR/DNI orders will not be accepted or honored.
- B. DNR/DNI orders will not be incorporated into either a student's Individual Education Plan or Individual Health Plan.
- C. School staff are directed to activate Emergency Medical Services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. Reasonable emergency care and assistance will not be withheld.
- D. The parent/guardian will be notified of any medical emergency as soon as possible.
- E. A parent/guardian who requests that emergency care be withheld for their child or who presents DNR/DNI orders will be advised of this policy.

Revised:

Policy 518 Adopted: 12/7/99
(formerly Policy 5423)
Policy Adopted: 4/20/93

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

POLICY 533 - WELLNESS

I. PURPOSE

The purpose of this policy is to support all students with knowledge that cultivates life-long personal wellness, through promoting nutritional habits, physical activity, and social-emotional development. This support is fulfilled through ongoing engagement with the community, while building on applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. Each child needs access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance learning and positive behaviors. Nutrition promotion and education, physical activity, and other school-based activities are essential components of the educational process.
- B. The school environment promotes students' health, well-being, and ability to learn by encouraging healthy eating and physical activity while accommodating any student's individual educational program (IEP) or 504 Plan.
- C. The school district involves parents, students, representatives of the school district food and nutrition program, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and ongoing review and update of the school district's wellness policy.
- D. All students are encouraged to be physically active before, during and after school.
- E. The school district food and nutrition program provides students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students through culturally responsive and equitable meal planning whenever possible.
- F. The school district will provide clean, safe, and pleasant settings and adequate time for students and staff to eat.

III. WELLNESS GOALS

- A. Nutrition Promotion and Education
 1. The school district encourages and supports healthy eating by students and engages in nutrition promotion that is:
 - a. Part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. Part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
 2. The school district encourages all students to make age appropriate, healthy food and beverage choices, including those available outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, celebrations, concession stands, and student stores.
- B. Physical Activity
 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
 2. Opportunities for physical activity are incorporated into other subject lessons and Individual Educational Programs whenever possible.
 3. Classroom teachers will provide short physical activity breaks between lessons or classes, whenever possible.

C. Communication with Parents

1. The school district recognizes that parents and guardians have the primary influence in promoting their children's health and well-being.
2. The school district provides information to parents and guardians to support families in providing a healthy diet and daily physical activity for their children.
3. The school district provides information about physical activity opportunities and supports parents' and guardians' efforts to provide their children with opportunities to be physically active outside of school.

IV. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator(s)

1. The superintendent designates one or more school district officials to oversee the school district's wellness-related activities (Wellness Coordinators). The Wellness Coordinator(s) ensure that each school implements the policy.
2. The Wellness Coordinator(s) will consider the health and wellness needs of all school district communities, especially the diverse needs of students in implementing this policy and setting health and wellness goals at each site.
3. The principal of each school, or a designated school official, ensures compliance within the school, and will report to the Wellness Coordinator(s) regarding compliance matters upon request.

B. Public Involvement

The school district will develop and implement a system of collective accountability for the school district, parents and guardians, and students in order to ensure equitable health and wellness outcomes.

Reviewed:

~~Policy~~ Revised: 08/22/2017

~~Policy~~ Adopted: 09/19/2006

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policy)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

PROCEDURE - 533 WELLNESS

I. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations. **These programs will include and may not be limited to the National School Breakfast Program and National School Lunch Program which will be offered each day that school is in session.**
2. The school district through its nutrition program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. The school district food and nutrition program will consider the religious, ethnic, and cultural diversity of the student body in meal planning and provide meals that accommodate the diverse needs of the students.
4. The school district will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. The school district food and nutrition program will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet United States Department of Agriculture ("USDA") nutrition standards.
6. The school district food and nutrition program will adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced priced school meals.
8. The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organization meetings or activities during mealtimes unless students may eat during such activities.
11. Students will have reasonable access to water at lunch and during the school day.

B. School Food Service Program/Personnel

1. The school district will create nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
3. The school district will implement a process for developing culturally relevant menus and easily understood labels.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. School district before and after (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.
- D. Other Foods and Beverages Made Available to Students
1. Student wellness and the religious, ethnic and cultural backgrounds of the students will be considered for all foods offered, but not sold, to students on the school campus, including those foods provided through celebrations and parties and snacks brought by parents.
 2. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education program or behavior intervention plan) and will not withhold food or beverages as punishment.
- E. Food and Beverage Marketing in Schools
1. School-based marketing will be consistent with nutrition education and health promotion.
 2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.
- F. Physical Activity
1. The school district will provide opportunities for physical activity during the school day for students with disabilities or other special needs.
 2. The school district will provide students with information about opportunities for increased physical activity such as "Safe Routes to School" and before and after school activities available from community partners such as cities or park districts.
 3. The school district will include culturally responsive physical education opportunities when possible.
 4. Physical education classes will be taught by state certified / licensed teachers who are endorsed to teach physical education.
 5. Ongoing professional development will be offered yearly to PE teachers that is relevant and specific to physical education.
 6. There will be daily recess for all grades in elementary school.
 7. Teachers will not use physical activity as a punishment.

II. POLICY IMPLEMENTATION AND MONITORING

- A. Wellness Coordinator(s)
1. The name, telephone number, and email address for the designated Wellness Coordinator(s) will be easily available on the school district's website and communicated to families at the beginning of each school year.
 2. The Wellness Coordinator(s) will oversee implementation of this Wellness Policy in each school or program site in the school district.
 3. The Wellness Coordinator(s) may establish a district-wide Wellness Committee.
 4. Each site leader will ensure compliance with the Wellness Policy at his or her school site. Upon request by the Wellness Coordinator(s), each site leader will provide an annual report on progress in meeting those goals.
 5. The Wellness Coordinator(s) will maintain records documenting compliance and preparation of any required reporting to the Minnesota Department of Education and the general public on implementation of this Wellness Policy.
- B. Implementation and Communication
1. The school district will post its wellness policy on its website and provide information through other means designed to effectively communicate to school district staff, families, and students.
 2. The school district will provide information about school food choices in a way designed to communicate effectively with parents and guardians of different cultures and religions and whose students have different dietary needs.
- C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. The extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy; and
 - b. A description of the progress made in attaining the goals of the school district's wellness policy.
 2. The triennial assessment report will be posted on the school district's website or otherwise made available to the public.
- D. Recordkeeping
- The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:
1. The school district's written wellness policy.
 2. The Wellness Coordinator will maintain and provide documentation demonstrating compliance with community involvement requirements.
 3. The report will meet requirements to make the school district's wellness policy and triennial assessments available to the public.

Revised:

~~Procedure~~ Revised: 08/22/2017

~~Procedure~~ Adopted: 09/19/2006

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policy)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

POLICY 546 – ACADEMIC SHARED-TIME

I. PURPOSE

The purpose of this policy is to provide guidance and establish procedures under which nonpublic school K-12 students can participate in school district educational programs on a shared-time basis.

II. GENERAL STATEMENT OF POLICY

- A. Students in grades K through 12 who attend nonpublic or home schools on a full-time basis may apply for limited academic shared-time enrollment privileges in District 279 schools.
- B. School district programs that provide instruction in core curriculum may be provided to shared-time students only at a school district location.
- C. Special education and related services for nonpublic school students may be provided on a shared-time basis at a school district location, the nonpublic school or a neutral location. Determination of the location for the provision of such services should be made on a student-by-student basis, consistent with federal law and the efficient use of school district resources.
- D. Subject to the provisions set forth in paragraph II B and C above, the school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time students to classes and may limit enrollment of shared-time students participating in core curriculum classes.

Reviewed:

Revised: 12/15/20

Revised: 10/21/08

Adopted: 10/16/01 (formerly Procedure 530 - 10/6/98)

Revised: 7/8/98 (formerly Procedure 5124)

Adopted: 5/2/89

Legal References:

M.S. 126C.01, sub.8

M.S. 120A.22, subd 4

M.S. 120A.24

PROCEDURE 546 – ACADEMIC SHARED-TIME

I. Definitions:

Students in grades K - 12 who attend nonpublic or home schools on a full-time basis may participate in district academic courses on a limited basis and through shared-time.

- A. Nonpublic school: A school, church or religious organization, or home school in which a child is provided instruction in compliance with section 120A.22 Subd. 4 and section 120A.24.
- B. Shared-time (students): Those students who attend public school programs for part of the regular school day and who otherwise fulfill the requirements of section 120A.22 by attendance at a nonpublic school.

II. Enrollment Procedures:

Students requesting shared-time privileges must plan to remain in attendance at their nonpublic or home school for the majority of their education. Shared-time enrollment will be limited to one-third (2 periods) of the school day.

- A. Inquiries and applications will be processed through the Enrollment Center. Inquiries received at other district sites or offices will be referred to the Enrollment Center.
- B. Applications will be accepted from students/parents only as specified in Policy 546 – Academic Shared-time.
- C. Attendance Area – Shared-time students must attend public school in their assigned K-12 attendance area. A nonpublic student may request to take courses at a school other than the school of their attendance area. The student must apply for enrollment options in the same manner as public school students (Refer to Policy 558, Enrollment Options Program).
- D. Upon receiving an inquiry, the Enrollment Center will:
 - 1. Send an information packet which includes necessary district enrollment forms and a copy of Policy 546 – Academic Shared-time.
 - 2. Document that the student is in compliance with Minnesota Compulsory Attendance law through the district home school liaison.
 - 3. Forward applications for District 287 secondary programs ~~or college level courses at Hennepin Technical College~~ to the Career and Technical Education Program Coordinator for approval and provide information for the parent/guardian and student on how they may apply directly to a postsecondary institution to attend postsecondary courses.
 - 4. Upon receipt of the completed enrollment forms, the Enrollment Center will forward the information to the district site in which the student has been approved to attend for shared-time.

III. Communication:

Specific communication about class scheduling will be conducted between the applicant and the principal or designee. In the case of a home school student, a copy of the completed application will be returned to the district home school liaison.

IV. Participation Requirements:

- A. Students granted shared-time enrollment in a specific course must have completed prerequisite course requirements.
- B. Academic shared-time enrollment will be provided only on a seat available basis. Course sections will not be added to provide additional seats. Priority for course enrollment will be given to full time public school students. Academic shared-time enrollment will be provided only in courses at regular times within the normal schedule of classes. Class hours will not be altered to provide for shared-time enrollment.
- C. Shared-time enrollment will be limited to courses that generate shared-time foundation aid from the State of Minnesota. The list of programs, services or classes

- that are not eligible for foundation aid include (but may not be limited to): targeted services; study hall; online learning classes; Title I services and work-based learning.
- D. Shared-time students do not qualify for a ~~District 279~~Osseo Area Schools high school diploma, participation in honor rolls, class rank and other recognitions available to full-time public school students.
 - E. School computer and science laboratories and libraries/media centers are available for shared-time students as part of a public school course taken by a shared-time student within the guidelines and expectations established at the school.
 - F. Students accepted for academic shared-time enrollment will be counted in the district system of pupil units for the purpose of generating state aid. Building principals where shared-time students are in attendance are responsible for counting the proportion of classroom time in the district's system of pupil accounting.
 - G. Students participating in academic shared-time are required to follow all district policies and procedures.

Revised:

Revised 10/21/08

Revised: 6/3/03

Adopted: 10/16/01 (formerly Procedure 530 - 10/6/98)

Revised: 7/8/98 (formerly Procedure 5124)

Adopted: 5/2/89

Legal References:

M.S. 126C.01, sub.8

M.S. 120A.22, subd 4

M.S. 120A.24

POLICY 549 – AGE OF ENTRANCE

I. PURPOSE

The purpose of this policy is to provide guidance to school district staff and parents/guardians for early entrance to kindergarten or first grade in the school district.

II. GENERAL STATEMENT OF POLICY

The school district chooses to provide opportunities for children who have not reached the age of five years ~~by~~ on or before September 1 in any year to be considered for early entrance into kindergarten and the age of six years ~~by~~ on or before September 1 in any year to be considered for first grade under procedures designed to assure success in school.

III. EARLY ENTRANCE

- A. The school district will consider early admission to school as a kindergarten student if that child becomes five years of age on September 2 through November 1 of the school year for which admission is requested and successfully completes an assessment process.
 - 1. Early admission procedures will guide the final recommendation for acceptance of the child. The cost of the assessment for early entrance is the responsibility of the parent/guardian unless such an expense is determined to be a significant hardship.
 - 2. A kindergarten child moving into the school district during the school year from another school district that does not have identical entrance requirements, may be allowed to continue his/her education in this school district.
- B. The school district will consider early admission to school as a first grade student if the child has completed a full year of kindergarten.

IV. GENERAL REQUIREMENTS

If a child is entering kindergarten or first grade, his/her parent/guardian is required to provide age verification proof of his/her age through one of the following documents: an original or copy of the student's legal birth certificate, an original valid passport, an original verified baptismal certificate, or the original affidavit of a natural parent or guardian.

Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

V. DISSEMINATION OF INFORMATION

The school district will publish enrollment information through print and/or electronic media.

Revised:

~~Policy~~ Revised: 4/18/17

~~Policy~~ Revised: 3/17/15

~~Policy~~ Revised: 5/6/08

~~Policy~~ Revised: 4/16/02

~~Policy~~ 549 Adopted: 10/16/01

(formerly Policy 533 – 12/7/99)

(formerly Policy 5112)

~~Policy~~ Revised: 1/20/98

~~Policy~~ Revised: 5/17/94

~~Policy~~ Revised: 4/20/93 - Policy Revised:
7/16/85

~~Policy~~ Adopted: 4/3/76

Legal References

M.S. 120A.20, Subd. 1 – Admission to Public School

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota