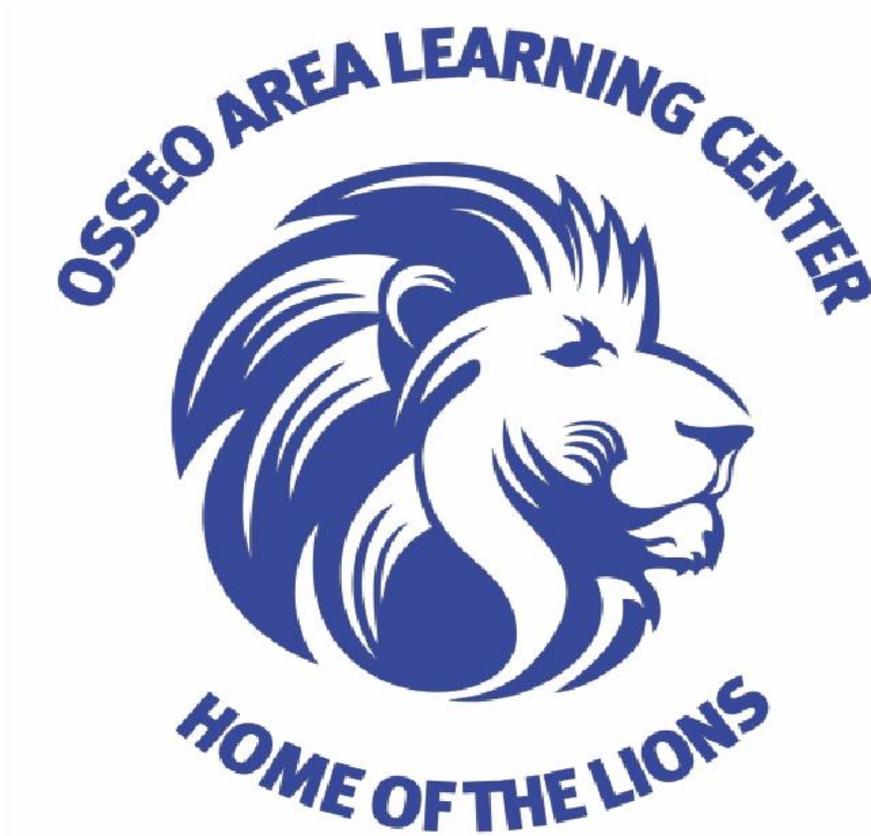


# STUDENT / PARENT HANDBOOK 2019-2020



At the OALC we choose to:  
Demonstrate appropriate behavior;  
Engage in our education;  
Navigate our environment  
...so ALL students graduate!

# **ISD 279 - Osseo Area Schools Mission**

*ISD 279 inspires and prepares all students  
with the confidence, courage and  
competence to achieve their dreams;  
contribute to community; and engage in a  
lifetime of learning.*

The Osseo Area Learning Center is an alternative school for students whose learning needs are better met in a non-traditional high school setting. The Osseo Area Learning Center differs from the traditional high school for many reasons. In addition to having multiple credit recovery options, at Osseo Area Learning Center, we deliver:

- Personalized Instruction with high expectations
- A welcoming and Inclusive Environment
- Holistic support for students and families

## **Osseo Area Learning Center**

**7300 Boone Avenue North  
Brooklyn Park, MN 55428  
Telephone: (763) 391-8890  
Attendance Line: (763) 391-8890 (Press 1)  
FAX: (763) 391-8895**

## OALC Building Administration

Kristen Hauge..... Principal ..... haugek@district279.org  
Randy Carter ..... Student Management Specialist ..... carterr@district279.org

### Support Services

Cara Frank..... Business Manager/Building Secretary.....franke@district279.org  
Mary McCullough..... Registrar ..... [mcculloughm@district279.org](mailto:mcculloughm@district279.org)  
Krista Frechette ..... Academic Counselor..... [frechettek@district279.org](mailto:frechettek@district279.org)  
Jaime Meissner..... LPN- Nurse ..... meissnerj@district279.org  
Kenyari Wright..... Social Worker ..... [wrightk@district279.org](mailto:wrightk@district279.org)  
Krista Brenno ..... Student Assistance Counselor ..... brennok@district279.org  
Holly Spanier..... Media Specialist/Business ..... spanierh@district279.org  
Erik Jorgenson..... ATTPS..... [jorgensone@district279.org](mailto:jorgensone@district279.org)  
Amy Benzi ..... ATTPS..... benzia@district279.org  
Christine Weatherman ..... Staff Development ..... [weathermanc@district279.org](mailto:weathermanc@district279.org)  
John Wahlberg ..... Head Custodian..... wahlbergj@district279.org  
Jerry Meskill..... Custodian..... meskillj@district279.org  
Renee Anderson ..... Info. Technology Specialist..... andersonrenee@district279.org  
Jeanee Allen ..... ESP/Receptionist ..... allenj@district279.org  
Mark Coalwell..... ESP/Due Process..... [coalwellm@district279.org](mailto:coalwellm@district279.org)  
Stais Boseman ..... ESP Instructional ..... [bosemans@district279.org](mailto:bosemans@district279.org)  
Wayne Burgess ..... ESP Instructional ..... burgessw@district279.org  
Ebony Winder ..... ESP Instructional ..... thortons@district279.org  
Cindy Rassatt ..... Food Service ..... rassattc@district279.org  
Julie Mills ..... Food Service Cashier..... millsj@district279.org  
Andrew Tolbert..... Detective..... tolberta@district279.org  
Erik Bloomquist..... Psychologist..... bloomquiste@district279.org

## Independent School District 279

### ADMINISTRATION

**Corey McIntyre**  
**Kelli Parpart**  
**Steven Flisk, Ed. D.**  
**Patrick Smith**

**Superintendents of Schools**  
**Assistant Superintendent - DLT**  
**Assistant Superintendent – DLT**  
**Interim Assistant Superintendent - DLT**

### BOARD OF EDUCATION

Mike Ostaffe, Chairperson  
Heather Douglass, Clerk  
Jackie Mosqueda-Jones, Director

Jessica Craig, Vice Chairperson  
Tanya Simons, Treasurer  
Kelsey Dawson Walton, Director

Cory McIntyre Superintendent

# FACULTY AND SUBJECTS TAUGHT As of August, 2019

Robert Alm ..... Social Studies ..... [almr@district279.org](mailto:almr@district279.org)  
 Zac Bair ..... Science ..... [bairz@district279.org](mailto:bairz@district279.org)  
 Philip Benards ..... Math ..... [benardsp@district279.org](mailto:benardsp@district279.org)  
 Emily Bollinger ..... English ..... [bollingere@district279.org](mailto:bollingere@district279.org)  
 Chris Buerman ..... Special Education ..... [buermanc@district279.org](mailto:buermanc@district279.org)  
 Sue Cheney ..... Physical Ed./Health ..... [cheney@s@district279.org](mailto:cheney@s@district279.org)  
 Tim Cichoski ..... Math/Science ..... [cichoskic@district279.org](mailto:cichoskic@district279.org)  
 Jen Demartino ..... Work Based Learning ..... [demartinoj@district279.org](mailto:demartinoj@district279.org)  
 Dee Duncan ..... Social Studies ..... [duncand@district279.org](mailto:duncand@district279.org)  
 Cory Gierhart ..... Art Education ..... [gierhartc@district279.org](mailto:gierhartc@district279.org)  
 Kris Johnson ..... Social Studies ..... [johnsonk@district279.org](mailto:johnsonk@district279.org)  
 Erik Jorgenson ..... ATPPS Coach ..... [jorgensone@district279.org](mailto:jorgensone@district279.org)  
 Sara King ..... Reading/TCR ..... [kings@district279.org](mailto:kings@district279.org)  
 Jennifer Monahan ..... Special Education ..... [bance-monahanj@district279.org](mailto:bance-monahanj@district279.org)  
 Tasha Moskowitz ..... ELL ..... [moskowitzt@district279.org](mailto:moskowitzt@district279.org)  
 Maura Nelson ..... English ..... [nelsonm@district279.org](mailto:nelsonm@district279.org)  
 Meg Schultz ..... Math ..... [schultzm@district279.org](mailto:schultzm@district279.org)  
 Holly Spanier ..... Business Ed./LMS ..... [spanierh@district279.org](mailto:spanierh@district279.org)  
 Paul Swim ..... Science ..... [swimp@district279.org](mailto:swimp@district279.org)

## 2019-2020 Osseo Area Learning Center School Calendar

August 28 .....	Learning Conferences 4:00 p.m. – 7:00 p.m.
September 2 .....	Labor Day ( <b>No School</b> )
<b>September 3 .....</b>	<b>First Day of School for Students – Tri I</b>
October 10.....	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
October 17-18.....	Education MN Professional Conference ( <b>No School</b> )
October 28.....	Licensed Staff Workshop ( <b>No School</b> )
November 27.....	Mark Reporting for PreK-12 ( <b>No School</b> )
<b>November 28-29.....</b>	<b>Thanksgiving Holiday (No School)</b>
<b>December 2.....</b>	<b>Tri II Begins</b>
December 10 .....	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
December 20 .....	Last Day of School Before Winter Break
<b>December 23 – January 3 .....</b>	<b>Winter Break</b>
January 6 .....	First Day of School After Winter Break
January 20 .....	Martin Luther King Jr. Day ( <b>No School</b> )
January 27 .....	Licensed Staff Workshop ( <b>No School</b> )
February 12 .....	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
February 17 .....	Presidents’ Day ( <b>No School</b> )
March 9 .....	Mark Reporting for PreK-12 ( <b>No School</b> )
<b>March 10 .....</b>	<b>Tri III Begins</b>
April 3 .....	Last Day of School Before Spring Break
<b>April 6 – April 10.....</b>	<b>Spring Break</b>
April 13 .....	First Day of School After Spring Break
April 21 .....	Parent/Student Conferences 7:30-8:30 am/3:30-7:45 pm
April 27 .....	Licensed Staff Workshop ( <b>No School</b> )
May 25 .....	Memorial Day ( <b>No School</b> )
June 5 .....	Last Day of School for Students ( <b>FULL DAY</b> )
June 6 .....	High School Commencement Ceremonies
June 8 .....	Mark Reporting for PreK-12 ( <b>No School</b> )

## **TERM SCHEDULE & CREDIT SYSTEM**

All secondary schools in ISD 279 are on a trimester system. The OALC has broken each trimester into four distinct grading periods. For the 2019-2020 school year OALC will award credits at the end each three week grading period. Students will be expected to work with their teachers to check on their progress.

In order to provide more flexibility for students and teachers, a variable credit system is utilized which is unique to OALC and not found at our other district high schools. Within a trimester, a student will typically earn 1 credit with a passing grade for completing all of the required standards at satisfactory level. This will be assessed using the Standards Based Grading procedures and rubrics utilized by all Osseo Area Schools.

However, in order to recognize that all students learn and master various subjects at a different pace we will provide a more flexible credit earning system. For each trimester a student will have the opportunity to earn one of the five following grades:

- No Credit = completed less than 25% of required standards at a satisfactory level
- P .25 credit = completed more than 25% but less than 50% of standards at a satisfactory level
- P .50 credit = completed more than 50% but less than 75% of standards at a satisfactory level
- P .75 credit = completed more than 75% but less than 100% of standards at a satisfactory level
- P 1.0 credit = completed all standards at a satisfactory level

### **Trimester 1**

Tuesday, September 3, 2019– Tuesday, November 26, 2019

### **Trimester 2**

Monday, December 2, 2019 – Friday, March 6, 2020

### **Trimester 3**

Tuesday, March 10, 2020 – Friday, June 5, 2020

<b>CONFERENCE DAYS</b>		
Trimester 1	Wednesday, August 28  Thursday, October 10  <hr style="width: 50%; margin: 10px auto;"/>	4:00-7:00 p.m. Learning Conferences 7:30-8:30 a.m. 3:30-7:45 p.m.
Trimester 2	Tuesday, December 10  Wednesday, February 12  <hr style="width: 50%; margin: 10px auto;"/>	7:30-8:30 a.m. 3:30-7:45 p.m. 7:30-8:30 a.m. 3:30-7:45 p.m.
Trimester 3	Tuesday, April 21	7:30-8:30 a.m. 3:30-7:45 p.m.

## 2019-2020 OALC

### Daily Schedule

1 <sup>st</sup> Hour	.....	8:50 – 9:45
2 <sup>nd</sup> Hour	.....	9:50 – 10:45
3 <sup>rd</sup> Hour	.....	10:55 – 11:50
4 <sup>th</sup> Hour	.....	11:55 – 12:50
LUNCH	.....	12:50 – 1:20
5 <sup>th</sup> Hour	.....	1:25 – 2:20
6 <sup>th</sup> Hour	.....	2:25 – 3:20

### Advisory Schedule

1 <sup>st</sup> Hour	.....	8:50 – 9:37
2 <sup>nd</sup> Hour	.....	9:41 – 10:28
ADVISORY	.....	10:32 – 11:02
3 <sup>rd</sup> Hour	.....	11:12 – 11:59
4 <sup>th</sup> Hour	.....	12:03 – 12:50
LUNCH	.....	12:50 – 1:20
5 <sup>th</sup> Hour	.....	1:25 – 2:20
6 <sup>th</sup> Hour	.....	2:25 – 3:20



# Code of Conduct

The Osseo Area Learning Center staff is dedicated to the education of our students. We strive to promote a quality learning environment, which will foster intellectual development and promote positive interaction among our students. In addition, we believe that all persons in our school have the right to a safe, respectful, and productive learning environment.

The maintenance of this quality educational climate requires expectations, behavior guidelines, and consequences. The code of conduct is set forth in this section of the handbook and is in accordance with Osseo District policies #506 (Student Discipline), #541 (Chemical Use/Abuse), #550 (Suspension), and #551 (Exclusion and Expulsion). Copies of these school board policies are available at the school office, at the Educational Service Center, and on the District 279 website (<http://www.district279.org/who/policies.cfm>).

**The code of conduct is in effect on school grounds (OALC or any ISD 279 school) during school hours, and at all school sponsored activities. All employees of the school have the responsibility and obligation to enforce school regulations.**

## **Amendment Clause**

**Any and all of the material in this handbook are subject to amendment by the School Administration or the School Board of Education at any time.**

## **EXPECTATIONS**

In order to ensure ALL students graduate. At the OALC we expect students to:

1. Demonstrate appropriate behavior;
2. Engage in their education;
3. Navigate their environment

These three expectations will be taught and reinforced throughout the school year.

## **Parent/Guardians are expected to:**

- Notify the OALC of current phone number(s) and address.
- Communicate with school personnel about any situation that may affect the school performance and/or attendance of the student.
- Come immediately to the OALC when contacted by a staff member of the OALC for an emergency situation involving their child. If the parent/guardian is unable or unwilling to come to the OALC, the staff will take necessary steps to ensure the safety of the student.
- Attend Student Conferences.
- Make school personnel aware of any special situations in which the OALC staff can assist.

## **Contacting Teachers**

Should you wish to contact one of your child's teachers, call the school office at (763) 391-8890 and leave a phone number and the time at which you can be reached. You may also contact any staff member via e-mail. E-mail addresses for staff members are listed on pages 3-4 of this handbook. The teacher will return your call/e-mail within one school day.

## **Student/Teacher Concerns**

If a parent/guardian and student have a concern regarding a teacher, it is expected that the parent/guardian contact the teacher and share the concern with him/her. This will give the teacher the opportunity to respond to your concern and resolve the conflict at the initial level. After contacting the teacher, if there are still concerns, contact a building administrator.

## **ATTENDANCE PROCEDURES**

The Osseo Area Learning Center staff knows that classroom attendance and academic success are directly related. Class attendance is a joint responsibility to be shared by the student, parent or guardian, and the school personnel. This procedure will assist students in attending class.

### **Student Responsibility**

The responsibility of the student is to be on time and attend each scheduled class/class activity ready to participate.

*Instructional and learning opportunities lost through absence from class may not be retrievable.*

### **Parent/Guardian Responsibility**

It is the responsibility of the parent or guardian to encourage their son/daughter to attend school, and work cooperatively with the school and student to solve any attendance problem that may arise.

### **Teacher Responsibility**

It is the teacher's responsibility to maintain an accurate attendance record, hold each student accountable for his/her attendance, communicate attendance concerns to parent/guardian and administration, and work cooperatively with the parent or guardian and the student in developing acceptable attendance patterns.

### **Administrator Responsibility**

It is an administrative responsibility to encourage students to attend all classes. It is also the responsibility of the administration to inform the parent or guardian of excessive absences, and oversee any truancy petitions.

## **Attendance Policy:**

Every student is expected to attend school and be in his/her assigned class(es) during ISD 279 scheduled school days. The expectation of all OALC students is that they are present and ready to learn every day. Classroom experiences are meaningful and essential component of the learning process.

If the student is absent one day in a grading period, parent(s)/guardian(s) will receive calls from school stakeholders and/or the district 279 automated calling systems. The purpose of these calls is to notify parents/guardians proactively that their student is not engaged or maximizing his or her learning potential. Excessive absences/non-participation days may result in a truancy petition being filed with the Hennepin County Juvenile Court system. Any student not participating in class, such as sleeping or leaving the classroom for an extended period of time may impact their ability to earn credit in class. The student is required to make up all missed work due to any absence(s).

**Except in rare situations with administrative approval students must attend a full class period before receiving make- up work for days missed. In situations where students have been truant multiple days the teacher will typically provide the student make-up work in smaller chunks as opposed to providing all make-up work at once. This procedure was instituted to address some students chronically being absent and then trying to collect work and complete credits at the last minute. At OALC you must attend class to be successful.**

**If a student must be absent, a parent/guardian must call the attendance line at (763) 391-8890, wait for the prompt and then press 1.**

(Reminder: Any absence [except those designated below with an \*] will count against credit earning class minutes. All absences may count for filing of a truancy petition with Hennepin County.)

Absences from school are only to be used for:

- Illness
- Religious instruction not to exceed three hours per week
- Family vacation, provided prior approval has been obtained
- Serious illness or death of a family member or close relative
- Appointments that cannot be scheduled outside of class periods
- Approved school activities\*
- Family emergencies
- Court appearances
- Suspensions\*

\*Absence does not count against time

Fifteen consecutive absences automatically results in termination of enrollment from the OALC. Students who have been terminated or have withdrawn from the OALC and wish to continue **MUST** apply and re-enroll.

### **Suspension/Administrative Dismissal**

If a student is absent from scheduled classes because of suspension or administrative dismissal, he/she must make up any missed work with the teacher.

### **Tardy Policy**

Students are expected to be in class on time with appropriate materials and ready to learn. **There are NO passes allowed during the first 10 minutes and last 10 minutes of each class.** Students should use passing time wisely to minimize classroom disruptions. **We have the longest passing time in the district at OALC. Consequently, we are firm in our expectation that students arrive to class on time.** Students that are tardy to class will be subject to disciplinary action including but not limited to in-school suspension.

Students that are late to class must report to the attendance office and receive a "late pass" and bring it directly to class. Students that are deemed excessively tardy either by the number of tardies or the length of tardiness will be assigned in-school suspension. This will be done at the discretion of school administration and in the interest of reversing the pattern of not being in class when assigned.

### **Truancy**

Truancy occurs when a student is absent from school or class without the approval of the building authorities. **Truancy petitions will be filed with the Hennepin County for students younger than 18 with ongoing truancy problems.**

### **Signing Out**

**The Osseo Area Learning Center is a closed campus.** On rare occasions, if a student needs to leave the building during his/her scheduled class time, he/she needs to get administrative approval, and sign out at the front desk. **No transportation will be provided for students leaving early. Students leaving the building without permission and/or signing out will not be allowed to return for any remaining class(es) for that day to ride a bus home.**

## **GENERAL INFORMATION/ BEHAVIOR GUIDELINES**

It is the responsibility of the Osseo Area Learning Center community, defined as adults and students at The Osseo Area Learning Center, to promote a quality learning environment which is safe, respectful, and productive. This learning environment must balance the promotion of the best interests of students with student accountability. To that end, the following behavior guidelines define behaviors which interfere with a productive learning environment and the response the school community will take to such behaviors.

### **Tennessee Notice**

When allegations of violations of School Rules, School Behavior Guidelines or School District Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the School and/or School District will take. Action may include disciplinary action against the individual(s) involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine

the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other School and/or School District Officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

### **Accessibility**

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. If you need auxiliary aides or services in order 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).

### **Asbestos**

The Asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall of 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding this notice should be directed to the district's Health & Safety Coordinator at 763-391-7191.

### **Mobile Phones/Devices**

Personal devices with headsets may only be used before school during passing time, lunch and after school, **or by special permission from the teacher**, and must be used appropriately.

### **Building Access and Security**

For the safety of our students and staff, all exterior doors will remain locked during the school day. Visitors must sign in at the main office **Door A**. Children will only be released to their parents or individuals authorized on the student's emergency card. Proof of identification may be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person -

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building;
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property.

## **BULLYING PROHIBITION - Policy 514 (revised 7/29/2014)**

### **I. Purpose**

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with MN Statutes 121A.0695—Minnesota Safe and Supportive Schools Act, the school district prohibits any act of bullying by any individual student or group of students.

### **II. General Statement of Policy**

- A. It is a violation of Policy 514 – Bullying Prohibition, for any student, employee, volunteer, or agent of the school district to bully a student, employee, volunteer or agent of the school district through conduct or communication in person or through misuse of technology including cyberbullying.
- B. It will also be a violation of Policy 514—Bullying Prohibition for any student, employee, volunteer, or agent of the school district to engage in bullying conduct at any time or any place that interferes with or obstructs

the mission or operations of the school district by affecting the safety or welfare of the student, other students, volunteers, contractors or employees.

- C. Employees who witness prohibited conduct or possess reliable information that would lead a reasonable person to suspect that a student is a target of prohibited conduct must make reasonable efforts to address and resolve the prohibited conduct.
- D. Employees who witness prohibited conduct or possess reliable information that would lead a reasonable person to suspect that a student is a target of prohibited conduct will report the prohibited conduct to the primary contact person designated for the school at which the student who is the target for the prohibited conduct is enrolled.
- E. This policy applies not only to students, volunteers, or agent who directly engage in an act of bullying but also to students, volunteers, or agents who, by their indirect behavior, condone or support another student's act of bullying.
- F. This policy applies to any behavior by any student, employee, volunteer, or agent of the school district that constitutes bullying or other prohibited conduct that occurs at any time or in any place that interferes with or obstructs the mission or operation 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.

### III. Violation of Policy

Violation of Policy 514 – Bullying Prohibition will be cause for disciplinary action against students, or employees. Volunteers or contractors who violate this policy will be subject to appropriate sanctions designed to protect students.

### IV. Training and Education

The superintendent or his or her designee will develop training materials to publicize the policy and provide information and training to school district staff and volunteers about bullying prevention and the requirements of this policy. The superintendent will designate a primary contact person in each school building to receive reports of conduct prohibited under this policy, to ensure that this policy and procedures are fairly and fully implemented, and serve as the primary contact on policy and procedural matters concerning this Policy 514 - Bullying Prohibition.

**Tip Line** - The district has established an anonymous Tip Line for students, staff, and parents to report bullying, weapons, drugs, and violence. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. You may also complete an anonymous Tip Line form on the district website. All messages will be forwarded to the principal or appropriate administrator.

### **Bus Procedures**

The closest bus stop to home is the assigned bus stop. Students are expected to follow the Bus Ridership Guidelines set forth in School Board Policy #707. Transportation by school bus is a privilege, not a right. Bus transportation can be revoked for unsafe behavior on a bus. Parents or guardians are responsible for reinforcing safe bus riding behavior with their student.

### **Student Ridership Policies**

1. Treat people and property with respect.
2. Take a seat promptly and remain seated while on the bus.
3. Refrain from eating or drinking on the bus.
4. Keep aisles clear of legs, instruments or other objects.
5. Talk quietly so that you do not bother others or distract the bus driver.
6. Refrain from throwing objects.
7. Do not tamper with safety or bus equipment.
8. Follow instructions of the driver.
9. Keep all objects and body parts inside the bus.
10. Behave in accordance with other District policies and the Student Bus Discipline Guidelines.

**Types of behaviors unacceptable for bus rider-ship include, but are not limited to the following:**

- \* Damaging bus property
- \* Abusive language

- \* Injury to others
- \* Unsafe behavior

- \* Excessive noise
- \* Disobeying the driver

Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation. The building administrator may set up a conference with the student or parent/guardian. The parent/guardian may be notified by phone, in person or in writing. A pattern of minor infractions or a single major infraction of the rules will result in suspension of bus riding privileges. Other school consequences may also apply. It is essential to enforce the rules to ensure your child's safety and comfort.

The possession, use, or distribution of tobacco or chemicals while on the bus will result in a bus suspension and other disciplinary action as stated under the Chemical Use/Abuse provisions.

**Students may only ride their assigned bus to and/or from school.** For exceptions, parents must call the District Transportation Department at (763) 391-7244 in advance. School building officials cannot give permission to change buses.

### **Cheating/Plagiarism**

Cheating/Plagiarism is unethical and does not enhance the learning process. **Any student involved in cheating/plagiarism is subject to serious disciplinary action.**

Everyone is responsible for knowing and avoiding the various forms and levels of plagiarism. To quote *Writers Inc.*, "**plagiarism** - [is] the act of presenting someone else's ideas as your own" (179).

The following are the most common types of plagiarism that occur in student work:

- a) **Word-for-word plagiarism** is the direct copying of another's material without giving credit.
- b) **Paraphrase plagiarism** is using someone else's **ideas** without crediting the source of the material or idea.
- c) **Spot plagiarism** is using key words or phrases without giving credit.

### **Chemical Use/Abuse (Alcohol & Drugs)**

The use/abuse or possession of mood altering chemicals (including steroids) by students is not tolerated, as it may interfere with the learning process of students and it may jeopardize students' personal safety.

Students, regardless of age, may NOT:

- Possess, consume, or be under the influence of alcohol or unauthorized drugs, in any form.
- Possess equipment intended for use in connection with the consumption/use of alcohol and/or unauthorized drugs.

This rule applies to the school building, school grounds, before, during and after school hours, school vehicles and school contracted vehicles, at school activities and school events that take place away from school property (e.g. field trips, athletic events, etc.) **Students in violation of the Chemical Use/Abuse policy are subject to disciplinary action as stated in Appendix C of this handbook.**

**See Appendix C of this handbook for information regarding School Board Policy #541, Chemical Use/Abuse**

### **Tobacco Violation**

All school buildings in Osseo Area Schools are tobacco-free environments 24 hours per day. Use or possession of tobacco and or **e-cigarettes** are illegal and against district policy according to school district policy 506 and State Statute 144.4165.

No student, regardless of age, may possess, use, sell, or distribute tobacco or tobacco paraphernalia (**including e-cigarettes**) in any form or at any time at any school-related activities, trips or functions, at bus stops, on school buses, in school buildings, property, school vehicles or school contracted vehicles, or other vehicles approved for District purposes, or on school grounds or the area of entrance or departure from school premises, property or events.

By the use of Tobacco, we mean being caught with a cigarette in your hand or mouth, or with smoke exhaling from your mouth, or with chewing tobacco or snuff in your mouth, etc.

Violations are accumulated from year to year. This is inclusive of 7th grade through 12th grade.

## **PROCEDURE TO BE USED WITH STUDENTS FOUND IN VIOLATION OF THE POSSESSION/USE OF TOBACCO POLICY**

### **FIRST VIOLATION:**

- a) The local police will be contacted; a citation will be issued from the Brooklyn Park Police Department including a fine to be paid. (Approximately \$100)
- b) A parent conference is required with appropriate school personnel.
- c) The appropriate school personnel will provide a list of resources for outside tobacco cessation counseling.

### **SECOND VIOLATION:**

- a) The local police will be contacted; a citation will be issued from the Brooklyn Park Police Department including a fine to be paid. (Approximately \$100)
- b) A parent conference is required with appropriate school personnel.
- c) The student will be suspended for one day.

### **THIRD VIOLATION OR MORE:**

- a) The local police will be contacted; a citation will be issued from the Brooklyn Park Police Department including a fine to be paid. (Approximately \$100)
- b) A parent conference is required with appropriate school personnel.
- c) The student will be suspended.

### **Guard or Signal for Smokers**

Students acting as a lookout for smokers and/or warning others when a staff member is approaching will be considered guilty of disruptive behavior and may be subject to disciplinary action.

### **Chemical Use Procedures/Sale or Distribution of Chemicals**

1. The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action
2. Suspension and expulsion according to School District Policies 550 - Suspension and 551 - Exclusion and Expulsion; Minnesota Statute 121A.40-121.56.
3. In accordance with Policy 551 - Exclusion and Expulsion, the student's name will be forwarded to the Assistant Superintendent of Elementary or Secondary Education with the administrative recommendation for expulsion. If the student has not received chemical assessments as outlined in the first and second violations, parents are strongly urged to do this and follow through with recommendations given.
4. Notification of violation to:
  - a. Principal
  - b. Elementary or Secondary Assistant Superintendent
  - c. Superintendent of Schools
5. Parent/guardian will attend a conference with appropriate school personnel, including the Principal.

### **Community Chemical Violations**

When a student violates Minnesota law regarding chemical use, (consumption, possession, DUI, etc.) that community police department is mandated to notify, in writing, the principal. The student will be referred to the Student Assistance Counselor for a chemical the local police will be immediately informed of the violation, and the school will file all reports and dependency pre-assessment. If the student is involved in any OALC sanctioned activity (i.e. MAAP Stars), consequences do apply. If the student is involved in any MN State High School League extracurricular activity (i.e., debate, athletics, fine arts, etc.) at his/her home school, then MSHSL consequences do apply.

### **Computer/Internet Policy**

Osseo Area Learning Center students and staff have access to the school district technology in school. Time spent on the computer/internet will be dedicated to supporting curriculum outcomes, per district policy #524 (Technology and Internet Acceptable Use by Students) and #441 Technology and Internet Acceptable Use by Staff). Any necessary

disciplinary actions resulting from non-compliance with district internet policy will be based on district policy #506 (Student Discipline).

### **School Board Policy 524 - Internet Acceptable Use and Safety**

Electronic information research skills are fundamental to the preparation of students as citizens of the world. The School District expects that faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.

Use of the District's network/Internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, as stated in District Policies 524 and 441. Consequences for students who fail to abide by Policy 524 - Internet Acceptable Use and Safety will be included in the building discipline procedures required by Policy 506 - Student Discipline. Infractions by students will also be referred to legal authorities when appropriate.

### **Acceptable Use Policy (Policy Revised: 01/08/2013)**

#### I. Purpose

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

#### II. General Statement of Policy

- A. The school district provides students and employees with access to school district technology, including Internet access, to further educational and professional goals consistent with the policies and mission of the school district.
- B. Use of technology and Internet resources must support the curriculum and enhance student learning opportunities, support accurate and appropriate communication of school district information, or increase efficiency and effectiveness of school district work.
- C. All electronic communications that are sent or received on the school district network are considered property of the school district.
- D. The school district monitors online activities and operates technology protection measures that protect against access to unacceptable material through school district technology and computers.
- E. Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using technology and Internet resources. While the school district will monitor student technology and Internet uses as closely as possible, the school district cannot guarantee that students will not independently access technology and Internet resources.

#### III. Guidelines for Acceptable Use

- A. The school district faculty will provide guidance and instruction to students in the use of technology and Internet and other electronic resources for educational and informational purposes that enhance student learning such as research, instruction, collaborative education projects, and other support of the curriculum.
- B. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- C. Electronic resources may be used for instruction, collaborative education projects and dissemination of school district information.

#### IV. Prohibited Uses

- A. Students may not use the school district technology and Internet resources while on or off school district property for any of the following purposes:
  1. Personal gain or profit;
  2. To advance directly or indirectly for or against a ballot proposition or election of any person to any office;
  3. To access, review, upload, download, create, store, print, post, receive, transmit or distribute any visual depictions that are obscene, sexually explicit, child pornography or harmful to minors;
  4. To access, review, upload, download, create, store, print, post, receive, transmit or distribute materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination;
  5. Unauthorized access (hacking), violation of copyright, trademark or other laws protecting intellectual property, and other activities online that violate state or federal law; or

- 6. Unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- B. Students may not use school district technology to create or utilize personal social networking or other personal accounts.
- V. Consequences for Violation of Policy  
Students who use school district technology and Internet resources in violation of this policy are subject to discipline including but not limited to suspension, expulsion, or exclusion.

## **PROCEDURE 524-TECHNOLOGY AND INTERNET ACCEPTABLE USE BY STUDENTS**

- I. Acceptable Use Guidelines
- II. All students will use the school district's technology and Internet, including electronic communication resources, social networking sites and blog sites in accordance with Policy 524 and in a manner which does not interfere with, disrupt, or jeopardize technology and Internet users, services, or equipment. Acceptable Uses of School District Technology and Internet Resources.
  - A. Research and assigned classroom projects
  - B. Access and use consistent with copyright laws and applicable licensing or use agreements
  - C. Communication between staff and a student and the student's family about an individual student's progress, assignments or classroom activities
  - D. Communication between staff and students and families about school district or classroom activities affecting their students
  - E. Communication about school district business or activities
  - F. Access to files and documents to which the student has a right of access
  - G. Access to email, social media or blog sites for school related purposes
  - H. Posting private student data and work if permission for publication of student work or data on the Internet has been obtained
- III. Other similar uses with approval of the Principal or Site Leader
- IV. Unacceptable Uses of District Technology and Internet Resources
  - A. Vandalism and harassment
  - B. Impersonation of another user
  - C. Illegal, criminal, or other uses in violation of school district policies, including but not limited to illegal discrimination;
  - D. Illegal access to or dissemination of government data
  - E. Access to images and materials that are obscene, pornographic, lewd, vulgar, inflammatory, disrespectful, violent or advocating violence
  - F. Communication to advocate directly or indirectly for or against a ballot question or election of any person to any political office
  - G. For personal gain or profit
  - H. Defamation
  - I. Violation of copyright or other intellectual property protections such as licenses ISD 279 Procedure 524
- V. Personal Online Behavior that Affects ISD 279
  - A. Consistent with the First Amendment and other laws, the school district may discipline a student whose online behavior adversely affects the educational environment in the school district even when the student is using personal time and resources.
  - B. Students may not use or post the District 279 or individual school logo on any public online social media site without permission from the superintendent or the school principal.
- VI. Violation of Policy
  - A. Inadvertent Violations
    - a. If a student inadvertently accesses unacceptable materials or an unacceptable internet site, the student shall immediately disclose the inadvertent access to his or her teacher.
    - b. If a student inadvertently accesses unacceptable images, the student shall take any necessary actions to prevent other students from seeing the unacceptable images and report the inadvertent access to his or her teacher.

- c. If a student receives an email containing unacceptable images or materials, the student will delete the email and tell the sender not to send inappropriate emails or links and report the email to his or her teacher.
  - d. A teacher receiving a report of inadvertent access to unacceptable materials shall make a note of the date and time of the student's report.
- B. Other Violations
- a. A student who accesses unacceptable materials and has not informed his or her teacher that the access was inadvertent is presumed to have intentionally violated Policy 524.
  - b. Violation of this policy is just cause for student discipline in accordance with Policies 506 and 551.0

All staff and students will use the District's network/ Internet resources in a manner which does not interfere with, disrupt, or jeopardize network/ Internet users, services, or equipment. Such interference, disruption, or jeopardy includes, but is not limited to:

- Wide scale distribution of messages to inappropriate forums or mailing lists.
- Propagation of computer viruses.
- Use of the network/Internet, including electronic resources to make unauthorized entry to other computational, information, or communications devices or resources.
- Failure to respect the legal protection provided by copyright, trademark, licenses, and other laws to programs, data and documents.
- Vandalism and harassment.
  - 1. Vandalism is defined as damage to, interference with, or destruction of the data of another user, the Internet, the District network, or any other network connected to the District network.
  - 2. Harassment is defined as the persistent annoyance of another user or interference with another user's work.
- Illegal or criminal use of the District network.
- Obstruction of other users' access by consuming unwarranted amounts of system resources (disk space, CPU time, printers) or by deliberately crashing the machine(s).
- Communication of personal information about oneself or others which does not serve an educational purpose, violates data privacy, or jeopardizes individual safety.

**The following policy statements guide student use.**

1. Students must use their own login name/password and may not log-in in any other manner.
2. Student use of the Computer/Internet will be tied to classroom assignments or an approved teacher study. This use gets top priority. Osseo Area Learning Center does not offer student's access to the Internet for recreational browsing or "surfing the net." Sites such as, but not limited to; My-Space, Facebook, EBAY, etc., are prohibited. Access is supervised at all times.
3. Students wanting to use the Computer/Internet outside of class, such as before school or after class is completed, must have a teacher supervise them.
4. Teachers are encouraged to preview web sites and place bookmarks to guide student use.
5. Students may not download music on the computer, login into any music sites or use the CD player for listening to personal CD's. **This includes using headphones to listen to music through the computer.**
6. Students may not join a list serve or go on a chat line using the school's internet access.
7. Students may not send or receive e-mail.
8. Students may not make purchases or request materials with the school's Internet access.
9. Applications and files are not to be downloaded unless students are specifically directed to do so by an instructor.
10. When using school computers, students may not access files belonging to any other user, add programs to the computer, or change any default settings on the computer.
11. When interacting on the Internet through a class supported activity, students may not use or send inappropriate, obscene, threatening or inflammatory messages to anyone at any time.
12. Certain materials available on the Internet are inherently inappropriate for student use; students must not access inappropriate materials for any reason. Appropriate sites are considered sites pre-approved by the teacher.
13. Students may not have any food or beverage at the computer.
14. Students having a problem with their computers must see their teacher.

## 15. NO COMPUTER/INTERNET GAMES.

Students who are in violation of the computer/internet policy and/or cause damage to any computers or the school district network will have school consequences; ranging from limited /no computer use to termination of enrollment from the Osseo Area Schools.

### **Cold weather procedures**

Extremely cold weather can be very dangerous. Minnesotans should be accustomed to many days of heavy snow and freezing temperatures during the winter months. Parents should be certain that their children are appropriately clothed and otherwise prepared. The district will conduct school in the normal manner if there is a reasonable expectation that 85% or more of the students will be in attendance. If the wind chill, according to the National Weather Service, is 35 degrees below zero or colder at 5:30 a.m. and predicted to remain that low or become worse, school may be cancelled. In most cases however, the combined effects of snow, ice and wind are necessary to cause school interruptions.

### **Criminal History Background Checks**

ISD 279-Osseo Area Schools is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

### **Disruption**

Disruption is defined as any behavior that creates a disturbance in the classroom, hallways, common areas, or any other school property. Disruptive behavior includes, but is not limited to: use of electronic devices, vandalism, theft, false fire alarms, use of lighters, use of obscene language, public displays of affection which create an uncomfortable environment, inappropriate hallway or cafeteria behavior, etc. Any student found to be disruptive to the school environment will face disciplinary action.

### **Dress Code**

The responsibility for the appearance of the students of ISD 279 rests with the parents and students themselves. They have the right to determine appropriate student dress providing that such attire is not destructive to school property, complies with requirements for health and safety, does not interfere with the educational process, and is not offensive. Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or cause disruption will not be allowed.

In support of ISD 279's commitment to tobacco free, drug free, and violence free schools, words or symbols that advertise products or actions which are illegal or harmful for students will not be permitted. Clothing should be appropriate, neat, clean, and inoffensive.

Examples that are inappropriate include, but are not limited to:

- 1) sexually, racially, or religiously derogatory obscene and/or profane language, slogans, emblems, or pictures;
- 2) gang symbols and/or emblems, or clothing worn in a manner to identify gang membership;
- 3) sexually provocative or immodest clothing, words, or symbols;
- 4) potentially hazardous items such as chains, pins, studs, and rings.
- 5) Clothing advertising substances illegal for juveniles
- 6) Sexually provocative or immodest clothing (sagging pants, bare midriffs, muscle shirts, low cut tops, tops with low or open backs, tube tops, one shoulder or shoulder-less tops, short skirts/shorts; **undergarments should not be visible.**

Any person dressed inappropriately may be asked to remove the apparel, turn it inside out, or change clothes. Repeated infractions or failure to comply with administration or staff members on this matter will result in disciplinary action.

## **Emergency Procedures**

### **Fire Drills**

In accordance with Minnesota State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines posted in each classroom, each time that the alarm goes off. The guidelines are:

1. Leave the building immediately according to the directions posted in each area and stay with the teacher.
2. Once out of the building, remain 100 feet from the building until the all-clear bell rings.
3. If the alarm rings during lunch time, leave the cafeteria immediately and leave the trays on the table. When returning to the cafeteria, finish lunch, and bus the tray.

### **Lockdown/Severe Weather**

In accordance with Minnesota State Law, schools must perform a number of Lockdown and Severe Weather drills every year. Classroom teachers will instruct students with safety procedures. Students need to follow these instructions and remain totally quiet during any drills.

### **Tornadoes/Severe Weather**

In the event of a tornado warning while students are in school, all students will stay at the school until the tornado warning is over. Shelter locations are posted in each room. Follow all staff members' directions when taking shelter.

**Uncooperative students during any emergency drill will receive consequences for their behavior!**

### **Emergency Closings, Delayed Starts and Early Release**

If a storm occurs or continues during the night, we survey conditions by driving critical roads in the east and west sides of the district, consult with police departments in Brooklyn Park and Maple Grove if we can, consult with snow removal officials if we can, and monitor radio weather reports. While storms resulting in 10+ inches of snow with high winds can cause schools to be cancelled or dismissed early, most heavy snows or cold weather will not result in school closure.

When possible, decisions to close school or delay the start of school will be made by 5:30 a.m. Delayed school starts, due to weather conditions, will only be considered under unusual circumstances. A one-hour delayed start means that your bus pickup time will be one hour later and your school's starting time will be one hour later than usual. Dismissal will be at the normal time.

ISD 279 will do everything possible to avoid early dismissal once school is in session to avoid sending children home to locked houses. If a storm occurs or worsens during a school day, the same procedures described above will be followed, with a decision by 11:00 a.m. The school will try to serve lunch if a midday dismissal is called. If school is dismissed early, dismissal will be in the usual order: first high school, then junior high school, and elementary school last. This is done to minimize the disruption caused by changing schedules and to get older children home first to await younger brothers and sisters. Buses will not be loaded and students will not be dismissed if the school is under a tornado warning or severe weather is imminent.

When District 279 schools close, generally everything closes including all ISD 279 extracurricular activities, after-school instructional programs such as Independent Study and Credit Recovery classes, community education youth and adult classes, Kidstop, 4 Star Express, early childhood family education programs, and events scheduled by other non-district groups through the Community Education Department.

### **Emergency Communications**

In the event of an emergency that causes the district to close school, delay the start of school or release students early, instructions will be distributed to parents using the School Messenger automated calling system, broadcast on local television and radio stations, and posted on our district Web site ([www.district279.org](http://www.district279.org)). School closing announcements and other emergency information will be broadcast on the following radio and television stations as "Osseo District 279":

#### **Radio**

- WCCO - 830 AM

#### **Television**

- WCCO – Channel 4

- KSTP - Channel 5
- KMSP - Fox Channel 9 / UPN Channel 29
- KARE - Channel 11
- NW Community Cable Channel 12

The decision to close school is made prior to the time the first bus leaves for senior high routes (6:00-6:30 a.m.). There may be situations that require cancellation of afternoon and even classes.

Unless it is absolutely necessary, please do not call the school with questions during an emergency. Our telephone lines must remain open for emergency communications. Instructions will be communicated through our School Messenger automated calling system, local television and radio stations, and on our district Web site ([www.district279.org](http://www.district279.org)). If you need other assistance, please call the district office at 763-391-7000.

### **Emergency Preparedness**

Emergency preparedness is vital to the protection of our students, staff and visitors. The district has developed a comprehensive Emergency Plan with the help of local law enforcement, emergency management, and public health officials. Each school has customized the plan for their building.

The District's Emergency Plan is based on an "all-hazard" approach that incorporates five Universal Response Actions. Universal Response Actions are clear, standardized directives that can be implemented quickly in a variety of emergency situations. When an emergency happens, the Principal or administrator will quickly implement one of the following response actions:

**Evacuation** - All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.

**Severe Weather Shelter** - All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

**Shelter-in-Place** - All students and staff will move inside the building. Windows will be closed and ventilation systems will temporarily be disabled to keep contaminants out.

**Lockdown** - All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.

In the event of an emergency, we may need to contact you. It is extremely important to make sure that the emergency contact information on file at your school is current. This includes daytime phone numbers for parents and names of individuals who are authorized to pick up your children if they must be released early. **Children will only be released to their parents or individuals authorized on the student's emergency card.** It is not possible to outline all of the potential crisis events that could cause dismissal or disruption of the school day. Even though most of these events rarely occur, parents can be assured that the district has worked closely with our emergency partners including police, fire, and medical to be prepared. All of our plans are focused on protecting the health and safety of our students.

### **Fees**

All fines and fees must be paid in order to graduate. This includes fines and fees from previous schools and/or the Osseo Area Learning Center. The OALC does not keep records of fines and fees from previous schools. Paying fines and fees from previous schools is the responsibility of the parent(s) and student, and must be paid to the previous school.

### **Field Trips**

Field trips and other school-sponsored trips are considered to be extensions of the school. **All school rules and regulations are to be followed and will be enforced.** Students are required to travel to and from the field trip on school district provided transportation. Past infractions of OALC/District #279 policies and/or lack of attendance/earning credits may be cause for students to not be allowed to participate in field trips.

### **Forgery**

Forgery is defined as falsifying signatures or data, forging notes, hall passes, etc.

### **Gambling**

Gambling is defined as any participation in events or games of chance which involves the exchange of money, odds, or services. Playing cards, dice, or other games which may be interpreted as gambling, even if no money is visible, are prohibited.

### **Hallways - 10/10 Policy**

Students are to remain in their assigned classes and are expected to be engaged in learning from bell to bell. There are NO passes allowed during the first 10 minutes and last 10 minutes of each class period. If a teacher permits students to leave the room during permitted "pass time", a pass will be issued. Students found in the hallway without a pass may be subject to disciplinary action.

### **Harassment and Violence - Policy 548 (revised 1/24/12)**

The District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It will be a violation for any student, employee or agent of the District to harass, threaten to inflict, or attempt to inflict violence through conduct or communication upon any student, employee, or agent of the District on any of the bases listed above.

### **Hazing**

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. School Board Policy #526 (Hazing Prohibition) states, "This prohibition includes planning, directing, and encouraging, aiding or engaging in hazing, as well as permitting, condoning or tolerating hazing". This hazing prohibition applies on and off school property and during and after school hours. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Further, any person violating a law or school policy in order to be initiated or affiliated with a student organization will be subject to disciplinary action.

### **Identification**

Students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

### **Ignition Device**

No student shall use or possess an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

### **Indoor Air Quality**

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Health & Safety Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Health & Safety Coordinator at 763-391-7191.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals. Certified therapy dogs will be permitted no more than three days per week.

### **Insubordination**

Insubordination is defined as a failure to obey any reasonable request from a staff member or person serving in a

supervisory role. Insubordinate behavior will always be treated seriously and could be grounds for disciplinary action.

### **Intervention/Probation/Appeals:**

When a student is first enrolled at the Osseo Area Learning Center, he/she will create a Continuous Learning Plan. The Continuous Learning Plan will be updated on a regular basis. If a student fails to meet their expectations, a success plan will be completed to help him/her succeed. The usual reasons a student fails to meet his/her Continuous Learning Plan are lack of earning credits, excess absences, and/or a record of inappropriate behavior/language/attitude.

If the student does not successfully complete the intervention plan, he/she may be put on probation. In certain circumstances, students will be placed on probation without having an intervention plan in place. Parent(s)/guardian will be notified in writing that their son/daughter has been placed on probation.

### **Latex-Safe Schools**

To safeguard the health of students and staff having latex allergies, the district has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

### **Liability for Personal Materials**

Neither the OALC nor the School District shall be responsible for the loss of any personal items of students. Should any theft occur, please complete an "Incident Report" in the principal's office.

### **Local Businesses**

**Students are not allowed on the property of local businesses.** The OALC administrative staff will work directly with local business personnel to deal with student issues relating to trespassing, vandalism, theft and/or other disruptive/illegal activities. Students in violation of State of Minnesota Law and/or City of Brooklyn Park Ordinances may be referred to the police for legal action. Students in violation of this policy will face OALC disciplinary action up to termination of enrollment from the OALC. Students parking on the property of local businesses are subject to having their cars towed at the owner's expense.

### **Messages**

Messages for students may be left at the front office reception area. Emergency messages will first be given to an administrator, then be delivered to students. Students should not be contacted in class without permission to avoid disrupting the class session.

### **Metal Detectors**

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use hand held metal detectors as a method of searching for those weapons.

### **Nuisance articles**

Nuisance articles including, but not limited to lighters, chains, wallet chains, spurs, **e-cigarettes**, spiked ear rings and/or spiked wrist/neck bands will be confiscated. They may be returned to the student at the discretion of the administrator. Any item found to be disruptive to the school environment will be confiscated and could result in disciplinary action.

### **Parking**

**Students who park in the Osseo Area Learning Center's student parking lot must have a parking permit. Students will have a one week grace period to get their parking permit form filled out, returned and permit in car before incurring fines.**

Any vehicle which a student parks in the Osseo Area Learning Center's parking lot, must display a valid permit. The permit must be in clear view - hanging from the rear-view mirror, on the dashboard by the steering wheel or on a sticker on the windshield.

#### **Parking Expectations:**

- The school parking lots are school property, and school rules will be enforced at all times.

- Parking permits are not transferable and not refundable.
- Students may park only in valid parking spots.
- Students are not to park in designated staff parking lot(s) or bus zones.
- Students are expected to be respectful of all parking lot staff, other vehicles, and other students.
- Students must drive in accordance with the traffic laws and in a responsible manner.
- Students are not to give, sell or copy their parking permit for another student.

Student parking is a privilege, not a right. Students involved in violating parking expectations may have their permit revoked, their car towed, and/or receive school consequences.

#### **Vehicle Search:**

Student vehicles in school parking lots may be searched upon reasonable suspicion of a crime or violation of school rules. Such search may be conducted by school officials or by law enforcement officers at school request.

So long as there is reasonable suspicion, the search may include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked.

Neither the Osseo Area Learning Center School nor District #279 can be held responsible if theft, vandalism, or accidental damage occurs. If properly used, the lot will be an uncluttered and safe place for students to drive and park.

#### **Canine Searches**

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search our parking lot, student lockers, and the school building during and after school hours. If a dog identifies a vehicle and/or locker as having a prohibited item, the vehicle, locker and the person they belong to will be searched, as will his or her personal items.

Any student vehicle parked on school grounds may be subject to random canine searches. Staff may also search the vehicle if there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

#### **Personal Communication Devices/ Cell Phones/Electronic Equipment:**

Students may possess or use cell phones on the school campus before and after school, during passing time, and at lunch, provided that such cell phone use does not disrupt the education program or school activity. Students in violation of this policy will have their phone confiscated, and they will be subject to disciplinary action. We ask parent/guardians/staff to support this rule to not compromise the learning environment.

If a parent or guardian believes it is necessary to contact their son/daughter during school hours, please call the OALC main line (763) 391-8890 and a staff member will deliver a message at an appropriate time. Students wishing to make a phone call during school hours must do so during their lunch hour only. A phone is located on the wall near the receptionist in the front office. All calls by students are limited to three minutes. Building administration reserves the right to disconnect the phone if the student using the phone is being disruptive and/or the telephone use is distracting to the operations of the front office.

**At no time, is Osseo Area Learning Center responsible for lost or stolen cell phones or electronic equipment and will not be able to provide staff time to investigate and recover lost or stolen items. Administration has the right to modify this PRIVILEGE at any time during the school year.**

#### **Photographs**

Any photographic or movie image taken of a teacher or other student during the instructional day without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of a teacher or other students during the instructional day cannot be published or posted on a public forum (youtube, Twitter, facebook, etc.) without the written consent of each individual. Any violation may result in disciplinary action.

#### **Fighting or Physical Assault against a Person or Persons**

Fighting and physical assault are defined as acts which intentionally inflict, threaten to inflict, or attempt to inflict

bodily harm upon another person or inflicting bodily harm upon another even, though accidental or a result of poor judgment. The use of violence against another is not tolerated. Students who are physically violent will be suspended. If a student has a second such incident during their high school career, a recommendation for expulsion may be sent to the School Board. Students involved in particularly serious physical violence (i.e. unprovoked assault, etc.) will be recommended for expulsion on first incident. Students who are verbally or non-verbally violent, threatening, abusive or profane are subject to serious disciplinary action.

### **Profanity/Obscenity**

Written or verbal profanity, obscene and/or offensive gestures, signs, pictures or publications may result in disciplinary action.

### **Rules of Conduct**

Disciplinary consequences may be assigned to students for any behavior which is disruptive or violates the rights of others.

### **School Safety**

School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. Osseo Area Schools takes a decisive stand on aggressive behavior and on the possession, storage, transmission and/or use of weapons or look-alike weapons. School administration will recommend expulsion if a student is involved with a weapon or look-alike weapon. **Any student observing a dangerous, harmful, threatening, suspicious or frightening situation should report it to an adult immediately. We are all responsible for a safe and orderly school.**

### **Search & Seizure**

**School officials may, without a search warrant, search a person and/or personal possessions based on reasonable suspicion.** The search will be reasonable in its scope and intrusiveness. A search of a person shall be conducted in private by a school official. A second school official shall be present as an observer during the search whenever feasible. If a search yields contraband, school officials will seize the item and where appropriate, turn it over to legal authorities for ultimate disposition.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Code of Conduct. Discipline may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities. **A student that refuses to comply with a search based upon reasonable suspicion will assumed to be guilty of the suspected infraction. For example, if a staff member has reasonable suspicion that a student has illegal chemicals in his or her possession and the student refuses to be searched and leaves school grounds the student will be guilty of a chemical infraction.**

### **Signs, Posters, and Literature**

Any sign, poster or literature that is to be displayed or distributed in the school building or grounds requires the **prior approval of the Principal**. Information and spelling should be double-checked. In general, public school buildings may not be used to advertise commercial activities or products. Only signs, posters or literature items that are directly related to the OALC and District 279 program(s) will be approved for posting/distribution.

### **Standards Based Grading - Policy 626**

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

#### **General Statement of Policy: Grading and Reporting Standards of Practice:**

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.

- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning.
- Teachers will involve students in the assessment and grading process throughout the learning cycle in an age- appropriate manner.

### **Student Use Telephone**

A phone is available for student use at the reception desk in the front entryway. Students are permitted to use the phone during their lunch time and before and after school. Calls are limited to three minutes or less. Students will NOT be called from class to answer the telephone except in an emergency. Students may talk to administration if an emergency situation arises and they must use a phone.

### **Testing**

Students at the Osseo Area Learning Center are required to participate in a number of tests throughout the school year. Students not participating in these tests or causing disruptions will receive disciplinary action. School funding and scores are tied to our budget.

### **Theft**

Theft is defined as the act of intentionally and without claim of right, taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property or not making reasonable effort to find the owner. This includes the possession of property which does not belong to the holder without permission of the owner.

Students who incur property loss or theft should report their concerns to the Behavior Intervention Teacher's office and complete an "Incident Report" which will then be processed through administration. Students who find property that does not belong to them should turn the property into the front desk immediately. Students participating in theft will receive disciplinary action and possible police intervention.

### **Threats/Verbal or Non-Verbal Assault**

**Threats** are defined as acts that interrupt normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, such as false fire alarms, false all calls, bomb threats, or instigating the same.

**Verbal assault** is defined as abusive, threatening, profane, intimidating, degrading, discriminatory or obscene oral language, by a person or persons toward another, or which encourages a person to assault another person. Verbal assault includes conduct which degrades a person or persons because of gender, sexual orientation or gender identity or expression, physical or mental abilities, race, religion, ethnic background, or other protected classification.

**Nonverbal assault** is defined as abusive, threatening, profane, intimidating, degrading, discriminatory or obscene gestures or written language by a person or persons toward another or which encourages a person to assault another person.

**Nonverbal assault** is language/gestures directed at another person that are threatening in nature. This includes conduct which degrades a person or person because of gender, sexual orientation or gender identity or expression, physical or mental abilities, race, religion, ethnic background or other protected classification. Speaking, writing or gesturing in an inappropriate, threatening or offensive manner to a fellow student(s) or staff member will result in disciplinary action.

### **Trespassing**

Trespassing is defined as unauthorized presence in or on a building, property, or equipment owned or leased by the school district. Students serving suspension who are on school or District property are considered trespassing and may be arrested.

Students who refuse the request by an OALC staff member to leave OALC school property will be subject to trespassing charges from the Brooklyn Park Police Department. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing and may result in disciplinary action.

### **Other Osseo District Buildings:**

Presence at any school location without permission from the staff of that school is trespassing. Students are not to go into other district buildings or be on the property of other school district buildings without permission from the staff of that building. The OALC administration will work directly with other Osseo District Schools regarding matters of trespassing. The police may be contacted when a trespassing violation has occurred.

### **Vandalism**

Vandalism is the damage or destruction of school property or the property of others. A student found to be involved in an act of vandalism will be expected to pay restitution and will be subject to disciplinary action and/or a referral to the police.

### **Video Monitoring**

For the safety of the students and staff at the Osseo Area Learning Center, video-monitoring equipment has been installed inside and outside the building. The cameras are recording 24 hours a day, 365 days per year. In some cases, the recordings will be used to review incidents that took place in the building and/or on school property. If the situation warrants, the police will be contacted to review the video recordings. Only OALC administration has access to the video monitoring equipment.

### **Visitors**

**All visitors must report to the front office to sign in and secure a badge, which must be worn while they are in the building.**

1. No person other than staff and students of the OALC, school district employees or authorized agents of this school district are permitted to be in any classroom in the building or on campus unless written permission to do so has been retained from the principal.
2. Such written permission is required ahead of the date requested.
3. Students will not be allowed to bring a friend or relative (other than parent/guardian) to school as a visitor. Parents are encouraged to visit the school.

**Weapons:** Students are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering or departing from school premises, property or events consistent with state statute. Students in possession of a weapon will receive administrative consequences and will be referred to the police. Weapons of any kind will not be tolerated. Real and look-alike weapons include, but are not limited to:

- All firearms, whether loaded or not
- Other guns of all types, including, but not limited to, pellet, BB, paintball, nonfunctioning or toy gun.
- Knives, including, but not limited to, switch blades, automatically opening knives, box cutters, or razor blades.
- Explosives, including, but not limited to, live ammunition and fireworks.
- Flammable liquids or combustibles.

Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action. A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to a staff member will not be considered in possession of a weapon.

**Notice:** Paintball, pellet, BB, nonfunctioning and/or toy guns are look-alike/replica firearms. Do not possess, store, transmit or use any look-alike, replica or real firearm. Possession, storage, transmission or use of a look-alike, replica or real firearm will result in suspension and a recommendation for expulsion.



## CONSEQUENCES/DISCIPLINARY ACTION

The school has developed consequences for those who show inappropriate or disruptive behavior. These consequences are assigned in an effort to correct or change behavior that is not acceptable. Disciplinary action may include, but is not limited to: meeting with the teacher/counselor/administrator, behavioral contracts, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, alternative to suspension, alternative lunch, Love and Logic strategies, re-teaching of behavioral expectations, referral to legal system, restitution, suspension from class, probation, out-of- school suspension, exclusion, or expulsion.

**In-School Suspension** - students are removed from class for part or all of a school day.

**Administrative Dismissal** - Administrative Dismissal requires that students leave the building. The student will be required to make up any work missed.

**Suspension** - During suspension students are removed from school and may not participate in or attend any school functions during the suspension. A parent conference is required for re-admittance to school.

**Exclusion-** students are prevented from enrolling or re-enrolling in school for a specified period of time.

**Expulsion-** enrolled students are prohibited from further attendance in school for a specified period of time.

**Suspension, exclusion, and expulsion are governed by The Pupil Fair Dismissal Act. For the most current version of School District Policies go to: [www.district279.org](http://www.district279.org)**

### **Guidance and Counseling Services**

The Osseo Area Learning Center has the following staff members in the building at various times during the school day.

- Counselors
- Licensed Practitioner Nurse
- Psychologist
- School Social Worker
- Student Assistance Counselor

The following services are available to students:

1. Opportunities to evaluate aptitudes, interests, values, and personality traits in relation to career exploration and human interaction.
2. Printed information on scholarship possibilities, college and trade school testing dates and other pertinent educational-vocational information.
3. Assistance in improving learning techniques.
4. Help with personal problems or concerns regarding such things as relationships with teachers, friends, family, school, and drug use.
5. A career resource room that has educational-vocational information and occasionally invites representatives from various job clusters and educational institutions for students to talk with.
6. Assistance for students and parents in selecting appropriate courses.

### **Homebound Instruction**

Students who are absent for 15 days because of the same illness/medical condition may be eligible to receive homebound instruction. This involves a teacher meeting the student at a mutually agreed upon site to provide help in the student's classes. If a 15 day absence occurs, parents will need a physician's statement to verify the length of absence. All requests for homebound instruction should be directed to administration. This program will be provided at district expense when appropriate.

### **Immunization Requirements**

According to Minnesota Statute "The Minnesota Immunization Law," no person may be allowed to enroll or remain enrolled in any secondary school until that person has submitted to the school a statement verifying the person has been immunized against red measles, rubella, diphtheria, tetanus, polio and mumps.

## **Insurance (Student Accident Insurance)**

- The District will provide the opportunity for families/students to purchase student accident insurance.
- Insurance enrollment materials will be made available to students in each building.
- The student/family will pay premiums or other charges directly to the insurance company.
- The filing of claims and payment of benefits and/or claims is the sole obligation of the insurance company and the individual.
- The District or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

## **Lunch**

Lunch is served in the cafeteria. The hot lunch price for 2019-2020 is \$2.85 for the whole lunch and \$.50 for all milk products. Breakfast is available for \$1.60. Reduced breakfast and lunch is Free.

**Food from an outside restaurant/fast food/pizza establishment is not to be delivered or brought into the school building.**

## **Conduct in the Cafeteria**

The right of the student to eat in the cafeteria is coupled with the responsibility of keeping the area presentable for others. Food throwing and other disrespectful conduct may result in suspension from the lunchroom and up to expulsion from school. A student will be asked to leave the lunchroom and may be required to clean the lunchroom if his/her behavior is unacceptable. **Each student is responsible for busing his/her dishes.**

**Students are to remain in the commons area during lunchtime.**

## **Electronic Lunch Program**

Students deposit money into their individual accounts and the system will automatically deduct money from their accounts after each purchase. The way this process works is as follows:

1. Money is deposited into the student's account.
2. Student memorizes his/her account number. This number will be given to the student when they enroll and begin at the OALC.
3. The student receives a lunch in the school cafeteria.
4. The student enters his/her account number into the key pad located at the checkout area.
5. Student states his/her name to the cashier.
6. Cost of lunch will automatically be deducted from the student's account. Account information is available upon request at this time.

**The student must have money in their account to purchase a lunch.**

Checks should be made out to Osseo Area Learning Center and include the student's name and account number on the check.

**Free and reduced lunch forms are available in the office.**

## **Medication**

As stated in District policy #516 (Student Medication), "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. Students who need to take prescription or over the counter medication during the school day must leave the prescription with the Licensed Practitioner Nurse (LPN). This procedure will help the school to be aware of any problems students may have and it will help safeguard the prescription. Medication must be kept with the LPN in a currently labeled pharmacy bottle. *You may need to ask your pharmacist to prescribe duplicate bottles of the prescription.* One bottle should be kept at home and the other at school.

Minnesota State Law allows a student with a doctor prescribed inhaler to self-administer the medication if the School District has received a written authorization from the student's parent permitting the student to self-administer the medication, the inhaler is properly labeled for the student, and the parent has not requested school

personnel to administer the medication to the pupil. In addition, a student may carry the inhaler with him/her during the school day only after the LPN has assessed the student's knowledge and skill to safely possess and use the inhaler in a school setting and enters into the student's school health record a plan to implement safe possession and use of the asthma inhaler. Minn. Stat. § 121A.22, Subd. 2 and § 121A.221. Any student who is allowed to carry his/her inhaler in the school building under this provision and who is found to misuse the inhaler or allow another student, to whom the inhaler is not prescribed, to use the inhaler, will be in violation of the Chemical Use/Abuse (Alcohol & Drugs) and/or Chemical Use Procedures/Sale or Distribution of Chemicals provisions and will be subject to disciplinary action in accordance therewith.

Students who are known to have severe allergies to food or other substances are allowed by Minnesota State Law to carry Epi- Pens during the school day. If the student has been prescribed by a doctor an Epi-Pen, the student and his/her parent or guardian must meet with the school health specialist prior to beginning at the OALC to discuss the nature of the allergy and develop a plan should the student become exposed to the allergen. (Minn. Stat. 121A.2205).

### **Pesticide Application Notice**

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians for review or copying at each school office. State law also requires that parents/guardians be told that the long-term health effects on children from the application of such pesticides or the class of chemical to which they belong may not be fully understood.

If you have any regarding pesticide applications at The Osseo Area Learning Center, please contact the building head custodian.

### **Prom/Dances**

Only Osseo Area Learning Center students and pre-registered guests may attend these dances. A school identification card or other proof of enrollment is required for admission. Once a participant leaves a dance, he/she will not be readmitted. A student may be allowed to attend dances at his/her home high school. **Check with home high school for more information.**

### **Student Groups (Use of School Facilities)**

Any student club or group may use school facilities for meetings provided that the student club or group has:

- a. An identified staff member who provides supervision for disciplinary and safety reasons; **and,**
- b. The student club or group has registered with the Principal.

Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the principal to meet during school hours. The principal may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meeting of all student clubs or groups.

### **Wellness**

District 279 School Board Policy #533 Wellness, is a response to the growing problems of childhood obesity and health problems associated with poor nutrition and a lack of physical activity. This policy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. A healthy school environment promotes and protects student learning by encouraging healthy eating and physical activity. To that end, the policy outlines the school guidelines for promoting a healthy environment. Our school district encourages the involvement of students, parents, and staff in monitoring and reviewing district nutrition and physical activity practices. The policy is required by federal statute.



# STUDENT RIGHTS

## Age of Majority Rights for Students Who Are Age 18

Regardless of age, the student must follow all school rules.

According to Minnesota Statutes, once a student reaches the age of 18, they attain age of majority status. When the student reaches age 18, many of those rights previously granted to the parent/guardian are automatically the rights of the student. For example, students who are age 18 may write their own excuses, have access to their school records, and have correspondence relative to school business mailed directly to them.

The parent/guardian of a student who is age 18 or over may access educational data about the student if the parent/guardian provides evidence to the school that the student is a "dependent student" under the Internal Revenue Code.

## Child Abuse Policy

Minnesota Statute Section 626.556, Subd. 3 - "A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the appropriate agency."

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of children, it is the policy of Independent School District #279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

## Equal Opportunity Policy

ISD 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on basis of race, color, creed, religion, national origin, sex, age, sexual orientation, marital or parental status, status with regard to public assistance or disability. If you have any questions or concerns, contact the District Human Resources Office, 11200 93<sup>rd</sup> Avenue North, Maple Grove, Minnesota 55369, (763) 391-7000.

The District recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. If there are questions regarding 504, contact the building principal or Kate Emmons, the Assistant Director of Student Services at the Educational Service Center. The direct phone number is (763) 391-7255

## Grievance Procedure

Parents and Students have the opportunity to grieve decisions by members of the administration and faculty that affect them as individuals or groups. The grievance procedure is listed below.

- **Step One/Direct Grievance - student is to attempt reconciliation with the individual staff member involved.**
- **Step Two/Counselor Involvement - student is to attempt reconciliation by using his/her counselor.**
- **Step Three/Administrative Involvement - student is to attempt reconciliation by involving the Behavior Intervention Teacher.**
- **Step Four/Administrative Appeal - student has the opportunity to have concern reviewed by the building principal.**

Additional steps are to be used if the student cannot resolve concern at the building level. This is to begin by contacting the Assistant Superintendent-Leadership, Teaching & Learning.

- Parties involved in the grievance process may choose to contest the decision by moving to the next level of appeal.
- The grievance procedure does not apply to discipline resulting from unexcused absences.
- A grievance must be initiated within two weeks of the incident in order to be considered a valid grievance.

## **Harassment**

***Harassment of any nature will not be tolerated.***

Any occurrence of harassment should be reported directly to a school official (teacher, counselor, administrator). Once reported, the administration will investigate the complaint and an appropriate course of disciplinary action will be taken. Consequences for racial harassment may include; warning, parent conference, sensitivity training, suspension, completion of a harassment packet, and/or victim involvement. See Appendix B for complete policy.

## **Guideline for Behavior**

To know the difference between behavior that is okay and behavior that constitutes harassment, remember these guidelines:

- Be aware of the difference between the intent of your behavior and the impact of your behavior.
- Be sure that there is equal initiation and participation when you interact with others.
- Treat people as they would like to be treated, not as you think they would like to be treated.

**See Appendix B for school board policy regarding all forms of harassment.**

## **Married Students**

ISD 279 recognizes each student as an individual and, therefore, denies no rights to students because of marital status. Married persons are encouraged to remain in school and complete their education.

## **Pregnancy**

Any student who is a parent or soon to be a parent retains all the rights and privileges of other students. If a student becomes pregnant, she should contact the school nurse or a counselor to discuss the importance of her education and the various educational alternatives available to her.

## **Student Records and Your Rights**

School Board Policy #515 - Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws.

The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day to-day responsibility to administrators in charge of each elementary and secondary school and to certain District personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal or the Student Support Services Secretary at (763) 391-7125.

## **Student Data**

Student data is classified as public, private or confidential.

**Public Data:** Public Data is directory information which may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- student's name
- student's address
- date of birth
- school of attendance
- grade(s) completed
- dates of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)
- photograph

### **Denial of Release of Directory Information:**

A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using Appendix C of School Board Policy 515. Appendix C may be obtained from any school office or the district website. Designation of directory information to private is in effect for one year or until modified.

Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369, 763-391-7000.

**Private Data:** Private data is data on an individual student which is not accessible to the public but is accessible to the parent/guardian or eligible student. Additionally, private data is accessible to:

- School officials, within the District whom the District determines have a legitimate education interest in such records.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon. Suspension and expulsion information in accordance with of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any currant probable cause notice or any disposition or court order.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

**Confidential Data:** Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

### **Release of Information to Military Recruiters:**

Federal and State laws require all school districts to provide military recruiters, upon request, with the name, address, and telephone number of all 11<sup>th</sup> and 12<sup>th</sup> grade students unless the parent or eligible student (students over 18 years old-age of authorization) requests that the information not be provided without written permission. Denials to release information to military recruiters may be completed by submitting Appendix D to school office by October 1. The denial of authorization by parent/guardian or eligible student must be completed annually.

### **Storage of Student Records**

Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93<sup>rd</sup> Avenue North, Maple Grove, Minnesota, for permanent retention.

### **Transfer of Student Records**

When a student moves from one school to another within the District, the entire record will be checked for completeness and then be forwarded to the student's new school. When a student withdraws to enroll in another school district copies of the student's records, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior will be forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parent/guardian may request a copy of the records transferred and may challenge the content of the transferred records in accordance with Section X of Procedures 515.

Questions concerning student records should be directed to the District Compliance officer, at (763) 391-7000.

**Statement of Rights**

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

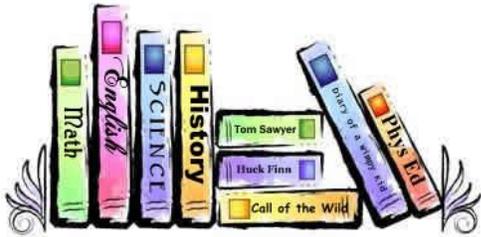
1. Inspect and review the student's records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

This is a summary of the "Statement of Rights." The entire statement is Appendix A in Policy and Procedures 515 Protection and Privacy of Education Records.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.

Policy and Procedure 515 "Protection and Privacy of Education Records" is available on the district website. [www.district279.org/who/policies.cfm](http://www.district279.org/who/policies.cfm)

# Academic Information



## Academic Eligibility for Participation in ISD 279 Activities Programs

Activities in ISD 279 offer students opportunities for participation and involvement in the school beyond the classroom. However, it is important that students remember their first responsibility is to be successful in school. Academic achievement is not to be sacrificed for participation in activity programs.

ISD 279 - Osseo Area Schools is a member of the Minnesota State High School League (MSHSL) and Northwest Suburban Conference, and follows and enforces all of their rules and regulations. **Please see your Homeschool Activities Director or OALC administration for more information and page 44 in this handbook.** **Transportation will not be provided for afterschool activities.**

## Advisory

Each student is assigned an advisor who meets with him/her each grading period. Advisory time is devoted to updating credit information and Continuous Learning Plans. Advisors will also be available during this time to work with individual students on future goals and post high school planning. All students are expected to attend and fully participate in each advisory session.

## Continuous Learning Plan

Each student enrolled at the OALC is required to create and continually update his/her own Continuous Learning Plan. The two key components of the Continuous Learning Plan are graduation credit planning and academic/personal goal setting. Students will be meeting with their advisor each week. During that time, the student will be updating his/her Continuous Learning Plan. Students are expected to continually update their Continuous Learning Plan and follow State of Minnesota Alternative Learning Center procedures. Any questions regarding the Continuous Learning Plan should be directed to Krista Frechette, academic counselor.

## Credit Load

With administrative approval, it is possible for a student to earn more than six credits in one trimester. Typically, students will not be allowed to attempt more than 21 credits during the school year. (This includes credits earned in the classroom setting, Independent Study and/or other post-secondary educational opportunities, i.e., HTC, North Hennepin, etc.).

## Health Class

If your student still needs to take required Health and you choose to NOT have them participate in the Human Sexuality/ HIV- Aids units, please see the building principal when your student begins their Health class.

## Hennepin Technical College & North Hennepin Community College

Students interested in attending HTC or NHCC through the TCR program should meet with their school counselor and/or TCR Liaison.

## Post-Secondary Enrollment Options Act (Community College, Vo-Tech, etc.)

The purpose of this program is to promote challenging educational pursuits and to provide a wider range of options to high school students. Qualified 11 or 12 graders may apply to take classes at any approved post-secondary institution in the Post- Secondary Enrollment Options program. Each college has its own qualifications for PSEO admissions. Both high school and college credit may be earned. All transportation is the responsibility of the student

## **Report Cards**

It is the right of every student to be informed of his/her academic progress. In order to ensure a student of this right, a report will be sent to the student after the conclusion of each trimester.

## **Independent Study Guidelines/Credit Recovery - After School and Summer Programs**

Independent Study is a state-certified program for students who are at risk of not graduating from high school. Students must meet once a week with their instructor and complete assignments on their own time. Students must be between the ages of 16 and 21 years of age to attend.

### **Osseo School District Independent Study Guidelines:**

1. Students must be 16 years of age to be eligible to enroll in independent study.
2. The student must meet with his/her counselor who must assess eligibility and then recommend enrollment in an Independent Study Course.
3. State Guidelines for Graduation Incentive define eligibility for enrollment in Independent Study classes.
4. No student will be allowed to attempt more than 21 credits during the school year. (This includes credits earned in the classroom setting, Independent Study and/or other post-secondary educational opportunities, i.e., HTC, North Hennepin, etc.)
5. **A student may enroll in a maximum of 2 Independent Study classes at a time.**
6. Independent Study grades are Pass/Fail. Successful completion of a course or portion thereof in Independent Study will yield a student the equivalent trimester credit ONLY. The student's GPA will not be affected.

Any student with requests outside of the above procedure can appeal to their building principal.

The OALC offers various forms of Independent Study at several sites throughout the district both during the regular school year as well as in summer sessions. Depending on which Independent Study course the student is enrolled, the expectations may be beyond what is listed. It is recommended that the student discuss the expectations with his/her instructor.

## **Standards-Based Grading**

Standards based grading is the model for measuring student progress in all ISD #279 schools.

### **Standards-based grading helps ensure that student grades are more:**

- Meaningful, focusing directly on state and national standards;
- Accurate, separating academic from non-academic achievement;
- Consistent, using agreed-upon criteria and assessments; and
- Supportive of learning, providing multiple opportunities for students to demonstrate proficiency.

## **Graduation Credit Requirements**

For the OALC staff to recommend a student for graduation, the student must pass all Minnesota mandated tests and satisfy the following minimum requirements:

- 12 trimester credits in English
- 10 trimester credits in Social Studies
- 9 trimester credits in Science
- 9 trimester credits in Math
- 3 trimester credits in the arts (Theater, Drama, Art classes, Dance, Music, Media Arts)
- 2 trimester credits in Physical Education/Health
- 19 trimester elective credits
- 64 trimester credits**

## **Skills for Successful Living**

Skills for Successful Living is a course offered at the OALC. New students must take Skills for Successful Living in the first grading period in which they are enrolled. The Skills for Successful Living course allows students to receive a brief introduction to the Osseo Area Learning Center along with curriculum that will help them become successful and healthy individuals.

### **Withdrawal Procedures**

If a student moves from the district, transfers to another school in the district, or withdraws from the OALC, parents are asked to call the school or send a written message to that effect to registrar's office. The OALC should receive this information at least two (2) days before the student's last day of attendance. The student should report to the counseling office the morning of his/her day of withdrawal.

We are concerned about students who leave high school before completion. Should a student choose to withdraw from school, please:

1. Contact a counselor to explore alternatives.
2. Obtain the withdrawal forms from the secretary.
3. Obtain the necessary signatures on the withdrawal form.
4. Give the withdrawal form to a counselor or secretary.

**This process will help a student to determine a means of completing his/her high school education.**

# Graduation Information



**The OALC Administration and Counseling staff can only recommend a student for graduation. The home school Principal has the final approval on graduation.**

During the final trimester before completing the requirements for graduation, the graduating student **MUST** complete an application for graduation. Applications can be obtained at the Senior High receptionist's desk. Return completed form to assigned counselor. Failure to complete an application may delay the graduation date.

## Information Regarding Graduation from your Home School

### Osseo Area Learning Center and District 279 Graduation Guidelines

For students enrolled at the Osseo Area Learning Center graduating from Maple Grove, Park Center or Osseo High School, the following is the policy regarding graduation:

#### **Graduation Ceremony**

In order to participate in the Graduation Ceremony at Maple Grove, Park Center or Osseo Senior High, the student must have completed all OALC, home school, District #279 and State of Minnesota Graduation Requirements and be enrolled at the OALC or their home school until the end of the school year.

#### **Early Graduation**

Students enrolled at the Osseo Area Learning Center who meet the District 279 and State of Minnesota Graduation Requirements before their assigned graduation year will not be allowed to graduate early. Any student, who has extenuating circumstances and wishes to graduate early, must meet the requirements of School Board Policy 613. To begin the process of requesting early graduation, students must complete the Application for Early Graduation through their home high school, prior to the end of the student's 11<sup>th</sup> grade school year. Common reasons for early graduation include:

- The student has been accepted for enrollment at a post-secondary institution and coursework will commence prior to the student's scheduled graduation date.
- The student has been accepted into the Military Services and will begin before his/her scheduled graduation date.
- The student will begin full-time employment prior to the student's scheduled graduation date and the employer requires that the student has completed the graduation requirements before beginning full-time employment.
- The student has extenuating circumstances.

**Approval of the Application for Early Graduation is at the discretion of the principal of the student's home high school.**

**Students must continually keep in contact with their home school for information regarding graduation.**

**The following is for students who completed the Osseo School District graduation requirements from the Osseo Area Learning Center.**

**In-district Student**

All students who live in the Osseo School District attendance area and completed the graduation requirements from the Osseo Area Learning Center must graduate from their home high school. The only exception to this would be if the home high school principal, the principal of the high school the student wishes to graduate from, and the OALC principal all agree to the student switching schools for graduation.

**Out of District Student (Never attended an Osseo District high school)**

An out of district student who has never attended an Osseo District high school and has completed the Osseo School District graduation requirements from the Osseo Area Learning Center may choose which high school he/she wishes to graduate from.

**Out of District Student (Attended an Osseo District high school)**

An out of district student who has attended at least one Osseo District high school and has completed the Osseo School District graduation requirements from the Osseo Area Learning Center must graduate from the high school the student was enrolled the greatest amount of time. The only exception to this would be if the home high school principal, the principal of the high school the student wishes to graduate from, and the OALC principal all agree to the student switching schools for graduation.

**Out of District Student (Never attended an Osseo District high school) Enrolled in Independent Study only.**

An out of district student who has never attended an Osseo District high school and has completed the Osseo School District graduation requirements from the Osseo Area Learning Center in the Independent Study program only, must receive his/her diploma from his/her home out-of-district high school.

**Class Rings**

Class rings can be purchased at the student's home school.

**Graduation Announcements and Jewelry**

An agency does visit the home school so students can order graduation announcements, and/or jewelry. The school is offering a service, but the student is welcome to order any or all products from any source.

**Graduation Pictures**

The home school recognizes an official photographer for the purpose of providing identical quality color pictures for the yearbook. Students may choose these for ordering portraits or get additional proofs from this or any other photographer. For more information contact the home high school.

**Senior Party**

At the home school of the student, on the night of graduation, the senior parents sponsor an all-night party for seniors only. This event is well attended and well planned. Please check with your home school for prices and any other questions.

**Reminder to Graduates:**

Graduating students are responsible for fulfilling all requirements from their home high school.

(Examples: Foundations (MGSH), Pathways (OSH), or Advisory (PCSH).

Contact your home high school for more information.

**Appendices are periodically updated during the school year  
For the most current version of School District Policies go to:**

**[www.district279.org](http://www.district279.org)**

**Appendix A: The Pupil Fair Dismissal Act**

121A.40 Citation

Minnesota Statutes Sections 121A.40 to 121A.56 may be cited as "The Pupil Fair Dismissal Act."

121A.41 Definitions

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and (3) who remains eligible to attend a public elementary or secondary school.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02 although in a different setting.

***121A.42 Policy***

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

***121A.43 Exclusion and expulsion of pupils with a disability***

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with the disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the expulsion or exclusion.

***121A.44 Expulsion for possession of firearm***

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph

(a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

***121A.45 Grounds for dismissal***

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for Dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent Notification and Meeting.** If a pupil's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school, and with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

***121A.46 Suspension procedures***

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

***121A.47 Exclusion and expulsion procedures***

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

(a) be served upon the pupil and the pupil's parent or guardian personally or by mail;

(b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;

(c) state the date, time, and place of the hearing;

(d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the department of Education. The list may be found electronically at <http://education.state.mn.us>.

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(1) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board; as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.**

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.225, Sub. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under Minnesota Statute Section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative educational services, which must not be used to extend the student's current suspension period. Consistent with Minnesota Statute Section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of the administration of a psychotropic drug or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or

medical or education neglect.

**121A.48 Good faith exception**

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

**121A.49 Appeal**

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district; (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

**121A.50 Judicial review**

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

**121A.51 Reports to service agency**

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

**121A.52 Non-application of compulsory attendance law**

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56. **121A.53 Report to the commissioner of education**

Subdivision 1. **Exclusions and expulsions.** The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race and special education status.

Subd. 2. **Report.** The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

**121A.54 Notice of right to be reinstated**

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

**121A.55 Policies to be established**

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have individualized education plans from school grounds.

**121A.56 Application**

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, clause (2).

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

**Appendix B: Sexual, Religious, Racial Harassment and Violence Policy #548S**

In compliance with M.S. 121A.03, subd. 2 - Sexual, Religious, and Racial Harassment and Violence and M.S. 36 Department of Human Rights, the District prohibits any form of sexual, religious, or racial harassment or violence. It will be a violation of Policy 548 - Harassment and Violence for any student, employee, or agent of the District to harass a student, employee, or agent of the District through conduct or communication of a sexual nature or regarding religion and race as defined by Policy 548 - Harassment and Violence. It will also be a violation of Policy 548 - Harassment and Violence for any student, employee, or agent of the District to inflict, threaten to inflict, or attempt to inflict violence of a sexual nature or violence regarding religion or race upon any student, employee, or agent of the District.

I. Definitions

A. Sexual Harassment and Violence

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature when:
  - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
  - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive educational environment.
2. Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

B. Religious and Racial Harassment and Violence

1. Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:
  - a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - c. Otherwise adversely affects an individual's employment or academic opportunities.
2. Religious/racial violence is a physical act of aggression or assault upon another person because of, or in a manner reasonably related to, religion/race.

II. Reporting Procedure

- A. Victims of alleged sexual, religious, or racial harassment or violence or third persons with knowledge of such conduct will report the alleged act immediately to the Principal.
- B. Submission of a good faith complaint or report of sexual, religious, or racial harassment or violence will not affect students' grades.
- C. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform with any discovery or disclosure obligations.

III. Investigation and District Action

- A. Complaints of sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action shall be taken in accordance with Policy 506 - Student Discipline and building procedures.
- B. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the School District against a student must be reported and investigated as directed in Policy 413 - Harassment and Violence, Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and as required by M.S. 626.556 - Reporting of Maltreatment of Minors and other applicable law.

IV. Retaliation

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

## Appendix C: Chemical Use/Abuse Policy #541

### I. Purpose

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

### II. General Statement of Policy

- A. No student, regardless of age, may possess, use, be under the influence of, distribute, sell and/or exchange unauthorized or illegal chemical substances including but not limited to, narcotics, drugs, or other controlled substances, alcohol, or other intoxicating substances or mood-altering chemicals, drug paraphernalia or look-alike substances, or other articles that are illegal or harmful to persons or property. This prohibition also includes one student sharing a prescription medication with another. Medication prescribed by a physician must be handled in accordance with Policy 516 - Student Medication.
- B. This policy 541 - Chemical Use/Abuse applies district-wide on school property and at all school related activities, trips and functions, whether on or off school property, school bus stops, school buses, any other vehicle approved for District purposes, and the area of entrance to or departure from school premises or events for all students regardless of age.
- C. Students apprehended using, possessing and/or exchanging chemical substances will be subject to Policy 506 - Student Discipline, and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.
- D. Students presently not under the influence who disclose their use of chemicals for the purpose of obtaining help with this problem will be treated in a non-punitive way by school personnel.
- E. In the event a student receives treatment outside the District, every effort must be made to effect a successful continuation in or re-entry into the school community. In compliance with the above policy and School District Policy #541, the following guidelines have been established for students:

#### FIRST VIOLATION

1. The parent/guardian will attend a conference with school personnel, including the Assistant Principal.
2. Suspension from school according to School District policy (3 days)
3. Option of one (1) of the following:
  - a. Chemical assessment by an agreed upon outside agency. The student/parent will be responsible to provide written verification from the agency that the assessment has taken place. The student/parent may make arrangements for the release of the results of the assessment to the school. Assessment by an outside agency will be at the student's/parent's expense.
  - b. Chemical pre-assessment by a qualified staff member of the School District.
4. The student will participate in School District "Family Awareness Program" and successfully complete the program requirements. It is strongly recommended that parents also participate in this program.
5. If steps one through four are not completed by the agreed upon date, second violation consequences will be administered.
6. The student and parent/guardian will be informed of consequences for second and third violations.
7. The building Principal and district administrators and, if appropriate, athletic director and coach/advisor will be informed of this violation.
8. The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action.

#### SECOND VIOLATION

1. The parent/guardian will attend a conference with school personnel, including the Assistant Principal.
2. Suspension from school according to School District policy (5 days).
3. The student will undergo a chemical assessment by an agreed upon outside agency. The student/parent will be responsible to provide written verification from the agency that the assessment has taken place, including recommendations for services. The student/parent may make arrangements for the release of the results of the assessment to the school. Assessment by an outside agency will be at the student's/parent's expense.
4. If a chemical assessment is not obtained from an approved agency by the agreed upon date, third violation consequences will be administered.

5. The student and parent/guardian will be informed of consequences for third violation.
6. The building Principal and district administrators and, if appropriate, athletic director and coach/advisor will be informed of the violation.
7. The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action.

#### THIRD VIOLATION

1. The parent/guardian will attend a conference with school personnel, including the Assistant Principal.
2. Suspension from school according to School District policy (10 days).
3. Notification of violation to:
  - a. Principal
  - b. Elementary or Secondary Assistant Superintendent
  - c. Superintendent
  - d. and, if appropriate, athletic director and coach/advisor
4. In accordance with Policy 551 - Exclusion and Expulsion, the student's name will be forwarded to the Assistant Superintendent of Elementary or Secondary Education with the administrative recommendation for expulsion. If the student has not received chemical assessments as outlined in the first and second violations, parents are strongly urged to do this and follow through with recommendations given.
5. The local police will be immediately informed of the violation, and the school will file all reports and evidence with them for appropriate legal action.

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## Academic Eligibility for Participation in ISD 279 Activities Programs

Activities in ISD 279 offer students opportunities for participation and involvement in the school beyond the classroom. However, it is important that students remember their first responsibility is to be successful in school. Academic achievement is not to be sacrificed for participation in activity programs.

ISD 279 – Osseo Area Schools is a member of the **Minnesota State High School League (MSHSL)** and **Northwest Suburban Conference**, and follows and enforces all of their rules and regulations.

### High School Academic Eligibility

In order to participate in high school activities, a student must be -

1. registered as a full-time student;
2. enrolled in at least five credit-producing classes each trimester; and
3. making progress toward accumulation of the 64 credits required for graduation according to the chart below:

#### REQUIRED CREDITS TO PARTICIPATE IN ACTIVITIES

GRADE	FALL	WINTER	SPRING
9	0	4	8
10	13	18	23
11	28	34	40
12	46	52	58

**Note: 64 credits required to graduate**

The plan for determining academic eligibility for MSHSL activities is as follows:

- Eligibility will be determined at the start of each school year and after each marking period.
- A student is ineligible if the total number of credits at the beginning of each trimester is less than the number listed in the table at left.
- If a winter or spring sport begins before tri 1 or tri 2 grades have been posted, students may appear eligible to begin a winter or spring activity, but become ineligible once grades/credits are posted.
- The Activities Coordinator will follow up after grades and credits are posted to ensure all students are eligible.
- The Activities Coordinator will inform any student who becomes ineligible.

### NCAA Initial Academic Eligibility for Athletics

To be certified by the NCAA Clearinghouse, you must accomplish the following:

1. **Graduate from high school**
  - a. You should apply for certification before graduation if you wish to participate in athletics as a freshman at the college to which you will be admitted. The Clearinghouse will issue a preliminary certification report when you have submitted all of your materials. After graduation, the Clearinghouse will review your **final** transcript to make a final certification decision according to NCAA standards.
2. **Earn a grade-point average of at least 2.00** (on a 4.00 scale) in a core curriculum of at least 16 courses which were successfully completed during grades nine through 12. The chart below shows core courses you must include at a minimum.

For additional information you may go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or [www.ncaa.org](http://www.ncaa.org).)

CORE UNITS REQUIRED FOR NCAA CERTIFICATION	DIVISION I	DIVISION II
English	4 years	3 years
Math	3 years	2 years
Science	2 years	2 years
Social Studies	2 years	2 years
From English, Math, or Science	1 year	2 years
Additional Core: English, Math, Science, World Language, Philosophy, Non-doctrinal Religion	4 years	3 years
<b>Total Core Units Required</b>	16 years	14 years