You’ve Made the Right Choice!

We understand families have many options when it comes to selecting a school for their children. We are so glad you chose Stillwater Area Public Schools.

Our schools have a long and proud tradition of high expectations, high standards and outstanding student achievement. Our students excel in the classroom, on stage, and on playing fields. We have some of the highest test scores in the state, and our students are recognized locally and nationally for achievements in academics, music and sports.

We believe you’ll have even more to love in the coming years as we add preschool to all of our elementary schools and expand opportunities for our 6-8 graders with a new middle school program. Ninth graders will be moving to the high school where they’ll have access to more elective courses and upwards of 50 clubs and activities. Our students will have more opportunities than ever before!

All that, along with the things we’ve always been known for:

- Personal, caring teachers and support staff committed to each student
- A variety of choices and opportunities for students – both in the classroom and beyond
- An exceptional reputation and unwavering tradition of excellence

We encourage you to stay involved in your children’s education. Do not hesitate to visit with classroom teachers and school staff, get to know the principal, and even send an email to the superintendent or other district office staff. We are here to serve your children and ensure they receive the best education possible.

Thank you for choosing Stillwater Area Public Schools!
Welcome to Our Pony Family

We are excited to welcome families to the Stillwater Area Public Schools’ community.

If you are new to the district, you’ll find that the 18 unique communities that make up Stillwater Area Public Schools are family-friendly and Pony Proud! Residents have been supporting our schools for more than 140 years. Our friendly staff is eager to assist in making your transition to our district and community an easy one. Our Central Enrollment Office is open year-round, Monday through Friday, from 8 a.m. to 4:30 p.m. except legal holidays. You will find us at 1875 South Greeley Street, Stillwater or call us at 651.351.8412.

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. Transportation will not be provided for students choosing to enroll outside of their attendance area. Call our Enrollment Office at 651.351.8412 for more information.

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. Call our Enrollment Office at 651.351.8412 for more information.

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.

The district will provide equal opportunity in education and employment for all persons and will not discriminate on the basis or 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 (Policy R 1.3.1).

Our Mission:
The mission of Stillwater Area Public Schools, in partnership with students, family and community, is to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

Objectives:
- Each student will have the skills and abilities to compete in an ever-changing world.
- Each student will be an active participant in his or her community.
- Each student will contribute to a safe, caring and healthy environment.
- Each student will have a sense of belonging.
- Each student will be personally engaged in service to others.
- Each student will have a passion for learning.
- Each student will identify and pursue his or her passions.
School Hours

Elementary Schools (Grades K-6)
*Afton-Lakeland................................................................. 8:40 a.m. to 3:10 p.m.
Andersen............................................................................. 8:40 a.m. to 3:10 p.m.
*Lake Elmo (K-5)............................................................... 8:40 a.m. to 3:10 p.m.
*Lily Lake................................................................. 8:40 a.m. to 3:10 p.m.
Marine................................................................................. 8:45 a.m. to 3:15 p.m.
Oak Park .......................................................................... 8:40 a.m. to 3:10 p.m.
*Rutherford................................................................. 8:40 a.m. to 3:10 p.m.
Stonebridge ........................................................................ 8:45 a.m. to 3:15 p.m.
Valley Crossing................................................................. 9:15 a.m. to 3:45 p.m.
**Withrow ........................................................................ 8:45 a.m. to 3:15 p.m.

*PreK from 8:40 to 11:10 a.m.
**PreK from 8:45 to 11:15 a.m.

Junior High Schools (Grades 7-9)
Oak-Land (6-9)...................................................................... 7:50 a.m. to 2:20 p.m.
Stillwater ............................................................................. 7:50 a.m. to 2:20 p.m.

High School (Grades 10-12)
Stillwater Area High School.................................................. 7:40 a.m. to 2:10 p.m.

St. Croix Valley Area Learning Center.............................. 7:45 a.m. to 2:10 p.m.

Central Services
1875 South Greeley Street, Stillwater

Superintendent of Schools
Denise Pontrelli .......... 651-351-8301
pontrellid@stillwaterschools.org

Enrollment Office ...... 651-351-8412

School Meals/Nutrition . 651-351-8326

Transportation .......... 651-351-8377

Learning and Innovation
Bob McDowell .......... 651-351-8391
mcdowellb@stillwaterschools.org

Assessment
Angie Freese .......... 651-351-8312
freesea@stillwaterschools.org

Personalized Learning
Rachel Larson ............... 651-351-8389
larsonr@stillwaterschools.org

Student Support Services
Paul Lee ................. 651-351-8381
leep@stillwaterschools.org

Technology
John Perry ............... 651-351-8414
perryj@stillwaterschools.org

Communications
Carissa Keister .......... 651-351-8320
keisterc@stillwaterschools.org

Community Education
Annette Sallman .......... 651-351-8322
sallmana@stillwaterschools.org

Business, Finance and Operations
Kristen Hoheisel ........ 651-351-8321
hoheisolk@stillwaterschools.org

Human Resources
Cathy Moen ............... 651-351-8311
moenc@stillwaterschools.org

Visit our
Online Staff Directory

Check out our 2016-2017 calendar online: Academic Year
Get Involved

Sharing Your 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 (ie. 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 her 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.

Watch Your School Board in Action!

Board meetings are generally held the second Thursday of the month at 6:30 p.m. at the Stillwater City Hall. Learning sessions are generally held on the fourth Thursday of the month at Central Services.

• Watch live web streaming of meetings and learning sessions online.

• Tune into Cable Channel 15 in the St. Croix Valley for live and re-broadcast meetings.

• Visit our website for archived videos of meetings, agendas and meeting materials, and previous board meeting minutes.

2016 Board Members

*Kathy Buchholz
buchholzk@stillwaterschools.org

*Amy Burback
burbacka@stillwaterschools.org

George Hoeppner
hoeppnerg@stillwaterschools.org

Tom Lehmann
lehnmann@stillwaterschools.org

Paula O’Loughlin
oloughlin@stillwaterschools.org

Shelley Pearson
pearsons@stillwaterschools.org

*Mike Ptacek
ptacekm@stillwaterschools.org

Contact board members by email or call the School Board Message Line at 651.351.8429.

*Seat up for election in Nov. 2016
Sharing Information

We’re streamlining how we share important news about your child’s classroom, school and the district. You can expect fewer flyers stuffed in backpacks; shorter, more concise articles; and easier to navigate websites.

District

stillwaterschools.org: Website features news updates, links to schools and department webpages, and archived resources about our district.
Social Media: Updates on Facebook, Twitter and YouTube to share photos, videos, news of current school events, and student and staff success stories.
Pony E-News: District news, important announcements, student/staff success stories, and school board updates.

Community Connections

Newsletter: Mailed to all households at least three times per year informing residents of district news.
Cable TV Channel 15: School board meetings, school events and concerts, and a variety of videos and announcements.

School

School Website: News and announcements, staff contact information, links to teacher webpages, curriculum guides, and archived resources.
School E-Newsletters: Weekly school news, important announcements, and messages from the principal.
Online School Calendar: Up-to-date information about school and classroom events and activities.
Friday Folders (elementary only): Weekly news from the school and your child’s teacher.
School Messenger: Automated phone system to share important news and/or emergency information.

Teacher

Skyward Family Access: Online gradebook, as well as attendance reporting and more.
Personal Connections: Phone calls, emails and handwritten notes home to share updates on student progress, celebrate successes, or share concerns.
Teacher Website or newsletter: Classroom news and coming events, as well as links to lesson plans, learning targets and resources for parents to help their children at home.

Want A Successful Child? Get Involved!

Parent engagement in a child’s learning has been shown to significantly impact student achievement, engagement in learning, and school attendance. We’re making it easy for you to be informed and involved in your child’s education.

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 - Conferences will be held in the fall for all grade levels, with spring conferences for elementary only. Students 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 - Online gradebook, as well as attendance reporting and more.

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.
• Participating in the PATH Parent Institute, where you can join with other parents to learn about the school system and how you can better support your child(ren).
• Volunteering in the classroom or during special events. A variety of one-time and recurring opportunities exist.
Student Learning

Meeting the Needs of Each Student

No two students learn at the same pace or in the same way. Our teachers strive to provide different ways for students to learn based on each child’s unique learning style, interests, personal experiences, and strengths. Educators call this differentiation. But really - it’s just good teaching!

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 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
Appropriate Student Dress

The district’s Student Attire Policy addresses 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, 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. Consequences: Student conference; parent notification.

Guidelines
• Garments must be appropriate. It is recommended students wear a T-shirt or button collar shirt and appropriate shorts, skirts or slacks.
• Undergarments must be worn and appropriately covered.
• Saggy pants are not acceptable.
• Midriffs and navels must be appropriately covered.
• Shirts and shoes must be worn at all times.
• Hats, hoods, du rags, and bandanas are not to be worn during the school day.
• Tube tops are prohibited. No backless or strapless tops.
• Chains and dog collars are prohibited.
• T-shirts with sayings or pictures that relate to smoking, alcohol, drugs, sex, or gang affiliation symbols are prohibited.

Other articles not listed may not be appropriate; therefore, staff/administration has the prerogative to ask students to change.

Age Requirements
Children must have reached their fifth birthday by September 1 to be eligible for school entrance. Children who have given evidence of social, physical and intellectual maturity may be considered for early entrance by contacting the principal.

Visitors and Volunteers
Parents and community members are welcomed into our schools. All visitors are required to sign in with the main office staff to receive a visitor’s badge. Students who do not attend the school are not allowed to attend classes with friends or siblings. Tours of the school can be scheduled with the principal or building secretary.

All volunteers who work with children must complete a district background check at least once every four years. All volunteers and visitors must sign in at the office with a photo ID, and wear a visitor badge for the duration of their visit. Learn more about the volunteer background check online, or contact the school for more information.

Pledge of Allegiance
State law requires that all students shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so.
Healthy Learning Environments

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.

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. The next re-inspection will be completed in December 2016.

As an added precaution, these planned 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.

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.

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.

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.

Application of herbicides for weed control will be Oct. 17-28, 2016; May 22-June 2, 2017; July 17-28, 2017. If you would like to be notified of pesticide application outside of the general schedule, please call 651.351.8374.
Student Records

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. (Policy SR 1.11).

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

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.

- 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
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 who wish to refuse to have any or all of the directory information made public, including student images, must notify the district by October 1 of each year by submitting the Student Information Release Opt-Out form.

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.

View the full Data Privacy Protection and Privacy of Pupil Specific Data Policy (SR 1.11).
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.

Expectations for Student Conduct (Policy SR 1.20)

The school district environment must be honest, respectful, caring, and safe. High expectations for learning must be held by all stakeholders. Diversity must be recognized, accepted, and promoted through inclusive practices.

Stakeholder cooperation, teamwork, and partnerships are essential. Proper student conduct and attendance are necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of expectations.

Disciplinary Options

Progressive discipline will be utilized to the extent reasonable and appropriate based upon the specific facts and circumstances. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. After weighing the evidence, the designated administrator determines if the charge is supported by the evidence and if so, the appropriate disciplinary action will be taken in accordance with district policies, guidelines and professional judgment.

At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student’s misconduct, as determined by the school district.

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

- Student conference
- Parent contact
- Parent conference
- Removal from class
- In-school suspension
- Suspension from extracurricular activities
- Detention or restriction of privileges
- Loss of school privileges
- In-school monitoring or revised class schedule
- Referral to in-school support services
- Referral to community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities;
- A request for a petition to be filed in district court for juvenile delinquency adjudication
- Out-of-school suspension under the Pupil Fair Dismissal Act "Suspension" prohibits a pupil from attending school for a period of no more than ten school days
- Preparation of an admission or readmission plan
- Expulsion under the Pupil Fair Dismissal Act "Expulsion" prohibits an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act "Exclusion" prevents enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year
- Other disciplinary action as deemed appropriate by the school district.

Students who are currently identified or are in the process of being identified as disabled under the Individuals with Disabilities Education Act (IDEA) or Section 504 will be subject to the provisions of this policy provided that their misbehavior is not a manifestation of the disability, unless an educational program has specified a necessary modification within the students Individual Education Plan (IEP) or 504 plans.

Roles

School Board Members:
Hold all school personnel responsible for the maintenance of order within the school district and support all personnel acting within the framework of this discipline policy.

Superintendent:
Establishes guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians.

Building Level Administrator:
Formulates building rules and regulations necessary to enforce this policy, and will provide annual training/review to students and staff regarding such. The licensed school principal, assistant principal, or designated administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The licensed school principal, assistant principal, or designated administrator shall consult with parents/guardians of students conducting themselves in a manner contrary to the policy. The licensed school principal, assistant principal, or designated administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. A licensed school principal, assistant principal, or designated administrator, in exercising the person’s lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. In determining the extent of student involvement in a contrary behavior the licensed school principal, assistant principal, or designated administrator may use all investigative means necessary including electronic and video surveillance in order to carry out this policy.
Teachers:
Provide a well-planned teaching/learning environment including but not limited to the classroom and in doing so, shall enforce the Code of Student Conduct, with appropriate assistance from the administration. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Other School District Personnel:
Contribute to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent or designee. A school employee, or other agent of a school district, in exercising the person’s lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

Parents or Legal Guardians:
Responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students:
Individually responsible for their behavior assisting with the overall climate of the building, and for knowing and obeying the Code of Student Conduct and this policy.

Community Members:
Contribute to the establishment of a positive atmosphere at events sponsored by the school district or held on school district property.

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Code of Student Conduct

Every student, preschool through adult, has the right to an education in a safe, respectful and welcoming school environment. This is achieved through the adoption and implementation of a consistent school-wide positive behavior support plan for every school in District 834.

The following are examples of unacceptable behavior subject to disciplinary action. Any student who engages in any of these activities shall be disciplined in accordance with Discipline Policy SR 1.20. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; any vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place, including off-campus behaviors and the use of electronically generated images and communications, which interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. This list includes examples of student misconduct, but by no means covers every situation:

**Attendance problems:** Truancy, excessive absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission (see pages 16-17).

**Attire:** Lack of attire, or personal grooming which creates a danger to health or safety or a disruption to the educational process.

**Communication devices:** Unauthorized illegal use and or possession which includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service.

**Disrespectful language, verbal assaults or verbally abusive behavior:**
Use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades district personnel, students or others.

**Disruptive acts:** Disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, threats.

**Disruptive acts to the educational process:** Bomb threats, and physical or verbal threats, such as the staging or reporting of dangerous or hazardous situations that do not exist; Distribution or possession of literature or otherwise unauthorized materials of inflammatory, libelous, slanderous, or obscene nature.

**Drugs, Tobacco, Alcohol Use:** Use of drugs for non-medical purposes, alcohol and tobacco.

Falsifying, altering or tampering with any records documents, notes or signatures, including those in possession of the school district, by any method, including, but not limited to, computer access or other electronic means; False fire alarm or tampering with or interference with any fire alarm system.

**Fire:** Failure to exercise ordinary caution, resulting in fire in a school building or on school property.

**Gambling:** Playing a game of chance for stakes.
Racial Religious, Sexual Harassment, Violence and Hazing (Policy SR 1.10)

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, and hazing, and to discipline any students or school personnel who are found to have violated this policy.

Other acts as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

Parking or school traffic rules and regulations:
Driving on school property in such a manner as to endanger persons or property.

Possession of nuisance devices:
Objects, which unauthorized use of, cause distractions, including, but not limited to, pagers, radios, phones, headphones, handheld video games and music devices.

Scholastic dishonesty: Cheating on a school assignment or test, plagiarism, collusion or electronically transmitting information with intent to commit scholastic dishonesty.

Terroristic acts: Direct or indirect crime of violence or threat with purpose to terrorize another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience.

Violations against persons: Assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, indecent exposure; or committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment or an act that otherwise endangers the health, safety or welfare of district personnel, students, or others.

Violations against property: Damage to, destruction of, or failure to return school property, school issued textbooks and materials, the property of others, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, vandalism, violation of directives or guidelines relating to lockers or improperly gaining access to school lockers.

Violation of District Transportation Policy and Procedures (Policy R 4.5): Violation of school rules, regulations, policies, or procedures and any local, state or federal law.

Weapons: Possession, use or distribution of a weapon when in a school location (Policy SR 1.19).
Attendance
School attendance is a joint responsibility to be shared by students, parents/guardians, teachers and administrators.

It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and follow the correct procedures when absent from an assigned class. It is the responsibility of the parent/guardian to ensure the student is attending school, to inform the school of a student absence, and to work cooperatively with the school and student to solve any attendance problems that may arise.

**Procedure for Reporting an Absence:** Report any absence before the start of the school day in Skyward or call the 24 hour attendance line. Failure to notify the school will result in a phone call from the school to check on the location of your child.

**Excused Absences**
An absence from school or class for any of the following reasons is recognized by the school as excused:
1. Illness that is verified by a parent/guardian, or doctor.
2. Family emergency: Unforeseen occurrence such as serious illness, injury or death of a family member.
3. Medical/dental/other appointment: If possible, please arrange appointments outside of school hours. A written excuse from the doctor/dentist/etc. is recommended if the student is missing any school time.
4. Family vacation, sporting event, or other elective absence: If possible, please try to schedule these events when school is not in session. Based on academic standing absences may not be excused by administration.
5. Court appearance: When a student is being court ordered to appear and absence is previously arranged by the student with the school.
6. Bus transportation: Problems related to the bus that is provided by the school district.
7. Religious holidays.

**Unexcused Absences**
An absence from school or class for a reason that is not recognized by the school as excused, whether or not verified by a parent/guardian. Examples of unexcused reasons for absences and tardiness include, but are not limited to:
1. Overslept / running late
2. Need for sleep or rest
3. Needed at home / babysitting
4. Missed the bus
5. Leaving school during the regular school day without approval of school official
6. Hair appointment/personal grooming appointment
7. Not in assigned location while at school
8. Student not immunized
9. Other non-emergency situations

**Make-Up Work**
When a student is absent, they are expected to make-up the missed work. Arrangements for make-up work are the responsibility of the student. Please see Skyward Family Access for homework assignments. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher. A failing grade will be recorded for all make-up work not completed.
Procedure when a student is absent from school

1. Enter your child's attendance on-line by logging onto Family Skyward Access and clicking on the attendance tab or call the 24 hour attendance line to report any absence each day the student is absent.

2. All student absences will be considered unexcused unless verified as excused by a parent/guardian.

3. When leaving during school hours, a student must have a signed note from parent/guardian. This note is their pass to leave the classroom at the designated time. Students must sign out in the office.

4. If a student is late arriving, they must have either a parent come in the building and sign them in OR have a signed note from a parent/guardian explaining the reason for the late arrival. Please present note from doctor or dentist at this time.

5. A student who will be absent for two or more days must present to the attendance secretary a signed note from a parent/guardian indicating the days they will be absent. The student will receive a Pre-Arranged Absence form, on which they will note any homework to be completed and ask each teacher to sign. Please complete one week in advance.

6. A student who becomes ill during the school day must report to the health office. Parents will be contacted if it is necessary to arrange for an ill student to be taken home.

7. No student is to leave the building or its premises during the school day without the school's permission.

Guidelines for Absences Requiring School Action

Health concerns:

1. Please call the attendance line whenever a student is home with an illness. School health office staff may contact parent if the student misses school frequently or has an extended illness.

2. If a student misses 10 or more days per year due to illness, school administration will require a doctor’s note and coordination between parent and school.

Consequences for Excessive Absences

A student absent for 15 consecutive days must be dropped from the school roles and must formally re-enroll to be admitted to school. No credit is earned in the time the student is not enrolled. A student absent for an extended period of time (over three weeks) due to illness is eligible for homebound instruction. Parents should contact the school to make arrangements. If a student has an extended long term illness, required make-up work and grade will be determined by the school.

Consequences for Unexcused Absences (Truancy)

District 834 works with Washington County Truancy Services and follows their guidelines. According to the Washington County “School Attendance Intervention Program” brochure (8-12), “The law is ‘designed to provide a continuum of intervention and services to support families and children in school and in combating truancy.’ At 3-5 unexcused absences, the school will notify the parent or guardian that the child is a ‘continuing truant.’ Students and parents will also receive a letter from the County Attorney’s Office. ‘If the child has 7 unexcused absences, they are then considered ‘habitually truant.’ The school is required to report the student to Washington County after 7-10 unexcused absences.” For more information, go to Washington County’s website www.co.washington.mn.us.

Tardy Policy

Arriving for all classes on time is important for success. Students checking in to school after 8:10 am, without a valid excuse, will be marked truant for first hour. Tardies in excess of 10 minutes in other classes may result in truancy rather than a tardy.

Tardies will be tabulated per semester. It is understandable that students may be late a few times for various reasons, but should avoid this situation becoming a habit.

School Lockers

The inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without consent and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
Bullying Prevention

1. Students need a safe and civil environment 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 students’ ability to learn and teachers’ ability to educate students in a safe environment.

2. It is the school district’s intent to prevent bullying, however, when it does occur, the district will take action to investigate, respond, remediate, and discipline acts of bullying, intimidation, violence, reprisal, retaliation, or other similar disruptive and detrimental behavior. Such conduct will be addressed to the extent that it affects the educational environment, and the rights and welfare of its students, and is within the control of the school district in its normal operations.

3. An act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place, and with or without the use of school resources, constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, or materially or 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.

4. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

5. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

6. False accusations or reports of bullying against another student are prohibited.

7. Students who commit prohibited acts of bullying, reprisal, or false reporting of bullying, or condone or support another student’s act of bullying, shall be subject to disciplinary action or other remedial responses in accordance with school district policies and procedures, up to and including suspension and/or expulsion.

8. Teachers, administrators, coaches, volunteers or other employees of the school district who commit, permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying shall be subject to disciplinary action up to and including termination.

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

10. The school district will investigate all reported complaints of bullying and will discipline or take appropriate action against any individual(s) found to have violated this policy.

See the complete Bullying Policy SR 1.23
Stillwater Area Public Schools provides students and staff with a digital learning environment to support 21st century learning. Technology is integrated into the learning environment, and students have access to a variety of digital devices both in and out of the classroom.

Expanding Access to Technology

Stillwater students at all levels utilize technology to expand their learning. All of our elementary classrooms are equipped with one iPad, Chromebook or other digital device for every two students. At the secondary level, a mix of student-owned and district-owned devices provides about one device for every student. Families are also able to lease digital devices through our Bring Your Own Technology initiative.

Skyward Family Access

Grade reports, homework assignments, messages from teachers, special school announcements and much more will be communicated with parents through the Skyward Family Access website. Family Access is used at the junior high and high school as a way for parents/guardians to stay informed about their student’s academic progress. Report cards, required forms, and other reports are also available for students in elementary school. Log on to Family Access.

Stillwater Cloud

Students have access to Moodle and Google apps on the cloud. Each student, grades 7-12, will be provided a Cloud Account with an email account and access to Google apps. Students are expected to check their account on a regular basis for class and building information, and can also use their accounts for communicating with teachers and classmates.

Technology Access and Acceptable Use

Students should have an opportunity to access technology resources and 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 District technology 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 global resources while exchanging messages with people around the world. Staff will blend thoughtful use of technology throughout the curriculum and will educate students about appropriate online behavior.

The Technology Access and Acceptable Use Policy (Policy SR 1.24) sets forth guidelines for student access and use of district electronic technologies.

The proper use of the Internet is the joint responsibility of students, parents and employees of the district. Our schools are required to attempt to block or filter Internet access to any visual depictions that are obscene or otherwise harmful to minors. We work with teachers, parents, and students to teach our students to be responsible while online. Outside of school, parents/guardians are responsible for monitoring their student’s use of the district system and the Internet.

Online Learning Opportunities

Stillwater Area Public Schools offers online learning opportunities for students, including special education students and those seeking enrichment and credit recovery. Online learning is available to full or part time students in grades 7-12. Students interested in online learning should contact their counselor or school administrator to gather information and guidelines.
Student Safety

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.

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.

Emergency Management and Parent Reunification
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.

All of our schools have controlled entrances to monitor who enters the building. During school hours, visitors will be required to pass through the office and asked to show a photo ID when signing in.

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 his/her 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, www.stillwaterschools.org.
• 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.
• 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.

Weather Emergencies and School Closures
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.

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.
Transportation

Each year we provide bussing to more than 6,000 students living in our district – both public and non-public/charter students. Transporting children safely to school and home again is the primary goal of bus drivers and school staff alike. The following rules and guidelines are in place to help us keep students safe.

Transportation Eligibility
Elementary students living half of a mile or further from school are eligible for bus service, as are junior high and high school students 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 junior high 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. Forms are available online.

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.

Where’s My Bus?
Parents and students can now track their school bus by GPS. The MyStop app can predict when the bus will arrive at your bus stop, and will keep you up-to-date on any delays. Learn more at stillwaterschools.org/MyStop.
Updated Wellness Policy (Policy SR 1.25)
Our updated 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.

Immunizations
Any child entering a Minnesota public school must provide a statement from a physician or public clinic indicating that the child has received immunizations against measles, mumps, rubella, diphtheria, tetanus, polio, chicken pox and hepatitis B. All immunizations must include the day, month, and year for each immunization. Should a parent/guardian choose not to have their child immunized, they must provide a notarized statement to the school.

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.

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.

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 after initial dose of antibiotic), an open wound that cannot be covered. Contact the school health staff with any questions.

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.

Emergency Contact Information
At the beginning of the school year you will receive an emergency information card. Please fill out this information and return it immediately. 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. The card also contains information about special health conditions or medications that emergency care providers would need to be aware of.

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

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.

Minnesota Health Care Programs
Minnesota Health Care Programs have free and low-cost health insurance for children and families who qualify. (Medical Assistance has no monthly cost. MinnesotaCare has a monthly premium based on household income.)

To get a Minnesota Health Care Programs application:
• Print one from the Internet: mn.gov/dhs/people-we-serve/adults/health-care/
• Call (877) KIDS-NOW toll free
• Call Washington County at 651.430.6459
Healthier Kids Are Smarter Kids!

You may know that active kids are better students. You likely realize that what our kids eat affects how they learn. But did you know that kids today are expected to live FIVE YEARS LESS than their parents because of unhealthy lifestyles?

Together, we can change that!

We’re committed to doing our part to help our students become smarter, happier, and live longer lives. (Wellness Policy SR 1.25)

Here’s a few ways you can help:

- **New options for fundraising and concessions**
  
  Even our fundraising and concessions are changing to support healthier lifestyles for our kids and communities! All food sold during the school day must meet federal health standards, which are designed to reduce sugar and expand nutritious options. We’re encouraging parent groups and booster clubs to also look for alternative fundraising options that promote healthier lifestyles. See a list of ideas.

- **Creative celebrations**
  
  Food is an important way for many cultures to celebrate special events, but the stress caused by food allergies, medical conditions, and dietary restrictions takes the fun out of celebrations for many of our students. Teachers will be working with parents to find creative ways to celebrate special events without food. Learn more.

- **Less cake. More birthdays**
  
  We will be recognizing children on their birthdays without sugary treats. Our teachers have lots of great ideas of how to recognize birthdays with fun, free and active celebrations instead of with candy or cupcakes. View a list of ideas.

Learn more at stillwaterschools.org/healthymoves.
**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 at [http://stillwater.nutrislice.com/](http://stillwater.nutrislice.com/).

**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. It is our hope that by doing so, students will choose a variety of foods to create a healthy, well-balance meal that they will eat.

While school districts have some flexibility in what foods we offer to our students, we are required to plan menus in accordance with guidelines set by the United States Department of Agriculture (USDA). These guidelines follow the Dietary Guidelines for Americans and the Recommended Daily Allowances by age groups for protein, iron, calcium, and Vitamin A & C.

**Requirements for Lunch**

1-2 oz. meat/meat alternate daily; 1 cup (2 or more servings) fruit and/or vegetable daily; 8-12 servings of grains/bread weekly (Depending upon age of child); and 8 ounces milk daily.

**Requirements for Breakfast**

8 ounces of milk daily; ½ cup fruit, vegetable, or juice daily; ½ cup fruit or vegetable; and either 2 grains/bread servings daily, or 1 grains/bread serving and 1 ounce of meat/meat alternate.

**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 Identificaton Number (PIN) that is entered as they go through the meal line. Parents will be notified when account balances are low.

Log on to our website at [stillwaterschools.org/FeePay](http://stillwaterschools.org/FeePay) to set up your account, check balances and pay for meals.

**Free or Reduced Lunch**

Students may be eligible for free or reduced price meals. Eligibility requirements and application forms are [online](http://stillwaterschools.org/FeePay) or can be obtained from the secretary in the principal's office.

**Meal Prices 2016-2017**

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