

HIDDEN OAKS/TWIN OAKS  
MIDDLE SCHOOL HANDBOOK  
2018-2019



Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Primetime Teacher: \_\_\_\_\_

# Middle School Student and Parent Handbook

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# HIDDEN OAKS AND TWIN OAKS

## HIDDEN OAKS

MAIN OFFICE (952) 226-0700

ATTENDANCE (952) 226-0701

STUDENT SERVICES (952) 226-0702

NURSE OFFICE (952) 226-0706

## TWIN OAKS

MAIN OFFICE (952) 226-0500

ATTENDANCE (952) 226-0501

GUIDANCE OFFICE (952) 226-0502

NURSE OFFICE (952) 226-0506

## DAILY SCHEDULE

*(Students can enter the building at 6:45AM with a pass)*

### BUS RELEASE TIME: 7:15

PERIOD 1	7:25 - 8:18	53 mins.
PERIOD 2	8:23 - 9:16	53 mins.
PERIOD 3	9:21 - 10:14	53 mins.
PERIOD 4	10:19 -11:12	53 mins.
	8 <sup>th</sup> Grade Lunch (30 min.) and Primetime (20 min.)	
PERIOD 5	11:17 -12:10	53 mins.
	6 <sup>th</sup> Grade Lunch (30 min.) and Primetime (20 min.)	
PERIOD 6	12:15 -1:08	53 mins.
	7 <sup>th</sup> Grade Lunch (30 min.) and Primetime (20 min.)	
PERIOD 7	1:13 -2:06	53 mins.

### BUS DEPARTURE TIME:

*2:15 (HOMS and TOMS)*

## **Middle School Organization**

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**The Principal** is in charge of the overall operation of the middle school. The principal supervises the teachers, dean/counselors, and all other staff in the building. **The Assistant Principal** assists the principal in the overall operation of the building. Some of the specific responsibilities include overseeing registration of courses, disciplinary actions, and special education services. Each of the middle schools has a principal and an assistant principal. The student services team is made up of a dean, counselors, social workers, a chemical health coordinator, and a police liaison.

## **Attendance**

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### **PERMISSION TO LEAVE SCHOOL:**

If your child has to leave school during the school day, it is required that your child gets a pre-signed pass from the main office before school begins. Parent/guardians are required to come into the main office to sign out your child. Upon returning, the child is to report immediately to the main office and show the pre-signed pass in order to get an admit slip to return to class.

## **Academics**

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**Spectrum** is made up of industrial technology, family and consumer science, music, media, arts, business education, physical education, health and world language.

**Primetime:** The school day includes a primetime period that is made up of a group of students and a teacher from their teaching team or grade level. The purpose of primetime is to provide a group setting for discussion of topics appropriate for the grade level, establish academic goals, monitor student progress, give out announcements, and build community. One day each week will be set aside for reading and the students will be required to bring a book or other materials to read quietly. Students should always bring work to do during Primetime. This is a great time for students to visit other teachers to collect and/or complete missing work.

### **ACADEMIC COMMUNICATION TOOLS:**

The student-directed conferences, the goal setting process and the student planner are used as tools to assist student(s), parents, and teachers in monitoring assignments and academic progress. All students are encouraged to write assignments in the planner on a daily basis as a step toward becoming more responsible for their learning. Parent/guardians should monitor the planner daily and write comments to teachers as needed.

**Grades:** Students and parents are asked to set grade goals for each quarter and re-evaluate them during student-directed conferences. In addition, D/F reports and access to the Family Access program are available throughout the grading periods. The following marking system is used: A, B, C, D, F, I - Incomplete, S-Satisfactory, U-Unsatisfactory. A Pass/Fail grade may be given if the teacher, parent and administrator agree to do so.

### **Infinite Campus Student Information System**

Infinite Campus is a web-based tool for parents/guardians to access student information. Parents are assigned an activation key to set up an Infinite Campus account. Infinite Campus houses information such as bus stops, teacher assignments, official grades, school calendar, contact information and health information. Parents also have the capability of entering or changing their email addresses and phone numbers online. This is extremely important for those parents who would like to receive email communications from their school. Please notify the transportation office at 952-226-0050 if your family does not have computer access for your bussing information.

**Schedule Changes:** Schedule changes require counselor or administrator permission. Changes will be made for the following reasons: computer error, medical/physical restrictions, inappropriate placement, and administrator's discretion.

### **Schoology Learning Management System**

Schoology allows teachers to make resources available to students and parents in a format that acts like a digital extension of the classroom. Everything about it serves an academic purpose that is delivered in a safe and secure manner. Parents and students access Schoology using their own unique username and password. Parent accounts will be automatically linked to each of their students. Some of the information you will find in Schoology includes: classroom updates, assignments, calendar, study guides, quizzes/tests and interactive discussions.

## **Academic Programs**

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Both Hidden Oaks and Twin Oaks have Advanced Courses in all three grade levels. In sixth grade students have the opportunity to enroll in Advanced English, math, geography and science. In seventh grade, Advanced English, math and history and science are available. Advanced math, English, global studies and science are courses offered in eighth grade

## **Make-up Work**

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Parent/guardian homework requests are communicated directly to the teacher via email, Schoology or phone.

### **Homework Requests for Illness:**

Homework requests: communicate directly with teacher via email or phone.

- A student will have 2 days for every day they are absent from school to turn in class work.
- If a student is provided a homework assignment prior to becoming ill, the student is expected to have it completed upon return.

### **Homework Requests for Family Vacations and Extended Leaves:**

- The expectation is that homework is completed before the absence from school or due the day the student returns. Other arrangements may be made between the teacher and student.

### **Homework Requests for Alternate Learning Placement (ALP) and Out-of-School (OSS) Suspension:**

- ALP students will have their missed class work/ homework collected from the teachers. These and any assignments given the previous day are due as if the student were in school. There is no extra time allotted to turn these assignments in late.
- Students given OSS will have their assignments requested through the guidance office. Parent/guardian will be notified of pick up time and date. Students will have two days following OSS to complete homework.

## **Summer School Policy**

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Semester One: All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math for one quarter do not need to attend summer school, but may choose to enroll anyway. All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math both quarters will be required to attend session I of summer school.

Semester Two: All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math for one quarter do not need to attend summer school, but may choose to enroll anyway. All 6<sup>th</sup> -8<sup>th</sup> grade students who fail English, science, social studies or math both quarters will be required to attend session II of summer school.

Transportation is NOT provided. Students may only be absent from summer school for emergencies or illness. Students may not miss any day of summer school due to vacation or other activities. If you believe that summer school may be a possibility for your child, Please plan accordingly. Contact your school guidance office with questions.

## **Grade Level Retention**

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Students will be considered for retention and repeat the entire grade level sequence if they fail to complete 8 “credits” in the required courses. A “credit” will be the equivalent of receiving a passing grade, (D- or higher), for the final quarter grade. These required courses in a grade level sequence include math, English, science, and social studies. A student must pass 8 out of the 12 credits in the four required courses to advance to the next grade level. In addition to the grade level retention policies, individual course retention and summer school guidelines will apply.

## **School Wide Behavior Guidelines**

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### **FOOD AND BEVERAGE USE**

Vending machines are available to students after school. Food and beverages for special events brought in by parents, students or staff must be store purchased due to health codes.

### **CHEATING/PLAGIARISM**

Students who plagiarize (i.e. accepting the work of others as your own), cheat or aid in cheating on tests, quizzes, homework and other class assignments will work with school staff and administration to follow the Academic Integrity procedures. Depending on the severity and frequency of the violation, further and more severe consequences may occur.

### **SCHOOL TELEPHONE USAGE**

Students will not be allowed to leave class to take a phone call except in an emergency. Arrangements to pick up students for detention or after school activities should be made in advance. Office and classroom telephones are to be used only by staff members for such things as parent communications or school related business. A student phone is located in the main office for student use.

### **SALES**

Students may not sell food, candy, services, or anything else to the student body and faculty without permission from the administration. All sales will be required to be related to a school activity.

### **SKATEBOARDS, ROLLER BLADES AND “ROLLER SHOES”**

Use on school property is not allowed. Students who use these items in school or on school property will have these items confiscated. Parent/guardian may be called to pick up confiscated items. These items may be on school property only if kept in students' lockers.

### **USE OF SCHOOL PROPERTY**

Students are not permitted access to teachers' or other school personnel's property including desks, keys, cabinets, grade books, computers or personal belongings. Unauthorized student use of these objects will be considered a very serious offense.

## **Recognition**

### **AWARDS AND HONORS**

**Honor Roll:** Students who are performing at the A and B levels will be placed on the honor rolls.

**Presidential Awards:** 8<sup>th</sup> grade students who have met the U.S. Presidents' criteria will be honored at the end of the year.

**LAKER PRIDE Tickets:** A positive recognition tool for our staff to recognize desired behaviors.

## **Middle School Activities**

### **STUDENT ACTIVITY NIGHTS**

Activity nights are scheduled for each grade throughout the year. Students may attend their grade level activity night. All school procedures and rules apply to activity night. Students who have ALP, OSS or other on-going disciplinary behaviors may be excluded from activity night per administrative decision. All activity nights require parent/guardian permission and payment for admission.

### **MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES**

A middle school activities brochure is available in your school's main and guidance offices. Further questions should be directed to our 6-12 Activities Director, Beth Fuller at 952-226-8960.

### **Eligibility guidelines:**

Students' first responsibility is the completion of their homework, involvement in co-curricular activities must be secondary. If students are having behavioral or academic challenges while participating in sports/clubs, their involvement in these activities may be limited. Students who are assigned Alternative Learning Placement (ALP) or out-of-school suspension (OSS) are not allowed to participate in co-curricular activities that day; this includes athletic competitions. Coaches and advisors may have other rules related to participation for students who are assigned after school or lunchroom detention. It is expected that students will be receiving passing grades, or working with their teachers on grade improvement before participating in any co-curricular activities.

### **Attendance:**

- A student has to be in school at least ½ day or longer in order to be eligible for that day's practice or contest.
- If a student receives a full day of ALP, OSS, or after school detention, the student will be ineligible for that day's practice or contest.
- Students need to be off school grounds within ½ hour of the activity (co-curricular/tutoring/etc) ending time. Rides should be scheduled in advance. Students cannot loiter in or around school grounds.

### **Alcohol-tobacco-drugs-sexual harassment:**

- Same as Minnesota State High School League Suspension Policy.

### **Medical exclusions:**

- When an athlete is unable to participate safely due to a medical issue such as illness or injury, the athlete may be excused with a note from a parent/guardian for a maximum of two days.
- Any medical exclusion longer than two days must be approved with a note from a physician. Also, reinstatement to practice after being out more than two days must be accompanied by a note from a physician.
- If a student is too sick or injured to participate in physical education class, the student is ineligible to practice or play in a contest that day.

## **Lunchroom**

### **LUNCHROOM BEHAVIOR**

Students need to bus their trays and silverware, wipe their tables with a soapy cloth, place refuse in garbage containers and recycle appropriate food and plastics. Students will be dismissed from the lunchroom by tables after an inspection of their eating area has taken place. Students who refuse to comply with the rules may be assigned to a special supervised lunch area, lunchroom clean up, detention or have their lunch privileges removed. Pop is not allowed in the lunchroom.

## **Lockers**

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### **PHYSICAL EDUCATION**

Physical education locks and lockers will be assigned to students during the first week of school. The student will receive a card that contains the locker number and the lock combination. This lock has been purchased through the student fees and will allow the student to use the same lock with the same combination until he/she graduates from high school. Students are not to share a lock or locker. Students are expected to change into P.E. clothes and appropriate shoes every day. Pursuant to MN State statute, school lockers are the property of the school district and may be searched at any time, without notice, without student consent, and without a search warrant.

## ***DISTRICT POLICIES***

### **Anonymous Tip Line: 952-226-0005**

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In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005).

The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations. The Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property.

Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential.

### **Student Daily Attendance**

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Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board. Parents are asked to call the school attendance line if a child will be absent from school for any reason.

#### **Middle School Student Attendance Policy**

Expectation: With the exception of verified school-authorized absences, middle school students are expected to attend each class every day.

Parent/guardians are required to call the school attendance line by 8:00 A.M. on days their child will be absent. Absences/tardies will only be excused if a parent/guardian has telephoned school or the student presents a written excuse signed by the parent/guardian; noting the duration of absence and the reason. The school reserves the right to determine if the absence is excused or unexcused.

Absences that are considered excused include, but are not limited to the following:

- School-sponsored curricular and co-curricular activities;
- Official religious holidays;
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent);
- Unique or emergency circumstances which are authorized by a school administrator;
- Illness, injury, or hospitalization of the student. A doctor's note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row.
- Authorized appointments with school personnel.

Unexcused - Unexcused absences are inappropriate and insubordinate and will result in disciplinary consequences for misbehavior outlined in district policy. Unexcused absences occur when a student chooses to be absent from school without the approval of the school. Such absences include, but are not limited to, truancy, oversleeping and planned absences which were not pre-approved by the school. Consequences will be assigned to students who have unexcused absences following current guidelines.

Tardies are defined as being late to class without a pass. Consequences may be assigned to students with excessive tardies.

Parents are asked to send a note to the main office in advance of an absence for an appointment or vacation. The student will be given a pre-signed note to show to teachers whose classes will be missed, and to get class assignments prior to leaving school. When leaving school during the day, the student must be signed out by a parent/guardian in the main office. Homework and any work given in advance to the student are due immediately when the student returns to school.

## **Student Breakfasts and Lunches**

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Child Nutrition Services provides students with nutritious, high quality meal options that promote good physical and mental development.

We offer a variety of nutritional meal choices and at least one alternate menu. A la carte items are offered in grades 6-12 only.

Menus are available on school websites and our Nutrislice app where customers can view nutritional content and descriptions of menu items, as well as allergen and carbohydrate details.

All student accounts remain prepaid with deposits made with cash, check or credit card. ISD 719 has contracted with FeePay to provide the convenience of using a credit card, with no transaction fees, to prepay for meals.

A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks or extra entrees.

The school district will notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. If a student's balance accumulates to a negative \$15, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency and that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.

### **Breakfast**

Grades 1-8 and Bridges ALC: \$1.80

### **Lunch**

Middle: \$2.75

Bridges: \$2.75

High School: \$3.15

Adult Guests:\$3.85

Milk: \$.45

Second entree: \$1.80

Free and Reduced-Price Lunch assistance is available. Applications are available on our website: [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us). Applications must be filled out for each school year the assistance is needed. For questions, please call Linda Roach, Child Nutrition Specialist at 952-226-0009.

## **Bullying**

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The school board believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. School Board Policy 506.1 defines "bullying" as 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.

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 cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.



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 ISD 719 who is found to have violated this policy.

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 ISD 719's policies and procedures, including the discipline policy 506. ISD 719 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. ISD 719 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 ISD 719, and foster student, parent, and community participation.

ISD 719 shall require ongoing professional development, consistent with Minn. Statutes, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. For the full Bullying Prohibition policy, 506.1, please visit our website: [www.priorlake-savage.K12.mn.us](http://www.priorlake-savage.K12.mn.us)

## **Chemical Health**

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Student substance abuse is illegal, disrupts normal growth and development and impairs learning. Our responsibility is to encourage and support healthy lifestyles. We strive to create an environment in which students, parents and staff are able to report concerns and obtain the information and support they need regarding chemical health issues. What follows is a summary of the chemical health policy and procedures.

The use, possession, and exchange of tobacco, including synthetic tobacco, alcohol, and other illegal and harmful chemicals are prohibited on both school district property and at school-related functions.

Staff is expected to report all suspicious behaviors and/or incidences potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

### **School District Action**

1. Upon receipt of a report or referral, the school district shall undertake or authorize an investigation by school district staff or third party designee, e.g. law enforcement.
2. The school district may take immediate steps at its discretion to protect the good faith reporter or others pending completion of the investigation. Retaliation in any form will not be tolerated.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to disciplinary action or counseling intervention.
4. Activity consequences at Prior Lake-Savage Area Schools include:
  - 6 weeks for the first violation
  - 1 calendar year for each subsequent violation
  - See ISD 719 Extra Curricular & Co-Curricular Behavior Regulations for further school district action.

## **Communication**

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It is the desire of the School Board to promote community awareness of the programs and activities of the school district. Parents/guardians are especially encouraged to support their student's education through increased awareness of school activities. The district also desires the safe and orderly operation of its schools and programs. Therefore, citizens are encouraged to visit, attend or participate when appropriate in these programs to the extent that their attendance is consistent with the educational priorities of the school district.

District policy 903 addresses communication between parents and other visitors to the school with school personnel as being appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness.

- Therefore, the following kinds of inappropriate communication will not be accepted:
- Shouting or yelling

- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.
- The consequences of such behavior will be as follows:
  - The offender will be informed that the conduct violates district policy
  - The continuation of such conduct will result in the termination of discussion
  - The offending person will be told that a record of the incident will be kept in district files
  - The incident will be promptly reported to the appropriate administrator
- These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the building principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

## **Crisis Management Policy** \_\_\_\_\_

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 is to provide a guide for general crisis information for school district and building administrators, school employees, students and school board members.

The school district’s Crisis Management Plan has been developed in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. A number of crisis-specific procedures are defined and will continue to be studied to ensure the district and/or building is able to work through crisis situations in an efficient, expedient manner.

## **Data Privacy / Release of Student Information** \_\_\_\_\_

While the school district must obtain and use certain information about each student to plan the best program possible, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled.

The directory information described is the Prior Lake-Savage Area School District’s listing of public information. The parent or student may, however, notify the school in writing that any or all of the information listed here not be released on that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1<sup>st</sup> of each year. An opt-out form is available on the district website. Completed forms should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or [ccasebolt@priorlake-savage.k12.mn.us](mailto:ccasebolt@priorlake-savage.k12.mn.us)

Directory Information includes:

- Student’s name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

For more information, see School Board Policy 515.

## **Electronic Technologies Acceptable Use Policy** \_\_\_\_\_

Students are able to access the Internet from every classroom. Students also have access to iPads and Google Apps for Education, including Chromebooks. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Parents (or students 18+) who wish to opt out of Student Use of Information Technology should give notice in writing to the district by October 1<sup>st</sup> of each year. They may also request alternative educational activities not requiring Internet access. An opt-out form is available on the district website and should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or [smoore@priorlake-savage.k12.mn.us](mailto:smoore@priorlake-savage.k12.mn.us).

## **Dress Code**

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A dress code policy is in place to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- 1) Clothing appropriate for the weather.
- 2) Clothing that does not create a health or safety hazard.
- 3) Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- 1) "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- 2) Clothing bearing a message that is lewd, vulgar, or obscene.
- 3) Apparel promoting products or activities that are illegal for use by minors.
- 4) Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in policy 413. 5.
- 5) Any apparel or footwear that would damage school property.
- 6) Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- 7) Any item of apparel deemed disruptive to the educational process by an administrator.

Students who are in violation of this policy will be asked to change out of the offensive clothing. Other options may include sending the student home, wearing PE clothes, or other disciplinary actions. If your student questions appropriateness of clothing, they should check in at the office with a principal or counselor before the start of the school day.

More information can be found in School Board policy 504, Student Dress and Appearance.

## **Equal Opportunity**

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Prior Lake-Savage Area Schools is committed to a policy of nondiscrimination. The district will not discriminate in any matters concerning staff, students, education programs and services, and persons with whom the board does business. In compliance with existing federal and state statutes and regulations, the district does not discriminate against any person on the basis of race, color, gender, religious beliefs, national origin, economic status, marital status, parental status, age, sexual orientation or disability. Questions about this policy (102) or any concerns about compliance should be directed to:

Human Rights Officers  
Jeff Holmberg Assistant Superintendent (pertaining to student issues) or  
Matt Mons Director of Human Resources (pertaining to employee issues)  
Independent School District #719  
4540 Tower Street SE  
Prior Lake, MN 55372

## **Hazing Prohibition**

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It is the policy of ISD 719 to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

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 hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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. More information can be found in School Board policy 526.

## **Health Services**

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### **Health Services provides:**

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or be placed under their parent's or emergency contact's care
- Administration of medication and treatments under the direction of the school nurse
- Health screenings recommended by MN Department of Health
- School health record maintenance
- Nursing consultation to educators and administrators within the school district

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR. Licensed School Nurses oversee the health offices and staff and provide direct professional support and service to students, families and educators. They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between health care professionals, educators, students and their families.

### **School Health Records**

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law.

### **Emergency Action Plans**

If your student has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please download an Emergency Action Plan form from the district website or request an Emergency Action Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student.

### **Administration of Medication/Treatments in School**

Students are permitted to take medication, (including over-the-counter), in school only when:

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours.
- A written medication or treatment order from a licensed prescriber is on file for the student.
- A written parent/guardian authorization. for the school nurse or her delegate to administer the medication or treatment is on file for the student.
- Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year.
- The medication is supplied by the family in a fully labeled original container.

Inhalers, epi-pens, and glucometers may be carried and used by the student after permission forms are completed in the health office and the student has demonstrated the ability to independently administer his/her medication to him/herself and has signed a contract in the health office.

Due to nursing licensure, when the Health Office is asked to give a medication or perform a medical treatment in school, we will require written parent's permission to access the licensed prescriber regarding the order given. Nurses must work under a licensed prescriber's guidance.

For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours. The Health Support Person will count all controlled medications brought into the Health Office at the time of delivery.

If you have any questions, please call the Health Support or Licensed School Nurse at your student's building.

### **Immunization State Law**

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact the MDH website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

Prior Lake – Savage Area Schools adheres to a “No Shot (or proof of exemption), No School” Policy.

### **Illnesses**

Many students and parents wonder about when students should stay home or attend school. The following information is intended to help with this decision.

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider.
- Information regarding specific common childhood illnesses and communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office. When your child is ill, please call the school daily to report the illness (including what the illness is). If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

### **In-District Transfers**

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In-District Transfers are available to parents of elementary students when space permits either in a particular school or particular grade level at a school. Forms are available at elementary school offices and can be returned to the school the child currently attends. Transfer requests may be submitted at any time. However, requests are acted upon twice annually in April and August. Parents will be notified of the decision within two weeks. Approved transfers will remain in effect until and unless a subsequent transfer request is approved. The district reserves the right to terminate a transfer agreement. Requests made by families new to the district, during the school year, will be acted upon at the time of registration; however, the transfer will only be for the remainder of the school year. Those new families will need to reapply by April 30, to be considered for the following year. Emergencies and/or significant changes in family status that occur during the school year will be considered on a case-by-case basis.

### **Lockers**

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Students and parents are reminded the lockers are school property and “on loan” to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

Only school locks are allowed on lockers. Any other locks will be removed, even if destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to district policy 502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.

Padlocks will be issued to students for both hall and gym lockers and are covered by the \$15 activity fee (which includes the fee for one grade level program or field trip, computer disks, student planner and two locks) at the beginning of the school year.

Any student compromising the security of his/her locker by sharing lockers or divulging or ascertaining combinations may lose all locker privileges and have to carry his/her belongings. A final locker clean out will be held the last week of school at which time all decorations must be removed.

**According to district policy E-53, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.**

Padlocks will be issued to students for both hall and gym lockers and are covered by the activity fee. **It is not okay to open or use another person's locker.** THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR THE LOSS OF MONEY OR OTHER VALUABLE ITEMS.

**Backpacks/purses and bags of any kind are not allowed in classes.** Students may bring backpacks to and from school as long as they are immediately placed in their lockers upon arriving at school. Desks, lockers, book bags, purses, clothing and other personal items may be subject to searches when reasonable suspicion exists. For the protection of students, video cameras have been installed at the middle schools.

## **Pledge of Allegiance**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate or over a school intercom system by a person designated by the school principal or other person having administrative control over the school, or at school events or assemblies by a person designated by the school principal. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

## **Records**

State and federal regulations require that students over 18, parents and guardians are guaranteed:

1. Access to their records or those of their children (under 18) after proper identification. Copies of the records can be made at the individual's expense. Professionals working directly with students also have access to the records.
2. The right to authorize or deny access to records by a third party. If their written request is denied, third parties (employers, social agencies, police, FBI, etc.) may then subpoena the schools and the school is obliged to comply. School authorities will notify the individual of their action.
3. The right to access information on the professional qualifications of the student's classroom teachers including, at a minimum whether the teacher is licensed for the grades and subjects assigned; whether the teacher is teaching with a waiver; the academic preparation of the teacher; and whether their child is provided services by a paraprofessional and their qualifications.

The permanent record card contains the student's subject grades and attendance data. The cumulative folder is a working file with information that includes essential vital statistics, proof of inoculations, schools attended and dates, and a health record (parents' occupations or places of business are not mentioned).

By law, school districts must collect census information on all students whose parents reside in the district. Census information includes parent and student names, address, telephone number, birth date and schools attended. Other information collected includes district wide testing data, subject marks and attendance data. Sometimes the professional staff with the written approval of parents gives psychological tests or other special tests. Any subjective comments on the teachers' evaluation portion of the record are no longer used. Birth Certificates (or other legally recognized document of the courts), immunization records, and proof of residence are required from all new enrollees in our school district.

## **School Closings**

The decision to close school or have a late start due to inclement weather or extreme cold conditions is rarely, if ever, a crystal clear choice for district administrators. District administration will gather the appropriate weather information and road conditions. When conditions are so severe as to make school opening and transportation hazardous, school will be cancelled. Parents are encouraged to use their own judgment in deciding to send their children to school on the school bus or walking in severe weather conditions. The school does not want to jeopardize the safety of students and will always defer to the judgment of the parents especially for younger students.

In the event of inclement weather, school cancellations will be announced over WCCO radio (830), KCHK radio, local TV channels 4, 5, 9 and 11 and posted on the district website: [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us). Close contact is maintained with the highway department and weather bureau in order to make decisions as early as possible. Nonpublic schools also generally are closed when the public schools close. In general, when the schools are closed, all other student/public activities to be held in the district's buildings are cancelled. Any exceptions are cleared with the Superintendent's office. District employees are to report or be excused, according to procedures and contracts.

## **Special Need Programs**

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The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning. Many regular classroom and special education teachers have received various awards for their extraordinary efforts to accommodate the needs of their students.

Special needs programs offered within the school district include (please note this is an overview of services provided. It is up to the IEP Team to decide the best placement for the student):

- Early Childhood (ECSE) and Home Based (ages 0-5), call 952-226-0000 for information
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- PLUS
- Lifeskills

The district also partners with the Minnesota River Valley Special Education Cooperative in serving those students whose needs are addressed in off-site special education programs.

Other programs offered by the district are:

- English as a Second Language (ESL)
- SYNERGY – Gifted and Talented Program
- Title 1 – federal program for students with special needs in reading/language arts and math

## **Section 504**

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Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3)

*Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.*

## **Student Discipline**

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The district would like to ensure that students are aware of and comply with the school district's expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act and applies to all students in the district. In this handbook is a summary of Policy 506 – Student Discipline. **Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.**

It is the philosophy of Independent School District 719 to establish and maintain an orderly school environment that allows teachers to teach and students to learn. It is further the philosophy at Independent School District 719 that:

1. Responsibility for student behavior is shared by school staff, administration, the parents and students themselves.
2. Individual teacher classroom management skills are the single most important contributor to good discipline in school and should include measures that are proactive.
3. A fair, firm and consistent procedure to deal with discipline problems after they occur must be communicated and administered by school personnel.
4. Support personnel will assist in facilitating and maintaining an effective learning environment.
5. Improvements in school discipline are directly related to bettering the school environment which is brought about by improving the curriculum, improving teacher skills and improving student self-control.

All students have the right to an education and the right to learn. Students in the Prior Lake - Savage Area Schools have the following responsibilities including but not limited to:

- a. Attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;
- b. Pursue and attempt to complete the course of study prescribed by state and local school authorities;
- c. Assist school staff in maintaining a safe school for all students enrolled therein;
- d. Make necessary arrangements for making up work when absent from school;
- e. Be aware of all school rules and regulations and to accept the consequences if rules are broken;
- f. Assume that until a rule is waived, altered or repealed it is in full effect;
- g. Be aware of and comply with state and local laws;
- h. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
- i. Protect and take care of the school's property;
- j. Dress and groom to meet fair standards of safety and health and common standards of decency;
- k. Avoid inaccuracies, indecent or obscene language, in student newspapers or publications;
- l. Express ideas in a manner that will not offend or slander others.
- m. Conduct themselves in an appropriate physical or verbal manner; and
- n. Recognize and respect the rights and property of others.

## **Student Code of Conduct**

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Disciplinary action may be taken against students for any behavior which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; 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 premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

The following sections outline prohibited acts, disciplinary actions, no tolerance behaviors and procedures.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats
- i. Terroristic Threats
- j. Alcohol, Tobacco, and Other Drugs
- k. Harmful or Nuisance Articles (e.g., pagers, radios, and phones, including picture phones, and other electronic devices are prohibited.
- l. Failure to Identify Oneself
- m. Violation of any state or local law or the violation of any federal law.
- n. Violation of school bus or transportation rules and the school bus safety policy.
- o. Violation of parking or school traffic rules and regulations, including but not limited to, driving on school property in such a manner as to endanger persons or property.
- p. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker.
- q. Possession or distribution of slanderous, libelous, or pornographic materials.
- r. Falsification of records, documents, notes, or signatures.
- s. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
- t. Impertinent or disrespectful language toward teachers or other school district personnel.
- u. Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in School Board Policy 506.1).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

## **Zero Tolerance Behaviors**

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The school board will expel for 365 days any student who brings a weapon to school, engages in aggravated assault, makes terroristic threats, sells or distributes illegal and legal drugs, burglarizes the school, or engages in sexual misconduct. The



superintendent may modify such expulsion on a case-by-case basis. Further provisions relating to weapons are outlined in School Board Policy 501, Weapons.

**Weapons:** No student, or non-student, including adults, visitors, and employees shall possess, use, or distribute a weapon when in a school location except as provided in this policy. Independent School District No. 719 will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, those offering services on school premises, volunteer, or member of the public who violates this policy.

- 1) Consequences for students possessing, using, or distributing weapons shall include:
  - a. Confiscation of the weapon;
  - b. Immediate out-of-school suspension for not less than 3 days;
  - c. Immediate notification of the police or police liaison;
  - d. Parent or guardian notification; and
  - e. Consideration for probable expulsion.
  - f. In the case of a student who brings a firearm to school, the student will be expelled for at least one year, pursuant to Minnesota law and defined by federal law. The superintendent may modify such expulsion on a case-by-case basis.

More information regarding the district's Weapons policy 501 can be found on the district website.

**Aggravated Assault:** Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

**Selling and/or Distributing Drugs or Alcohol on School Property:** Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

**A student who finds a weapon or dangerous object** on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator; teacher, coach, bus driver, or responsible adult, or immediately notifies an administrator, teacher, coach, bus driver or responsible adult of the weapon's location.

## **Removal from Class**

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It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student's misconduct, as determined by the school district.

Grounds for removal from class shall include any of the following:

- Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or other conduct, which is the discretion of the teacher or administration, requires removal of the student from class.

Disciplinary action may include, but is not limited to, one or more of the following:

Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;

Parent contact;

- a. Parent conference;
- b. Removal from class;
- c. In-school suspension;
- d. Suspension from extracurricular activities;
- e. Detention or restriction of privileges;

- f. Loss of school privileges;
- g. In-school monitoring or revised class schedule;
- h. Referral to in-school support services;
- i. Referral to community resources or outside agency services;
- j. Financial restitution;
- k. Referral to police, other law enforcement agencies, or other appropriate authorities;
- l. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- m. Out of school suspension under the Pupil Fair Dismissal Act;
- n. Preparation of an admission or readmission plan;
- o. Expulsion under the Pupil Fair Dismissal Act;
- p. Exclusion under the Pupil Fair Dismissal Act; and/or
- q. Other disciplinary action as deemed appropriate by the school district.

## **Dismissal** \_\_\_\_\_

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered as a part of the Independent School District 719 Disciplinary Policy.

## **Communication** \_\_\_\_\_

### Procedure for Notifying Students and Parents or Guardians of Violations

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

### Maintenance of Student Discipline Records

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act.

### Interaction with Law Enforcement Authorities

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.

## **Student Surveys** \_\_\_\_\_

Occasionally the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. School board policy 520 addresses the administration of student surveys.

The Minnesota Student Survey (MSS) will be administered between January and May 2019 to students in grade 5,8,9, and 11. Prior to administration of the survey, parents and guardians will receive a notification letter.

A student, staff, and parents survey will be administered annually each spring by the district.

### **Student Surveys Conducted as Part of U. S. Department of Education Programs**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education shall be available for inspection by the parents or guardians of the students. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Student Surveys that are Not Sponsored by a Department of Education Program**

Parents have the right to have their student opt out of a survey and may inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student. This notice will include information on how parents may gain access to the survey prior to its administration.

### **Information Collection or Disclosure**

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

1. information collected by teachers to gather students' feedback on the classroom experience;
2. college or other postsecondary education recruitment or military;
3. book clubs, magazines, and programs providing access to low cost literary products;
4. curriculum and instructional materials used by elementary and secondary schools;
5. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
6. the sale by students of products or services to raise funds for school-related or education-related activities; and
7. student recognition programs

More information can be found in School Board policy 520.

### **Student Use of Information Technology**

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Policies and guidelines are in place for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications and social media. The information below is a portion of the Student Use of Information Technology policy 524.

The school district provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Prior Lake-Savage Area Schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

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. District policy requires 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. Students must adhere to the Acceptable and Unacceptable Internet Use by Students and Student Code of Ethics Using Social Media as stated in policy 524.

Use of the district's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's systems or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's electronic technologies. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the Internet.

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 district's educational technologies, including school-issued email accounts and of the internet if the student is accessing the district's electronic technologies from home or through other remote location(s).

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 Electronic Technologies Acceptable Use Agreement 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 Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

The following uses of the school district system and Internet resources or accounts are considered unacceptable. Users will not use the district's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:

1. Pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
4. Information or materials that could cause damage or danger of disruption to the educational process;
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
6. Orders made by shopping online during time designated as off-limits by the district.
7. Personal photos, files or music not related to educational purposes for any extended length of time.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies 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 district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Students are able to access the Internet from every classroom. Students also have access to iPads and Google Apps for Education, including Chromebooks. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Parents (or students 18+) who wish to opt out of Student Use of Information Technology should submit an opt-out form located in policy 524 (Electronic Technologies Acceptable Use Policy). They may also request alternative educational activities not requiring Internet access.

***Unacceptable use of the school district system or the Internet may result in one or more of the following consequences:***

1. Suspension or cancellation of use or access privileges
2. Payment for damages and repairs
3. Discipline under other appropriate school district policies, including suspension or expulsion
4. Civil or criminal liability under applicable laws

## **Student Use of Cellular Phones, Digital Imaging Devices and other Personal Electronic Devices**

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

As per policy 525.1, students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Students will not be allowed to leave class in response to any electronic devices. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria - or outside on school grounds. With approval, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.

Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of policy 525.1

- A. An employee shall direct the student to turn off the device.

B. The employee may confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.

C. At the principal's discretion, result in additional disciplinary action.

## **Title IX Compliance**

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. School Board policies 522 (non-discrimination policy), 506 (student discipline policy) are policies aimed at preventing discrimination. Complaints or questions may be directed to Jeff Holmberg, Title IX coordinator for the district at 952-226-0071. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois at 312-866-8434.

## **Transportation Information and Bus Conduct**

*Your school bus ride is a privilege, not a right ... please follow the bus safety rules!*

School district policies have established walking distances of 1 mile for grades K-5 and 1 1/2 miles for grades 6-12. The transportation department reviews hazardous areas on an ongoing basis and makes adjustments as needed. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

Fall bus schedules including pick-up and drop-off times and locations are posted online in August. Parents and guardians will be able to access transportation information on Family Access using personal login and password codes.

The majority of students will go to and from school by bus. Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are **not allowed** on the bus. Please make other arrangements to get items such as these to school.

Please be at your **assigned bus stop** at least **5 minutes ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the **Bus Dispatch at 952-440-1166**, or the **Transportation Office at 952-226-0050 or 952-226-0054**.

Students will be **picked up and dropped off only** at their designated bus stops. To prevent overcrowding of the buses and for safety reasons, students must ride **only** the bus to which they are assigned. Parents requesting changes in transportation because of an emergency or residence change must call the Transportation Office. (Notes alone, sent to the school or given to the bus driver will not be accepted.) The Transportation office will then inform the student's school of any transportation changes.

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privileges **as determined by school site administration**.

The complete District Policy (709) Student Transportation Safety Policy is available in each school office and also on the district's web site.

## **UNPAID MEAL CHARGES PROCEDURE**

### **I. PURPOSE**

The purpose of this procedure is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The procedure seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### **II. GENERAL STATEMENT OF PROCEDURE**

- A. All meals are to be prepaid before meals are purchased. Households can add money to a student's account the following ways:
  - i. Online through Fee Pay

- ii. With cash or check at the District Service Center or at their student's school.
- B. A student with an outstanding meal debt, will be allowed to purchase a standard meal (breakfast or lunch) regardless of their balance. The charge of that meal will add to their existing balance. Students with outstanding meal debt will not be allowed to charge ala carte, extra milks, or extra entrees.
- C. The school district will make reasonable efforts to notify households when meal account balances are low or fall below zero as well as collect unpaid meal charges. Where appropriate, households may be encouraged to apply for free and reduced-priced meals for their student(s).
  - i. Child Nutrition Services will notify students and their households when the student's balance is getting low or is depleted to \$0.00. Reminders for payment will not demean or stigmatize any student participating in the school lunch program.
  - ii. Once a student's balance is at \$0.00, they will be allowed to charge up to 3 additional meals before a notice is then given to the principal of the building who then will attempt to make contact with the household. Child Nutrition Services will also send a balance notification to the household as well as call make contact by phone.
  - iii. If a student's balance accumulates to a negative \$15.00, Child Nutrition Services will send a notice to the household stating their negative account will be turned over to a collection agency. The notice states that the household has 10 days to respond to Child Nutrition Services before the collection agency is given their information. Any meals purchased during that time frame will continue to be added to their meal debt.

**III. COMMUNICATION OF PROCEDURE**

- A. This procedure is made available on the district website. It will also be communicated to households through student handbooks.

**Visitors**

The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district under policy 903, Visitors to School District Buildings and Sites.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number.

**Background Checks for Volunteers**

We value the time and talents of our volunteers. To ensure the safety of our students, we require criminal background checks on the following:

- Any volunteer who accompanies students off campus (i.e., chaperones for field trips).
- Any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Volunteer background checks need to be done one time per year, either at the beginning of the school year or one calendar year from the last date of volunteer service. Volunteers may not begin or continue to volunteer until they have been cleared.

**Background checks are \$21 and are to be paid online by the volunteer. If the cost is a hardship, volunteers should contact their building principal directly.**

Background checks take approximately 48 hours to be processed and cleared through the district. All information on the application will be maintained in a confidential manner. If there are any concerns regarding the results of a background check, the building principal will contact that individual directly after receiving the results. If a volunteer is not contacted within 48 hours

after filling out the background check form, they are clear to volunteer. Volunteers must still sign in at the main office or check-in-desk during school hours using our Visitor Management System, Raptor.

## **Standardized Testing**

At various points throughout the school year, students will be taking standardized tests.

Based on Minnesota Statute, section 120B.31, subdivision 4a, families may choose to opt students out of standardized testing. Parents/guardians must complete the form found on the school websites if they refuse to have their student participate in state-required standardized assessments. This form is valid for one school year and may be turned in to the school secretary.