

District Handbook

This online District Handbook includes important information regarding district policies, parent and students rights and expectations, and more.

Each school year parents/guardians will be required to sign off that they have reviewed the policies, procedures and required notices (see links below) in the online handbook. Log in to [Skyward Family Access](#) to sign the electronic form (available in mid-August).

Print a copy of the District Handbook or call 651.351.8340 to request a printed copy.

School Handbooks, with procedures specific to each building, are available under Parent Resources on each school's website.

[Attendance](#)

Regular attendance is directly related to academic success, and helps student connect with peers and teachers.

[Children with Disabilities](#)

Our district defers to Minnesota State Statutes and Federal related to services for children with disabilities.

[Concerns and Feedback](#)

While we work hard to provide the very best service to our students and families, we know we may not always meet your expectations. We welcome your feedback and concerns.

[Early Childhood Screening](#)

Early Childhood Screening is a mandated program for all children entering kindergarten in Minnesota.

[Enrollment Options: Alternate and Open Enrollment](#)

Families in our community value choice and we provide a variety of learning environments to meet your child's individual needs.

[Free & Reduced Price Meals Eligibility](#)

Families may apply for free or reduced price meals and help schools qualify for additional funding to support our kids

[Parent Involvement](#)

Parent engagement in a child's learning has been shown to significantly impact student achievement, engagement in learning, and school attendance.

[Racial, Religious, Sexual Harassment, Violence and Hazing](#)

[Bullying Prohibition](#)

Bullying by an individual student or a group of students is expressly prohibited on school district property and school-related functions.

[Compulsory Instruction](#)

Our district defers to Minnesota State Statutes related to compulsory instruction, which covers a variety of parental rights.

[Discipline and Code of Conduct](#)

The discipline policy provides examples of areas of unacceptable behavior subject to disciplinary action, as well as outlines the disciplinary actions that may be taken.

[Electronic Technologies](#)

Technology is integrated into the learning environment, and students have access to a variety of digital devices both in and out of the classroom.

[Equal Opportunity for All](#)

The district will provide equal opportunity in education and employment for all persons and will not discriminate.

[Healthy Learning Environments](#)

Our district implements a complete Health and Safety program to protect our students from harmful chemicals, allergens and/or other pollutants.

[Protection of Pupil Rights](#)

The Protection of Pupil Rights Amendment (PPRA) gives students and parents rights regarding student surveys and other matters.

[School Meals](#)

Students have opportunities to purchase

The district prohibits any form of religious, racial or sexual harassment, or religious, racial or sexual violence, and hazing.

School Safety and Emergency Management

The district is committed to keeping students safe while they're in school and has a comprehensive plan in place to manage incidents related to weather, natural disasters or other emergencies.

Student Attire

A lack of attire, or personal grooming, that creates a danger to health or safety as well as attire that disrupts the educational process will not be allowed.

Student Learning

Students, parents and district educators share the responsibility of making sure that students are learning all they need to know.

Testing and Assessment

The district has a system of assessment in place to help us understand how our students are learning.

nutritious breakfasts and lunches each day.

Selection/Review of Instructional Resources

When controversial resources are used in a class to meet a course objective, parents are notified and may arrange for alternative instruction.

Student Health and Wellness

We work together with parents to ensure students are healthy and able to learn. Learn more about immunizations, medications, and other health related topics.

Student Records

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records, and gives parents certain rights with respect to their child's education record.

Transportation

All students who ride a bus are subject to rules and regulations set forth by the State of Minnesota and the district's school board.

Attendance

The information on this page is a brief summary. For additional guidance, please review [Policy 503: Student Attendance](#).

Procedure for Reporting an Absence: Report any absence before the start of the school day online in [**Skyward**](#) (use the [**app**](#)) or call your school's 24 hour attendance line.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from

school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

1. Parent verified illness. (up to 3 consecutive days or 8 total per year)
2. Doctor verified illness. (up to 3 consecutive days or 8 total per year)
3. Family emergencies or serious illness in the family. (up to 3 days per year)
4. A death or funeral in the student's immediate family or of a close friend or relative. (up to 4 days per year) 503-3
5. Family vacation with advanced notice (up to 5 days per year)
6. A student's condition that required ongoing treatment for any health related issue (physical or mental) with a note from provider.
7. Medical, dental or orthodontic treatment or counseling appointment.
8. Court appearances occasioned by family or personal action.
9. Religious instruction or holiday with advanced notice.
10. Physical emergency conditions such as fire, flood, storm, etc.
11. Serving a suspension.
12. Active duty in any military branch of the United States.
13. School bus arrived late

Unexcused Absences and Tardiness

All absences and tardies are unexcused by default. Students and families have 48 hours from the time a student returns to school to contact the school or produce a letter, note, or any documentation verifying a valid excuse reason in order to convert an unexcused code to an excused code. In cases of recurring unexcused absences, administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes. Students attending Stillwater Area Public Schools who attain 7 or more unexcused absences are considered a habitual truant and may be referred to the county attorney's office.

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students who accumulate multiple unexcused 503-4 tardies will be subject to the discipline rules found within their school handbook.

Children with Disabilities

Our district defers to Minnesota State Statutes and Federal law related to services for children with disabilities. Visit the links below for more information.

The parental rights notice (also called procedural safeguards) provides an overview of your parental special education rights. The notice addresses key rights such as providing informed consent and procedures for disagreeing with the district. View the [Minnesota Department of Education website](#) to access the procedural safeguards.

Federal Law:

- The **Individuals with Disabilities Education Act** (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

Parental rights under **Minnesota State Statutes** include:

- The parental right to be included in determining the appropriate and necessary services for students with disabilities is governed by section 125A.027.
- The parental right to notice and involvement regarding online reporting of data related to children with disabilities is governed by section 125A.085.
- Parental rights regarding notice, participation and due process related to special education alternative dispute resolution procedures are governed by section 125A.091.
- The parental right to notice of a school district seeking reimbursement from medical assistance or MinnesotaCare for services rendered to a student with a disability is governed by section 125A.21, Subd. 27.
- Parental rights related to services provided to students eligible for Part C services under the Individuals with Disabilities Education Act and the right to receive written materials regarding the implementation of Part C services are governed by sections 125A.42 and 125A.48. The parental right to use mediation to resolve disputes under section 125A.42 is governed by section 125A.42

Concerns and Feedback

As a district committed to individualized attention and personal relationships, offering a high-quality customer service experience is an essential part of our mission.

We recognize, however, that at times we may not meet all of your expectations. We welcome your feedback and encourage you to let us know if you have concerns.

- Share your concerns with the person most directly involved (i.e. classroom teacher, coach/activity advisor, etc.). Many times a concern is a result of misinformation or a misunderstanding and can be solved at the classroom or building level.
- If after that meeting there is still an issue, bring your concerns to the building principal or appropriate supervisor.
- If an issue remains, you may direct your concerns to the superintendent or administrative designee.
- If there is still an issue after speaking with the superintendent/designee, you may bring your concern to the school board during an open forum.

Our district is committed to continuous improvement, and we are always seeking to enhance the experience for our students, families, staff, and community members. We value your feedback. Comments can be sent to comments@stillwaterschools.org.

Early Childhood Screening

Appointments for Early Childhood Screening for the 2019-2020 school year are now available.

If your child is going into Kindergarten Fall of 2019, please call 651-351-4022 for August dates.

What is Early Childhood Screening?

Any child who will go to school in the state of Minnesota must have an Early Childhood Screening record before entering kindergarten. It involves a simple,

easy method of finding out how a child between the ages of 3 and 4 is growing and developing. *Watch the video below.*

What are the goals of Early Childhood Screening?

- To find out how your child is growing and developing.
- To connect parent and child with early childhood programs and other community services that may be needed.
- To answer any parenting questions/concerns you may have.
- Identify any possible health or learning concerns so that they may be addressed before a child enters school.

At what age should my child be screened?

The ideal age to have your child screened is between 3 and 4. Early Childhood Screening is not a kindergarten readiness assessment and should not be put off until right before kindergarten. Children usually go through screening one to two years before they enter kindergarten. However, if your child is five years old, not eligible for kindergarten, and not yet been through preschool screening, call to arrange an appointment.

What happens to the information gathered at Early Childhood Screening?

You will be given a full report of the findings when your child finishes the screening appointment. You will receive one copy of the report and one copy will be placed in your child's cumulative file with the school district.

Why must I make sure my child attends a scheduled Early Childhood Screening appointment?

Early Childhood Screening is a mandated program for all children entering kindergarten in Minnesota. About 650 children are screened each year. Cancelled or missed appointments make it challenging to systematically get all children screened at the appropriate age. It is also difficult to find a make-up time for children who miss an appointment.

How does my child get an Early Childhood Screening appointment?

The district census list of 3 to 4 years olds is used to obtain names and send notices about screening dates. If you are unsure as to whether your child is on the census, you may check with the Enrollment Office at 651.351.8412. Appointments typically last one hour and are held at the Early Childhood Family Center, 1111 Holcombe Street S., Stillwater and can be made online or by calling 651.351.4022.

Questions? Please call Early Childhood Family Education at 651.351.4022.

Enrollment Options: Alternate and Open Enrollment

See Policy #R1.4.1: [Student Enrollment Options](#)

Alternate Enrollment

Families in our community value choice and we provide a variety of learning environments to meet your child's individual needs. All students in District 834 are eligible to attend school outside of their assigned attendance area providing space is available at the school of their choice and application processes are followed. *Requests are filled based on priorities outlined on the [Administrative Procedures](#).* Transportation will not be provided for students choosing to enroll outside of their attendance area.

Open Enrollment

We welcome non-resident students through Minnesota's Open Enrollment Program, which allows any Minnesota student to apply to enroll in any public school in the state tuition-free. All non-resident student applications will be considered, providing that space is available at the school of choice, students are not dependent on district transportation and application processes are followed. *Requests are filled based on priorities outlined on the [Administrative Procedures](#).*

Call our Enrollment Office at 651.351.8412 for more information about enrollment options.

Free & Reduced Meals

Please Note: Families MUST fill out a new application for benefits at the beginning of each school year or benefits will expire!

Who can qualify for free or reduced meals?

Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster children can get free school meals without reporting household income. Also, children can get free or reduced school meals if their household income is within the maximum income shown for their household size on the instructions. Approval for school meal benefits is good for the school year.

Breakfast is **free** for those students who qualify for free or reduced meals.

Application Information

There are two ways to apply for Free & Reduced Meals; Online or On Paper

Apply Online	OR	Download the paper application
Apply Online Utilize the SchoolCafe app or website to submit your application online. View instructions		Download the Application for Free & Reduced Meals Cover letter and applications are available after August 1 at individual school offices or at Stillwater Area Schools Central Service Building. Please return completed paper applications to: Stillwater Area Schools, Nutrition Services, 1875 Greeley Street South, Stillwater, MN 55082.

When completing the application, please read all the instructions and other important information and complete all appropriate sections. **Incomplete applications** will be returned resulting in a delay in processing.

Need your free/reduced letter?

If you need a copy of your free/reduced letter here are the options.

1.If you submitted your application online, you can go into your schoolcafe account and print it off. www.schoolcafe.com

2.Check your e-mail. Most letters were sent via e-mail. Be sure to check your spam folder. Please note, letters are sent to the e-mail address listed in Skyward under Family One.

3.Call 651.351.8326 or e-mail foodservice@stillwaterschools.org and request your letter to be e-mailed to you or printed and mailed. You can also request the

letter to be printed and you can stop and pick up at the Central Services Building located at 1875 South Greeley Street in Stillwater.

Pursuant to United States Code, title 42, section 1758(b)(6)(A), the Department of Education shall enter into an agreement with the Department of Human Services to share the eligibility information provided by each school for the limited purpose of identifying children who may be eligible for medical assistance or MinnesotaCare. Parents must contact the [school district](#) in writing if they choose not to have this information disclosed.

[2019-20 Application for Free & Reduced Price Meals - English](#) (pdf, 575 KB)

[2019-20 Application for Free & Reduced Price Meals - Spanish](#) (pdf, 592 KB)

[Does your child have health insurance? - English](#) (pdf, 257 KB)

[Does your child have health insurance? - Spanish](#) (pdf, 92 KB)

Parent Involvement

Want A Successful Child? Get Involved!

How Is My Child Doing?

We're working hard to keep you up-to-date on how your child is doing with face-to-face conferences, online progress reports and report cards, and personal connections to your classroom teacher. Your children will also be taking an active role in communicating with you about their progress.

- Conferences - Parents will have two opportunities to meet with teachers each year, once in the fall and again in the spring - including traditional and non-traditional options. Students often take part in setting goals, sharing their progress.
- Report Cards - Report Cards will be provided two times per year in the winter and spring.
- [Skyward Family Access](#) - View report cards, update contact information and report student absences.

- SeeSaw app (grades preK-5) allows you to communicate with your child's teacher and see learning artifacts from school.
- **Schoology** app (grades 6-12) will let you see the latest homework assignments and up-to-date grades.

How Can I Be More Involved?

There are many ways for you to be involved in your child's learning. Stop by the office or talk to your child's teacher to learn more:

- Attending back-to school events, curriculum nights, parent-teacher conferences, and special events.
- Working with your child at home by reading and doing homework together.
- Getting to know your child's teacher and visiting with the school principal and support staff.
- Volunteering in the classroom or during special events. A variety of one-time and recurring opportunities exist. Background checks are required. Visitors and volunteers must also produce a valid, state-issued ID and utilize the district's **visitor management** system.
- Volunteering in the classroom or during special events. A variety of one-time and recurring opportunities exist. Background checks are required. Visitors and volunteers must also produce a valid, state-issued ID and utilize the district's **visitor management** system.

Racial, Religious, Sexual Harassment, Violence and Hazing

See [Policy SR 1.10](#): Racial, Religious, Sexual Harassment, Violence and Hazing

The district prohibits any form of religious, racial or sexual harassment, or religious, racial or sexual violence, and hazing. For purposes of this policy, school personnel includes: school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of ISD834. It shall be a violation of this policy for any student or personnel to:

- harass a student or any school personnel through conduct or communication of a sexual nature or regarding religion or race as defined by this policy;

- inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any student or school personnel; or to
- haze [or permit the hazing of] any student, whether on or off school property, during or after school hours.

ISD 834 will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment, or religious, racial or sexual violence, or hazing, and to discipline any students or school personnel who are found to have violated this policy.

School Safety and Emergency Management

- **Background Checks and Visitor Management**
- **Child Abuse and Neglect**
- **Emergency Management and Parent Reunification**
- **Weather Emergencies, School Closures and Cold Weather Safety**
- **Canine Searchers, Lockers, Search and Seizure, Security System Tampering and Video Surveillance**

Background Checks

It is the policy and practice that all job applicants for positions at Stillwater Public Schools, all employees, coaches and volunteers, except student volunteers, must submit to a criminal history background check as required by Minnesota state law. All individuals subject to the background check in District 834 must pay for the cost of the background check. [Learn more.](#)

Visitor Management

Parents and community members are welcomed into our schools. Upon entering a school, all visitors will be asked to present a valid, state-issued ID, which will be scanned into the visitor management system. The system will scan the visitor's name, date of birth, and photo for comparison with a national database of

registered sex offenders. Once entry is approved, a badge will be printed that identifies the visitor, the date, and the purpose of his/her visit.

Students who do not attend the school are not allowed to attend classes with friends, family or siblings. Tours of the school can be scheduled with the principal or building secretary. [Learn more.](#)

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Child Abuse and Neglect

The Minnesota Mandatory Child Abuse Reporting Law requires school personnel to report if they know or have reason to believe a child is being or has been, abused in the past three years. Failure to report child abuse is a misdemeanor and punishable by law. A report of child abuse made in good faith provides one with immunity from legal action. Child abuse may include physical abuse including mental injury, sexual abuse, neglect or threatened injury. All school personnel are required to report known or suspected cases of child abuse and/or neglect. The Washington County Community Social Services Intake direct number is 651.430.6457.

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Emergency Management and Parent Reunification

See [Emergency Management](#) website

In the unfortunate event that an emergency or disaster situation should ever arise in our area during the school day, our schools are prepared. We have established emergency procedures and trained our staff to respond effectively to such situations.

Should a disaster situation ever occur, we would need your cooperation and assistance. While we understand that every parent's/guardian's natural instinct in

an emergency is to rush to the school to be with their child, please understand that doing so may significantly impede the school's ability to respond to the situation.

In an emergency, parents/guardians are asked to follow the guidelines explained below:

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Up-to-date information will be shared with parents/guardians via voicemail messages, as well as email and text messages (if desired), throughout the emergency. Updates will also be posted to the district website.
- In some serious emergency situations, students may be relocated to another facility for safety. Once the students are all accounted for they will be transported by bus to a designated parent/guardian reunification site. Information and instructions on how to reunite with your child will be shared with parents/guardians at that time.
- When you travel to the reunification site, please be sure to bring a photo ID. We can only release students to their legal guardians and authorized individuals.
- Please be patient and understanding. Our first concerns will always be to ensure the safety of our students and staff. We will do our very best to provide timely updates and stay in communication with parents in any emergency situation.

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Weather Emergencies and School Closures

See [School Closings/Delays](#) website

Should schools be closed or school hours altered, families will receive an automated phone message and email, and those who have opted to receive text messages will receive a text. It is rare to delay the start of a school day as this often results in the most disruptions for families. If closing school for the day, our

goal is to have the message reach families by 6 a.m. whenever possible. If classes are cancelled for the entire day all regular after-school and Community Education classes are also cancelled.

School closing information will also be posted on our district website, school websites, and at Stillwater834 on Facebook and Twitter. Information will also be available via WCCO-830 radio and local television stations – Channels 4, 5, 9 or 11. Learn more [online](#).

Cold Weather Safety

Students will not go outside for recess or gym classes when cold weather conditions reach zero degrees and/or a wind chill of -10 degrees.

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Canine Searches

Schools may use specially trained dogs to detect and alert officials to the presence of prohibited items and illicit substances in lockers. Students are not to share lockers. Searches may occur in school and on school property including but not limited to the parking lot.

Lockers

School lockers are the property of District 834 and are loaned to students for their use. School authorities have the legal right to access lockers and search them at any time, for any reason and without notice. Students are to use only the locker assigned to them. Students are not to share their combination or locker with another student and are responsible for their own possessions. The school will not assume responsibility for lost or stolen articles. To decrease the likelihood of locker theft, students are asked to keep their locker locked at all times, spin the dial after closing the door, and make sure the entire door is closed. Valuable items should not be left in the locker. Students are liable for damage to their lockers. If the locker is defaced or damaged in any way, the student may be

assessed costs for restoration or repair. Anyone found defacing, damaging or vandalizing a locker or any other school property will face disciplinary consequences and/or referral to the legal system. CAUTION: Written statements on lockers may be deemed as harassment or violation of school rules or law. The student's personal possessions within a school locker may be searched only when administration have reasonable suspicion that the search will uncover evidence of a violation of a law or school rules. Whenever feasible, the student may be present when her/his property or school property which she/her uses is being searched. A general search of school properties, including but not limited to lockers or desks may occur at any time, and items belonging to the school may be seized. Schools may use specially trained dogs to detect and alert officials to the presence of prohibited items and illicit substances in lockers, common areas and/or school parking areas. If a dog alerts to an item in a locker or vehicle it may be searched.

Search and Seizure

If the school administration has a reason to believe an illegal act or violation of school rules has been committed, or is about to be committed, they are authorized to search the student and her/ his personal property or any district property used by the student, and seize any item the possession of which is specifically prohibited by law, district policies, or school rules.

Security System Tampering

Any action that is intended to deactivate, damage, or destroy any security system of the school district is strictly prohibited. Such action includes, but is not limited to, the disabling of tampering with a security camera in a school building or on school grounds or tampering with an automatic locking door apparatus.

Video Surveillance

The district authorizes the use of video/electronic surveillance systems to monitor activity on school property and buses as a means to protect the health and safety of students, staff and visitors.

Student Attire

Student Attire

Administration will address the lack of attire, or personal grooming, which creates a danger to health or safety as well as attire that causes a disruption to the educational process. This is including, but not limited to, bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

Staff/administration has the prerogative to ask students to change clothes should a concern arise.

Student Learning

Our teachers take a learner-centered approach and consider children as active participants in the learning process; students engage in the construction of their own knowledge.

All of our students - at every grade level - receive instruction in the basic, core curriculum areas of literacy, math, science, social studies, music, physical education, and media/technology. In addition, students are taught to think creatively, solve problems, and work collaboratively. These are just some of the 21st century learning skills infused in our teaching which are essential for student success in a changing world.

We believe that students, parents, and district educators share the responsibility of making sure that students are learning all they need to know, not just to meet Minnesota State Standards but to ensure

Shared Responsibility and Student Performance Measures

Religion In The Schools

Student Progress Reports

Learning Year Programs

English Learners

success in life.

Shared Responsibility and Student Performance Measures

Policy R 1.0

The district is committed to identifying meaningful measures of student performance in order to monitor and improve student learning. These measures will assist in making informed decisions related to the use of staff and financial resources.

Students are responsible for their own learning.

- It is expected that, through opportunities made available by District 834, students will develop their academic talents in order to become lifelong learners. **Parents/guardians are expected to be active participants in student learning.**
- Parents/guardians are expected to ensure their child(ren)'s attendance at school, insist on the completion of student work, monitor student performance, and advocate for the needs of their child(ren). **Teachers are recognized as having the most important impact on day-to-day student learning.**
- Through the use of innovative practices, positive relationships, and the implementation of district curriculum, high achievement for all learners is expected.
- Teachers' professional learning plans, as well as the evaluation of teachers, must have student learning as their ultimate outcome. **The community plays a vital role in student learning.**
- Through its financial support, the community will determine the scope of the district educational programming and opportunities for student choice.

- The community's willingness to partner, as volunteers, community experts and as a support system for our students, will help determine how effective the District can be in helping all students reach their potential.

The Superintendent shall administer district programs and evaluate the outcomes through seven measures of student performance, including:

- Student Engagement
- Student Social, Emotional and Behavioral Development
- Kindergarten Readiness
- Third Grade Literacy Proficiency
- Closing of Identified Achievement Gaps
- College and Career Readiness
- High School Graduation Rates

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Religion In The Schools Policy R1.10

It is the policy of I.S.D. 834 to support a climate of academic freedom in which ideas, including those associated with religion, can be discussed in an objective way, for their educational value, with emphasis on their impact on history, literature, art, music, science, ethics and social institutions.

Policy R1.10 defines limitations and Rights and Responsibilities of Students, Staff and Volunteers as well as procedures for curriculum examination and review.

Teaching about religion and beliefs of conscience is a legitimate and appropriate part of a complete academic education at the elementary and secondary levels. However students/parents may choose to not participate for religious reasons, and engage in alternate instruction, without consequence, as per Minnesota Statute 120B.20. Parents with questions should contact their building administration.

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Student Progress Reports [Policy R3.1](#)

It is the policy of I.S.D. 834 that it is for the superintendent/designee to provide for the annual classification, reporting of progress, and maintenance of records for all pupils.

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Learning Year Programs

[Minnesota state statute](#), section 124D.128, provides detail related to the parental right to notice of optional learning year programs.

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English Learners Program

[Minnesota state statute](#), section 124D.60, provides details related to parental rights to student enrollment in programs for English learners, including notice, withdrawal and parental involvement.

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Testing and Assessment

Stillwater Area Public Schools has a system of assessment in place to help us understand how our students are learning. Assessment types include universal screenings, diagnostic assessments, progress monitoring assessments, formative assessments, and summative assessments. Visit our [Assessment website](#) for more testing information.

Each of these levels of assessment serve an important purpose in our overall plan from identifying students in need of intervention or enrichment, to identifying individual student's instructional needs, to state and federal reporting.

Assessments are aligned with the Minnesota K-12 Academic Standards. These standards define expectations for students across the state in grades K-12. State standards are in place for English language arts, mathematics, science, social studies and physical education. View the [state standards](#) online.

Refusing State Testing

Parents or guardians have the option to refuse to have their students take the statewide (Minnesota Comprehensive Assessments). [Read more](#) about why the Minnesota Comprehensive Assessments are given and what your rights are as parents/guardians. Please see the [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#).

Curriculum Review

Minnesota Statute allows for parental review of curriculum. A parent, guardian or adult student (18 or older) may review the content of instructional materials. To do so, simply contact the building principal. If there is an objection to the materials, arrangements will be made for alternative instruction. The specific type of alternative instruction will be worked out between the principal and person

making the request. There will not be any penalties imposed upon a student for arranging alternative instruction.

Bullying Prohibition

The information on this page is a brief summary. For additional guidance, please review [Policy 514: Bullying Prohibition](#).

Anyone with concerns about an incident can report it by completing the [Bullying Report and Incident Form](#) and submitting the form to the school principal.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

Compulsory Instruction

Our district defers to Minnesota State Statutes related to compulsory instruction, which covers a variety of parental rights including the right to withdraw a child from school; to receive notice related to transfer of disciplinary records; to excuse a child from school for illnesses, appointments of religious events; and the right of

noncustodial parents to access school records and conferences, among other rights.

See [Minnesota state statutes](#) section [120A.22](#) for full details.

Discipline and Code of Conduct

See Policy [506](#)

The policy provides examples of areas of unacceptable behavior subject to disciplinary action, as well as outlines the disciplinary actions that may be taken.

The purpose of this policy is to help all members of the school community work collaboratively to create a safe, supportive and equitable school climate through the use of positive discipline practices. Effective positive discipline results from an equitable, supportive environment that stresses student self-direction, decision-making and responsibility.

All students have a right to learn and develop in a setting which promotes respect of self, others and property. Effective positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility.

See the policy for more details.

See [Administrative Procedures](#) for more details about consequences of misbehavior.

The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the district. The consequences apply to all students, preschool through grade 12+, regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, at a school

bus stop, or on a pathway to or from school. Consequences also apply to misbehaviors carried out through the use of electronic communication.

Electronic Technologies

The information on this page is a brief summary. For additional guidance, please review [Policy 524](#) Technology and Internet Access and Acceptable Use

The School Board believes that users should have an opportunity to access the Internet to facilitate learning, and for educational and personal growth in the use of technology, resource sharing, information gathering and communication skills. The use of the District technology system and access to use of the Internet is a privilege, not a right.

Access to the District technology system and to the Internet enables students and staff to explore thousands of libraries, databases, bulletin boards, and other global resources while exchanging messages with people around the world. The District expects that staff will blend thoughtful use of the school District technology system and the Internet throughout the curriculum and will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as bullying awareness and response.

The value of access to information and interaction on the Internet far outweighs the risk that users may procure material that is inconsistent with the educational goals of the District.

Users are expected to use Internet access through the District technology system

to further educational and personal goals consistent with the mission and policies of the District. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

The Technology Access and Acceptable Use Policy sets forth guidelines for student access and use of district electronic technologies.

Equal Opportunity for All

All students, regardless of gender, personal characteristics, backgrounds, or physical challenges, shall have the opportunity to study all content areas and be supported in their learning. **See Policy 102 Equal Educational Opportunity**

The district will provide equal opportunity in education and employment for all persons and will not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, status with regards to public assistance, membership or activity on a local commission, disability or age. **See Policy R 1.3.1: Non Discrimination**

Healthy Learning Environments

- Allergy Aware
- **Animals in the Classroom**
- Indoor Air Quality and Asbestos Abatement
- **Lead in Drinking Water**
- Pesticide Use
- Radon Measurement

Allergy Aware

Exposure to some fragrances and scents may cause some individuals to experience asthma or allergic reactions, including upper respiratory irritation, headaches, and other symptoms. Please use personal products that are fragrance free/low odor. Many people have allergies, such as peanuts/wheat/latex. Please be respectful of their needs. No latex balloons are allowed on school grounds.

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Animals in the Classroom

We are working to decrease student and staff exposure to potentially harmful animal allergens. Procedures for bringing animals to school are:

- Teacher will notify the principal, custodian, and students of the type of animal and location. All animals will be properly vaccinated.
- The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning components.
- The teacher will ALWAYS be present when animals are handled by a student.
- All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.

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Indoor Air Quality and Asbestos Abatement

Stillwater Area Public Schools has implemented and maintains a complete Health and Safety Program to protect our students and employees. The district continues its efforts to monitor asbestos in our buildings and to respond in a cautious and proactive manner. Periodic surveillance of all asbestos-containing materials takes place semi-annually to ensure they remain in good condition. **A complete re-inspection of our buildings takes place every three years which is scheduled for June 2021.**

As an added precaution, these planned abatement projects occur on breaks or during the summer when students are not present in the building. Questions about the asbestos management plan or asbestos removal should be directed to the Manager of Facilities and Site Operations, [651.351.8374](tel:651.351.8374).

Also, the district has an Indoor Air Quality Management Plan that addresses any indoor air quality concerns that may be reported. To report these concerns, please contact your child's principal. Annual building inspections are performed to prevent problems from occurring. Questions regarding the IAQ Management Plan should be addressed to the Manager of Facilities and Site Operations, [651.351.8374](tel:651.351.8374).

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Lead in Drinking Water

The district takes the safety of our students and staff very seriously. Please visit the information regarding water safety in the Environmental Health & Safety section of the website [here](#).

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Pesticide Use

Pesticides and non-chemical treatments may be used in a combination in and around school buildings for the control of weeds, as well as insects and rodents. To limit potential pesticide exposure, the district uses a trained and licensed pest control service, and our staff follows safety regulations to ensure pesticides are used properly.

General Schedule: Pesticide applications, if required, will take place the last full week of every month. Restricted entry signs are posted on school grounds after application by our licensed contractor.

Application of herbicides for weed control will be: October 12-26, 2019; May 16-30, 2020 and July 11-25, 2020.

If you would like to be notified of pesticide application outside of the general schedule, please call the Manager of Facilities and Site Operations, 651.351.8374.

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Radon Measurement

Stillwater Area Public Schools takes safety very seriously and works diligently to ensure we provide safe and healthy learning environments for all of our students. While radon testing is not required for schools in Minnesota, our district has tested our schools and have posted results [online](#).

Protection of Pupil Rights

Protection of Pupil Rights Notice

The Protection of Pupil Rights Amendment (PPRA) gives students and parents rights regarding student surveys and other matters. Parents and students of Stillwater Area Public Schools, ISD834, are hereby notified of their rights under the law.

Districts must receive written consent of the parent or adult student before administering any student surveys funded by the U.S. Dept. of Education (USDOE) if the survey includes “protected” information regarding any of the following “protected” topics:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of attorneys, physicians and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents, or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents have the "right to notice" and an opportunity to "opt out" of any of the following:

- A survey not funded by the USDOE that includes one or more of the "protected" topics;
- Activities involving the collection, disclosure or use of personal information obtained from students for the purpose of marketing, selling or otherwise distributing said information to others, or
- Any non-emergency invasive physical exams or screenings that are required for attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate safety of the student or other students, except for hearing, vision, or scoliosis screenings, or others as permitted or required by state law.

Parents and eligible students have the right to inspect certain materials prior to a student participating in a survey. A request to inspect materials can be made to the building principal. Available for review will be:

- Surveys developed by a third-party or that seek information about the protected topics;
- Documents and instruments used to collect personal information from students if used in marketing, sales or distribution to others, and

- Instructional materials used as part of the educational curriculum or as part of student surveys conducted under sections listed above.

Parents and eligible students can report violations of the PPRA by contacting the U.S. Dept. of Education Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-5920. .

School Meals

We believe that healthy meals are essential to helping students learn. Breakfast and lunch is served at all of our buildings and offer a variety of fresh fruits and vegetables and whole grains – some of which come to us fresh from local farms.

Menus for each of our schools are available [online](#).

Menu Planning

Our menus are planned under the guidance of a registered dietitian. Menus are analyzed for their nutritional value to ensure all guidelines are met. Menu analysis is based on the student consuming all items required by USDA. When we plan menus we offer a variety of foods that are age appropriate and kid-friendly.

Dietary Restrictions and Food Allergies

Stillwater Area Schools Nutrition Services will provide special dietary requests for students with food allergies and/or other dietary restrictions. In accordance with federal USDA regulations, the [Special Diet Statement form](#) must be completed and signed by the parent/guardian **as well as the child's licensed physician** before any accommodations are made.

Paying for Meals

Our online Fee Pay system allows you to pay for meals online, monitor food purchases, and check account balances. Each child is assigned a Personal Identification Number (PIN) that is entered as they go through the meal line. Parents will be notified when account balances are low. Log on to stillwaterschools.org/FeePay to set up your account, check balances and pay for meals.

Students will be allowed to participate in the school lunch program regardless of meal account balance, however, parents will continue to be responsible to pay for all meal charges, including negative account balances. [See SR 1.27: Delinquent Meal Accounts](#)

Selection/Review of Instructional Resources

The Selection/Review Of Instructional Resources [Policy R1.12](#) refers to the resources teachers select to meet their course objectives. Teachers inform parents of possible controversial resources and how parents may arrange for alternative instruction.

Procedures for Selection/Use/Retention:

The licensed teacher has the right to select resources that he or she believes will increase effectiveness in meeting curriculum objectives. The licensed teacher recognizes the responsibility to use good judgment in the selection/use/retention of resources. The teacher who is in doubt concerning the advisability of using

certain resources, which may be controversial in the classroom, will consult with the building principal or designee and determine a next course of action. This may include parental notification so that the parents or guardians may have the opportunity to review the material and arrange for alternative instruction (See Rule V) and P.E.R.

Instructional Resources Review and Request for Alternative Instruction:

Parents, guardians or adult students, 18 years of age or older, can review the content of instructional resources used in the classroom. Arrangements to review resources can be made with school personnel at any time. School personnel will notify parents regarding the use of instructional resources known to be controversial.

Student Health and Wellness

See Policy 533: Wellness

Our wellness policy is helping to create smarter, happier kids and a healthier community. The school district is working together with parents, teachers, doctors, dietitians and our community to strengthen kids' minds and bodies. Our revised policy is all about getting kids moving; serving nutritious meals, snacks and concessions; creating safer environments for kids with allergies, medical conditions and other dietary restrictions; and making it easier for kids to be active and healthy beyond the school day.

- **Emergency Contact Information**
- **Immunizations**
- **Health Conditions, Illness/Injury at School and When a Student Should Stay Home**
- **Homebound Instruction**

- [Medications](#)
- [Minnesota Health Care Programs](#)

Emergency Contact Information

At the beginning of the school year parents/guardians will be asked to update their child's emergency information in [Skyward](#). It is necessary that we have your phone numbers as well as phone numbers for two additional family members or friends who can be contacted in case your child has a medical emergency or needs to be picked up from school. You'll also be asked to share any information about special health conditions or medications that emergency care providers would need to be aware of in the event of an emergency.

Please notify the school immediately of any changes to your child's emergency information during the school year.

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Immunizations

[Minnesota Statute 121A.15](#) requires every student enrolled in school to be immunized against certain diseases or file a legal medical or non-medical exemption. This law includes students enrolled in public and non-public PreK-12 programs, as well as childcare, preschool, alternative programs and home school programs.

Students will not be able to attend school if their immunizations are not in compliance in one of the following ways:

- [Immunization Form](#) (or the [Immunization Form - Spanish](#)) can be used to document vaccinations and/or to claim an exemption from the requirements for medical or non-medical exemptions. (Schools will accept other versions of immunization records too as long as all required immunizations are listed.)
- Medical exemptions must be signed by a health care provider.
- Non-medical exemptions must be signed by a parent/guardian and notarized.

For more information, visit our [immunization webpage](#).

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Health Conditions

It is the responsibility of the parent/guardian to notify the appropriate school staff of any medical condition that may impact the health or safety of their child during the school day or in school activities.

Illness/Injury at School

When a student becomes ill or injured at school, they are evaluated by health office staff. The parent/guardian or designated emergency contact will be notified if the student needs to go home or if parent/guardian consultation is required. If emergency care is needed, 911 will be called.

When a Student Should Stay Home

Students should stay home if they are experiencing upper respiratory/cold symptoms with frequent coughing and/or runny nose, diarrhea/vomiting within the last 24 hours, fever of 100 degrees or more within the last 24 hours, ear pain with drainage, strep throat (until 24 hours after initial dose of antibiotic), an open wound that cannot be covered. Contact the school health staff with any questions.

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Homebound Instruction

Homebound instruction may be provided for a student who will be absent from school for an extended period of time (three or more weeks) due to illness or injury. A teacher may be arranged to provide instruction for your child at home so they are able to stay current with school work.

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Medications

The following must be provided before a medication (either prescription or over-the-counter) may be administered to a student at school: a written authorization from a parent/guardian, and a signed order from the licensed prescriber stating the name and dose of medication, times and duration for administration. Medications must be sent in the original container or pharmacy-labeled container.

If a student is to self-administer a medication, parents must submit the [Self-Administration Form](#). Students may carry asthma medication and an EpiPen at school. Secondary students may self-administer and self-carry non-prescription, over the counter, pain relieving medication at school provided that they have written parent permission, the medication is in its original container, and the medication does not contain ephedrine or pseudoephedrine.

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Minnesota Health Care Programs

Minnesota Health Care Programs have free and low-cost health insurance for children and families who qualify. Income is one factor for qualifying. Other rules and limits apply. For more information, call your county office or visit the MN Department of Health [website](#).

To get a MNsure application for health coverage and help paying costs (DHS-6696):

- Print one from the [Internet](#)
- Call (877) KIDS-NOW toll free

- Call Washington County at 651.430.6459

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Student Records

See [Policy SR 1.11](#): Data Privacy Protection and Privacy of Pupil Specific Data Policy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

- [Private Data](#)
- [Directory Information](#)
- [Special Education Records](#)

Private Data

Under FERPA, parents and eligible students have the following rights:

Inspect and review the student's education records maintained by the school within 10 working days of the date a written request is received, exclusive of Saturdays, Sundays and holidays. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. Contact your building principal to seek access to your child's record. You will be notified of the place and time the record(s) may be available for review.

Request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify:

- the part of the record you are requesting to be changed
- why it is inaccurate or misleading

If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. Contact your building principal to request an amendment to your child's record.

Control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

Complaints concerning alleged failures by the school district to comply with the requirements of FERPA can be filed with the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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Directory Information

FERPA also requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The school district has designated the following as Directory Information:

- Student name
- Student photograph/image/recording
- Degrees and awards received
- Major field of study
- Grade level completed
- Participation in school sponsored activities and sports
- Most recent educational agency or institution attended
- Dates of attendance
- Weight and height of members of athletic teams

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- A playbill or program, showing your child's role in a drama or music production
- The annual school yearbook
- Honor roll or other recognition lists published in school or in newspapers
- Graduation programs
- School/student directory
- School or district website
- Sports statistics listed in programs, such as football, which may include height and weight of team members

Directory Information can also be disclosed to outside organizations without a parent's/guardian's prior written consent, regardless of the reason for or source of the requested data.

A student's photograph/image/recording is also directory information and may be released. Photographs and videos of students participating in school activities and events may be taken by district personnel (and by the media with permission of school/district staff) for use in publications, marketing materials or online communications.

Parents/guardians may refuse to have directory information made public by completing the Student Information Release Opt-Out Form (available in [Skyward Family Access](#)) each year.

The names, addresses and home phone numbers of students in grades 11 and 12 may also be shared with military and college recruiters, per federal law. Parents/guardians may refuse the release of this information for recruitment purposes by completing the Military/ College Recruiter section of the Student Information Release Opt-Out form.

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Special Education Records

Student special education files are kept and maintained in the school that the student attends. Current individualized education plans (IEPs) and required special education forms are also kept on the District SpEd Forms System (electronic files). Access to individual student data on the SpEd Forms System is reserved for special education staff working with the student and administration. Parents/guardians should contact the student's special education case manager or building principal to access or request a release of information related to the files. Minnesota Statutes require that school districts retain special education records for five years after graduation. It is recommended that students and/or

their parents keep copies of the last two individual educational plans (IEPs) and the most recent three-year assessment. Request for copies or release of information to other agencies can be made with written authorization by the student, if age 18 or older, or the parent/legal guardian. Direct questions to Student Support Services at 651.351.8309.

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Transportation

See Policy **R 4.5: Transportation**

Transportation Eligibility

Elementary students (kindergarten through grade five) living half of a mile or further from school are eligible for bus service, as are middle school and high school students (grades 6-12) living one mile or more from school.

Registering for Transportation

If your child will be attending Stillwater Area High School or any of the private/charter schools within our district that offer transportation, you will need to register for transportation if you want your child to ride a bus.

Students attending district elementary schools and the two middle schools will automatically be scheduled for bus service if they are eligible. If your student doesn't need bus service, please complete the [Decline Transportation form](#).

Bus Stop Criteria

Routes are arranged according to safety, efficiency, and geographic area as much as possible.

Generally, the policy states:

- There will be no bus stops established within one-half mile of the assigned school.
- There will be no bus stops established that require a student to walk further than one-half mile.
- Bus stops are located at intersections.
- No more than 10-15 students are assigned to a bus stop.
- Buses will not be routed down cul-de-sacs for bus stops except to transport special education students.
- A bus stop may be dropped if, after 10 consecutive days, no student has utilized the stop.

Bus Safety Rules

All students who ride a bus are subject to rules and regulations set forth by the State of Minnesota and the district's school board. A violation of those rules may result, depending on frequency and severity, in suspension of bus riding privileges. The school bus is considered to be an extension of the classroom.

- Be on time to your bus stop
- Board and depart the bus safely
- Follow the bus driver's instructions
- Respect property of others
- Keep hands, legs and belongings to yourself
- Use appropriate language
- Remain seated
- Do not eat or drink

If a student misbehaves, the driver has several options available. A driver may pull the bus over, give a verbal warning, assign seating, write a conduct report, or a combination of all of these. Any notification of discipline will come from your school. Drivers only generate reports, they are not responsible for deciding what

the outcome of those reports will be. Schools have a principal or assistant principal in charge of student conduct forms and bus discipline.