

# Parent Handbook

## 2018-2019



Pinewood

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**ELEMENTARY SCHOOL**

*Mounds View Public Schools*

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## COMMUNICATION

### Newsletter/Emails

The school sends a weekly News/Calendar update via email for those families that have recorded their email address on their child's health and emergency form (this should be sent home by the first day of school). This includes a variety of information about activities going on at school and in the district. It also includes access to our school event calendar. Other emails go out throughout the year from the district or the school on a variety of other issues. Please visit the district website and register for E-News to receive district news.

### Communication Folder

Thanks to our PTA, every student receives a green communication folder on their first day of school. This is a good tool for carrying important information between school and home. Our fourth and fifth graders will receive a student planner book for additional communication in regards to homework.

### Mounds View Messaging

Occasionally, an automated voice mail message may be sent from either the district or the principal. These messages may be general announcements, reminders about school lunch accounts, snow days, etc. If you wish to have a number blocked, please contact [webmaster@moundsvIEWSchools.org](mailto:webmaster@moundsvIEWSchools.org).

### ParentVue

ParentVue is a parent portal that gives parents secure, electronic access to their child's records. Teachers and staff in all of our schools will use this system to provide families with more consistent and reliable communication about their child's academic progress than in the past.

Please contact the school office for an access code so you can set up a ParentVue account. One account will allow access to the information of all school-age children in your family.

### Progress Reports

Progress Reports will be emailed to families at the end of Semester 1 and 2. If you desire a paper copy of this report, please contact the front office.

### Common Communication Nights

Each school hosts ongoing parent communication nights. Dates will vary from building to building. Please see the school website for more details.

### Reaching Your Child's Teacher

A staff directory can be found on our school website. It includes email addresses and phone numbers. Please be aware that the teacher may have their phone set-up to go to voicemail while they are teaching. Please leave your message and the teacher will get back to you within 48 hours. If there is an **urgent message**, please contact your child's school office.

### Download the App

The easiest way to access Mounds View Public Schools is from your smartphone or tablet. Download the District's free mobile app, available for customizable, mobile-friendly access to a wealth of information including menus, directions, calendars and directory information. Available for iPhone and Android devices by searching Mounds View Public Schools.

## Website/Social Media

Please visit our district website at [www.moundsviewschools.org](http://www.moundsviewschools.org). You can find a wide range of information about the district and about each building. Each school building also has their own website. You can find the district and individual schools on Facebook and Twitter. Don't forget to "LIKE" us on Facebook and follow us on Twitter.

## **SCHOOL CLOSINGS OR LATE STARTS**

Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at [www.moundsviewschools.org](http://www.moundsviewschools.org) and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children's schools to ensure receipt of voice mail and e-mail messages. Families should always assume that schools are open unless they hear differently.

## **AUTOMATED PHONE MESSAGES**

On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements, and notices regarding student absences and lunch account balances. Within the exception of emergency calls, all messages are sent to the family's primary phone number on record with the school. Emergency calls will often be sent to all of the family's home, work and cell phone numbers provided to the school. Parents who wish to opt out can do so by sending an email message to [webmaster@moundsviewschools.org](mailto:webmaster@moundsviewschools.org) with the phone number(s) they wish to be blocked.

## **ATTENDANCE**

### Attendance Line

Please call your school's attendance line if your child will be absent or late to school. This is a voice mail system accessible 24 hours a day, 7 days a week.

### *Excused/Approved Absences (samples)*

1. Sickness (School may request verification from a doctor, or the parent may bring the child to be seen by the school nurse.)
2. Doctor's visit (including mental health)
3. Religious holidays
4. Extreme family emergencies

### **\*\*Vacation:**

All schools align with the district regulation regarding vacations. Days missed for vacation are "excused" yet "unapproved" absences. Like any other absence, these are recorded as an absence, and they appear on a student's record. Yet these absences do not count for truancy, and they hold no consequence. We do realize there are times when families take vacations when school is in session. Thank you for your support. To view the regulation, [click here 3109: Student Rights and Responsibilities](#) If you choose to take your child out of school for a vacation, please complete a Travel Plans Form. This form is used to inform the school office and teacher of your child's absence and can be found on the last page of this handbook, or in the office.

### *Unexcused/Unapprove Absences (samples)*

1. Needed at home (e.g. babysitting)
2. Overslept
3. Missed bus

### School Attendance Matters (SAM):

The basic tenets of SAM are:

1. Regular school attendance leads to higher academic achievement;
2. Education is a basic need for all children;
3. Education is the key to a successful future;
4. School attendance is mandatory; and
5. Parents of children who do not attend school as required by law will be petitioned to court for educational neglect if, despite SAM's pre-court diversion efforts, attendance does not improve.

Elementary schools may refer any child living in Ramsey County to the program who has been absent three or more days during a school year without lawful excuse. Schools are encouraged to refer children who are chronically tardy or have excessive illness absences.

SAM is a diversion program that consists of a three-step process involving progressively intrusive interventions to compel parents to address the attendance problem in a positive manner. Parents who have a child who has been absent three or more days may be referred to SAM. The student's family is sent a letter informing them of the attendance problem and requiring them to attend a meeting where an Assistant Ramsey County Attorney discusses the legal, social and individual ramifications of continued poor attendance.

If school attendance does not improve after the initial intervention, the parents are required to attend a School Attendance Review Team (SART) hearing. Students over the age of 10 may also be required to attend this hearing. At this hearing a school attendance contract is negotiated with the parents. If attendance fails to improve following the SART hearing, an educational neglect petition is filed in Ramsey County Juvenile Court and an expedited hearing is scheduled.

### When is your child marked absent and/or tardy?

Students will always be marked absent regardless of the reason. The reason for the absence will be listed on their attendance records.

A student is considered tardy if s/he comes into the building after the start bell but before two hours into the morning. After two hours, the student will be marked for a ½ day A.M. absence. A student is considered ½ day P.M. absent if s/he leaves two hours or more before the dismissal bell. If a student leaves early and with less than two hours of the day left, they will be marked tardy.

All tardies will be marked in the student's attendance record with the appropriate reason.

Situations in which students are habitually tardy, or regularly withdrawn from school, but less than two hours early will be dealt with on a case by case basis. SAM will be utilized as necessary.

### Homework Make-Up Policy

If your child is absent due to illness:

- For one-day absences, homework will be given to the student upon their return.
- For absences greater than two days:
  - Contact the office to request homework.
  - Homework should be ready to pick up within 24 hours of your request.

If your child is absent due to a vacation:

- It is recommended that family vacations coincide with school vacations. However, if a family trip must be scheduled during school time, follow this plan:

- Alert the teacher of the upcoming absence.
- Complete the Travel Plans Form (found at the end of this document or in the school office).
- Keep in mind the classroom experience is a critical component to learning. It includes instruction, discussion, guided practice and group work that cannot be replicated when work is sent home to be completed.
- When your child is on vacation, make-up work:
  - Will be assigned after the child returns. The quantity and type of homework may be modified based on the teacher's discretion.
  - Will be given only for concepts that have already been taught, not future work.
  - Is expected to be completed and returned in a reasonable length of time after the child returns to school.

## **TRANSPORTATION**

### Transportation (District Policy and Regulations #EG-0103)

Mounds View Public Schools comply with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

### Bus Transportation

All kindergarten students are eligible for free school bus transportation. All students in grades first through fifth who live beyond a two-mile walking radius are eligible for free bus transportation. Students who live within this two-mile must pay \$225 per child with a family cap of \$500. If paid after June 8, the fee is \$250 per child with a family cap of \$575. If the fee is paid after January 1, the fee is \$137.50 per child with a family cap of \$275. New families who register after June 8 must pay \$225 per child with a family cap of \$500. Fees that are paid by check can be mailed to the district office or dropped off at your child's school. If you want to pay by credit card, you may do so through child's ParentVue account. If you qualify for free lunch the fee is waived. If you have further questions, you may contact our district transportation department at 651-621-6027.

Parents and students should be aware that most of the School District's buses contain video recorders. School buses equipped with video recorders contain a notice of the video recorder's presence. The purpose of the recorder is to monitor student conduct on the buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his/her actions and conversations may be recorded.

Bus expectations for children are:

## **BUS EXPECTATIONS**

### **While on the bus, student expectations are:**

#### **Be Respectful**

Follow bus rules  
Listen to the bus driver and patrols  
Keep bus clean and well cared for

#### **Be Kind**

Find a seat quickly  
Help younger students

#### **Be Safe**

Keep personal space  
Sit and face forward  
Talk quietly

#### **Be Your Best**

Use appropriate language  
Be responsible for your personal belongings

Examples of items **allowed** on the bus:

Backpacks, small musical instruments (that can be held on lap), school projects (to be held in lap).

Examples of items **not allowed** on the bus:

Dangerous/illegal objects/substances, animals, large instruments, large sports equipment

For safety reasons, once the child is on the bus the bus driver will not allow the child to exit the bus anywhere except at their designated stop. Students are not allowed to ride a different bus to or from school.

Entering and exiting the school building:

1. Students remain seated on the bus until they are released to enter the building. Students who eat breakfast at school will be released a few minutes earlier.
2. Children are expected to WALK to and from the building using the sidewalk and designated entry/exit door.

### Parent Drop-Off/Pick-Up

If you drop-off and pick-up your child, please be aware that we do not provide before or after school supervision. The first bell rings allowing students to enter the building 15 minutes prior to the start of the school day. Students who eat breakfast should go directly to the cafeteria upon entering the building.

### Leaving School Early

Only legal parents/guardians and adults listed on the health and emergency form are allowed to pick a child up from school. If you wish to have someone other than a previously authorized person pick up your child:

- Send a note of authorization to the teacher with your child.
- In the event of an emergency, call the office.

### Bicycle Use

- Bicycles need to be parked and locked in the bike racks upon arrival on school grounds.

- The school cannot be responsible for lost, stolen, or damaged bicycles.

### Change of Transportation

Contact the school office should you need to change transportation for your child. Any changes in transportation need to be made two hours prior to the end of the school day to ensure this message can be communicated out to both the classroom teacher and the student.

**For safety reasons we cannot accept verbal requests from the child regarding changes to their daily transportation.**

### **BUILDING SECURITY PROCEDURES**

A visitor screening system helps track visitors and volunteers at each school, providing a safe and monitored environment for students and staff. When parents come to pick-up their child(ren), or visitors check-in, they will be asked to present a valid state-issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the school.

### Safety Drills

Throughout the school year, each school conducts five fire drills, five lock-down / safety checks, and one severe weather drill.

### **LUNCH AND RECESS**

#### Lunch

All students will receive both a 20 minute lunch and a 20 minute recess. Students will be directed to the cafeteria for lunch. We have two hot lunch choices most days. Students will select which one they prefer during their attendance time in homeroom. If students prefer to bring a lunch from home, they may also purchase milk if necessary. The lunch and breakfast menus will be posted on our website at:

[www.moundviewschools.org/lunchmenus](http://www.moundviewschools.org/lunchmenus)

#### **2018-2019 Lunch/Breakfast Prices:**

Elementary Lunch: \$2.55

Secondary Lunch: \$2.80

Grades 1st-12th Breakfast: \$1.50. (Kindergarten breakfast is free)

Milk: \$0.50

Adult Lunch: \$4.00

Adult Breakfast: \$2.25

Each student will receive a PIN number when they start in the district. This will be their number through 12<sup>th</sup> grade. You can put money in their account three ways:

- Send a check to school. Written out to ISD 621 Nutrition Services. Be sure to include the child's name and/or PIN number.
- Use your ParentVue account and submit with a credit card.
- Utilize PayPAMS.com. For additional information regarding PayPAMS, please click [here](#).
- Families can see their student's Lunch Pin number when they log into their Pay Pams account at [www.paypams.com](http://www.paypams.com) or log into their School View account and click on Fee Pay.

If your child's balance drops below the equivalent of two lunches, Nutrition Services will use Mounds View Messaging to contact parents when the balance is low.

#### Breakfast

We serve breakfast every school morning starting 25 minutes before school starts. Students who are dropped off may just walk down to the cafeteria. Students who arrive by bus will be dismissed at early from their bus for breakfast.

### Can I eat lunch with my child?

You are welcome to join your child for lunch. If you are ordering a school lunch, please contact the office by the start of the school day to place your order. Otherwise, you can bring a lunch for you and/or your child. **We ask that you do not share food with other children besides your own.**

### Free Breakfast/Lunch

Families can complete the 2017-18 Application for Educational Benefits form online at [www.moundviewschools.org](http://www.moundviewschools.org) beginning August 1. Paper applications will also be available at all schools in English and Spanish. This must be applied for every year.

Contact Heather Schmidt at [651-621-6024](tel:651-621-6024) or [heather.schmidt@moundviewschools.org](mailto:heather.schmidt@moundviewschools.org) with any questions.

### Food Sensitivities/Allergies

If your child has a food allergy or sensitivity, please contact the school nurse to create a plan for your child.

### Recess

All students will be given approximately 20 minutes each day for recess. Please be sure your child is dressed appropriately for the weather. We will have indoor recess if it is raining, lightning, or in cases of extremely cold temperatures or wind chills. Decisions impacting recess will be based on local conditions and according to [weather.gov](http://weather.gov). We are not able to accommodate requests for a child to remain inside for recess unless a doctor's note has been submitted to the health office.

## **TECHNOLOGY**

### Internet Use

The Mounds View School District has installed Internet software filtering which will meet the specific requirements for K-12 schools which were put in place by the Federal Communications Commission. This filtering device affects every computer in every building in our district and monitors all the Internet traffic. It will filter requested Web pages through its comprehensive database of rated sites.

### Cell Phone Policy

As with anything of value, if a student chooses to bring his/her cell phone to school, the school is not liable for theft or damage. If your child brings a cell phone, they are asked to drop them off in the front office with a staff member, where it will be secure, to be picked up at the end of the day. It is the school's expectation that cell phones/devices stay in your child's backpack throughout any bus ride to or from school.

## **ACADEMIC HONESTY**

Assignments and assessments given to students are done so for the purpose of measuring grade level concepts and standards. Therefore, it is necessary for each student to complete all assignments and assessments in a honest and fair manner. If students engage in purposeful, academically dishonest practice (e.g. plagiarism), parents will be notified.

## HEALTH SERVICES

For a wealth of information, visit the District's "Health Services" website at [www.moundsviewschools.org](http://www.moundsviewschools.org).

Each Mounds View Public School has a licensed health care specialist who is supervised by a Licensed School Nurse on its staff. Their responsibilities include:

1. To provide supportive care for students who become ill or injured during the school day.
2. To administer medication to students who require it during the school day.
3. To provide assistance to students who need support with the management of chronic health conditions (such as asthma and diabetes) at school.

*You are encouraged to contact the Licensed School Nurse if your child has a chronic health condition (including severe allergies) requiring management during the school day or if you have a question regarding his/her physical or emotional health.*

### WHEN IS MY CHILD TOO SICK TO GO TO SCHOOL?

Your child should stay home from school if he/she has:

- A fever of 100 degrees or higher in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- New, undiagnosed rash, skin sores or blisters,
- Purulent (green or yellow) eye drainage or crusting
- Untreated head lice
- Possible strep throat (student may return after a negative lab test or 24 hours on medication)
- Contagious disease

Please call the school attendance line and report any of the above symptoms each day your child is absent due to illness.

### HEALTH AND EMERGENCY FORMS

If your child becomes ill at school and it is necessary for him/her to go home, you or the designated emergency contact person will be contacted to pick up your child. *Please notify the office immediately if emergency contact names or phone numbers change.*

We depend on the information you provide on this form. We need to be able to reach you quickly in case your child is ill or injured. If we cannot reach you, we will try your emergency contacts or the police for assistance in locating you. In an extreme illness or injury, we will call 911.

### MEDICATIONS

For students with health conditions that require medication during the school day, parent provided medication is administered by the Health Care Specialist or other school staff under the direction and supervision of the Licensed School Nurse. **There is no school supply of medication.**

School district policy requirements include:

#### Prescription medication

- Must be provided in the prescription container (pharmacy will supply a duplicate, labeled container for school use upon parent/guardian request) with the following information:
  - child's name
  - current date
  - name of medication and strength
  - directions for administration
- Written authorization from licensed healthcare practitioner and parent

#### Over the counter medication

- Must be provided in the original container with an intact manufacturer label
- Written authorization and instructions from the parent/guardian

#### Short-term prescription medication

- Must be provided in the prescription container
- Written authorization from the parent/guardian

Students are **not allowed to self-administer medication**, with the exception of asthma inhalers and epinephrine auto-injectors, if there is prior authorization from the parent and licensed health care provider as well as an interview with the licensed school nurse.

#### IMMUNIZATIONS

Minnesota State Law mandates that each student have a record of all required immunizations or documentation of exemption on file at school. Health staff will contact you if your child's documentation is incomplete. Parents who are conscientiously opposed to having their child vaccinated or parents whose child has an exemption for medical reasons need to submit appropriate documentation. The immunization exemption form can be downloaded from the Health Services area of the district website or requested from the school health office.

#### VISION AND HEARING SCREENING

##### Vision

Distance vision will be screened at grades Kindergarten, 1, 3 and 5, and for all students new to Mounds View schools. 1<sup>st</sup> grade students will also have eye muscle balance and color vision screening.

##### Hearing

Screening audiometry will be done for kindergarten, first grade and new students.

All students receiving special education services will have their hearing and vision evaluated at the time of initial evaluation and three year re-evaluation.

Any student will be screened if there is a teacher or parent request to do so.

The Licensed School Nurse reviews the screening results and sends home a written referral if further medical evaluation is recommended.

#### MISCELLANEOUS

##### Birthday Treats

In order to help promote all students' health, as well as providing a safe environment for our students with food sensitivities, all elementary school will have guidelines for birthday celebrations.

If you wish to bring something to share with classmates for a birthday celebration, please limit it to a **non-food acknowledgement**. Donation examples include but are not limited to: student's favorite book to the class collection, have a special "guest reader" read a book to the class, stickers, pencils, pens, markers, erasers, a board game to the class for indoor recess days, etc.

Your child's teacher will also help recognize your child's special day.

##### Dress Code

Our dress code is in place to encourage respect for our school, other students and staff and to support a learning environment. A student's appearance should not interfere with the learning environment nor should the student's manner of dress or grooming pose any hazard to his/her safety or the health and safety of others.

What is NOT permitted during school hours:

- Hats and hoods (Headpieces that are worn for religious reasons are the exception to this policy.)
- Shirts with slogans or characters depicting alcohol, drugs, tobacco, sex, violence, profanity, derogatory statements or gestures.

Appropriateness of attire will be at principal discretion. Students who are dressed inappropriately may be sent to the health office and given a temporary change of clothes. Parents will be contacted and asked to bring in alternative clothes.

#### Lost & Found

Lost items are displayed at identified locations in the school. Unclaimed items will be donated periodically throughout the year. Reminders will be in the school newsletter. Very small or valuable items, such as rings, watches, and keys are kept in the school office. In order to keep the lost and found at a minimum, please label your child's attire.

#### Pet Policy

Due to allergies, safety, and security, our policy is that animals are **not allowed** on school grounds at any time.

#### PTA

The PTA is an organization of parents, staff and individuals who are interested in our school learning community. Its purpose is to provide a communication link between home and school.

#### Volunteering

If you are interested in volunteering at your child's school, please contact the school office. All volunteers in the Mounds View School Districts will be required to complete a background check conducted at your child's school. Volunteers are required to familiarize themselves with [Policy EG-3104](#) before starting at the school.

**MOUNDS VIEW DISTRICT ELEMENTARY SCHOOL  
TRAVEL PLANS FORM**

**Parent's Name** \_\_\_\_\_

<b>Student Name(s)</b>	<b>Grade</b>	<b>Homeroom Teacher</b>

**We are notifying you of our child(ren)'s absence for family travel as described below.**

**Dates student(s) will be absent from school:**

\_\_\_\_\_  
*At various times during the school year, students will be participating in a variety of standardized assessments which at times may be difficult to reschedule. April & May are especially busy testing months. Individual testing schedules vary by grade & teacher. Families are encouraged to check with their child(ren)'s teacher prior to submitting this form.*

**Destination/Travel Plans**

\_\_\_\_\_  
\_\_\_\_\_

**Parent signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form to your child's school office or homeroom teacher.  
Teachers will assign make-up homework upon your student's return.**

**Acknowledgement of Receipt:**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

**Original – Attendance/Office**

- Classroom teacher**
- Parent**

## ANNUAL PUBLIC NOTICE DATA PRIVACY

Independent School District No. 621 gives notice to parents of students and students currently in attendance in the School District of their rights regarding pupil records.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Minnesota Governmental Data Practices Act, Minn. Stat. 13.01, *et seq.*, provide parents and students who are over 18 years of age (eligible student) with certain rights with respect to the student's education records. These rights include:

1. Parents and eligible students have the right to inspect and review the student's educational records. The School District will attempt to honor a request for access to a student's education records immediately, if possible, or within five days. If the School District needs additional time to respond to a request for access to education records, the School District may request an additional five days to comply with the request.
  - a. If a parent or eligible student wants to make a request for access to the student's education records, the parent or eligible student must submit a written request to inspect and review education records to the District Data Practices Compliance Official. The request should identify as precisely as possible the record or records the requesting party would like to inspect and review.
2. Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are incomplete, inaccurate or misleading.
  - a. If the parent or eligible student wants to amend an education record(s) that they believe are incomplete, inaccurate or misleading, the parent or eligible student must request an amendment in writing to the District Data Practices Compliance Official. The request must identify the records(s) that the parent or eligible student seeks to amend and identify the items contained therein that are believed to be incomplete, inaccurate or misleading and specify the correction that is being requested.
  - b. If the School District does not amend the record(s) as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records prior to such disclosure, except to the extent that FERPA, the Minnesota Data Practices Act, or other state or federal law expressly provides for disclosure without prior consent.
  - a. One exception which permits disclosure without prior consent is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. Generally, a school official has a legitimate educational interest if the individual needs to review an education record or have the educational information in order to fulfill his or her professional responsibilities.

- c. Upon request, the School District discloses a student's education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. The School District forwards education records on request to a school in which a student seeks or intends to enroll, the School District does not provide further notice to parents or eligible student's prior to such a transfer.
4. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA and receives complaints is:

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

5. "Directory Information" concerning students is public information and may be disclosed by the School District without prior consent.
  - a. "Directory information" includes the following information relating to a student: the student's name; address; telephone number; date of birth; sex; major field of study; dates enrolled in Mounds View Public Schools; height and weight of members of athletic teams; extra-curricular activities, special achievements and honors. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
  - b. Should the parent of a student or the student so desire, any or all of the directory information listed above will not be disclosed without the parent's or student's prior written consent except to school officials as provided under federal law.
  - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information.
    - (1) Name of student;
    - (2) Home address;
    - (3) School presently attended by student;
    - (4) Parent's legal relationship to student, if applicable;
    - (5) Specific category or categories of directory information which is not to be made public without the parent's or student's prior written consent.
6. Copies of the School Board's Policy EG-3110 regarding protection and privacy of student records and accompanying procedures are available to parents and students upon written request at the Office of the Superintendent of Schools.

## ANNUAL PUBLIC NOTICE

### STUDENT SURVEYS

Periodically, our School District will administer student surveys on a variety of subjects. In addition, our School District participates in the Minnesota Student Survey conducted by the Minnesota Department of Education. The Minnesota Student Survey asks information of our 6<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> grade students. Federal law requires us to notify parents of this activity.

The Minnesota Student Survey is anonymous, confidential and voluntary. Students do not provide their names, school identification numbers or other personal information. No individuals or their families can be identified. The results are reported on the School District's students as a whole. The privacy of students is protected.

There are frank questions on the Minnesota Student Survey about many topics relating to young people's lives. These include use of alcohol or other drugs, safety in and around the schools, physical activity and nutrition, mental or emotional health (stress, feeling bad), illegal or antisocial behavior (theft, chemical use, fighting), and belief systems that affect personal decisions. Questions regarding sexual behavior and attitudes are asked only of 9<sup>th</sup> and 12<sup>th</sup> grade students. If students are not involved in an activity, they skip the related questions and go on to the next section. The Minnesota Student Survey also asks about how well school is going, future plans, how adolescents spend their time and about how the school, family and community support them.

As part of Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), you are allowed to review the survey and have the opportunity to elect not to allow your child to participate. If you want to review the survey or if you choose to have your son or daughter not take the Minnesota Student Survey or any other surveys administered during the current school year you can do so by contacting your child's school principal in writing prior to the date of the survey administration. The written notice should contain:

- a. Student Name
- b. Student School
- c. Grade Level
- d. Your Name
- e. Your Relationship to Student
- f. A brief statement requesting that your student not participate in the Minnesota Student Survey
- g. Your Signature
- h. Date

## **Notice Regarding NCLB and Military Recruiters**

Section 9528 of the No Child Left Behind Act of 2001, requires school districts that receive federal funds to provide to military recruiters the same access to secondary school students as is provided to institutions of higher learning and prospective employers and must provide student's names, addresses and telephone numbers to recruiters, when requested, unless the parent makes a written request to have that information withheld.

If you would like to prevent your child's contact information from being provided to military recruiters you can send a signed, written letter expressing your desire to prevent the disclosure of information to:

Student Information and Reporting  
Mounds View Public Schools  
350 Highway 96 West  
Shoreview, MN 55126

## **Eligibility for Health Care Coverage**

Available health care coverage may be available through the Minnesota Health Care Program, otherwise known as MinnesotaCare. Contact MinnesotaCare at 651-297-3862 for more information.

*The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety log on to: the District's home page at [www.moundsvIEWSchools.org](http://www.moundsvIEWSchools.org) and find the School Board's web page. The policy page is located at [www.moundsvIEWSchools.org/sb\\_policies.asp](http://www.moundsvIEWSchools.org/sb_policies.asp). They are under the title of Policy-Ends and Goals or Regulations-Ends and Goals.*

### EQUAL OPPORTUNITY (Policy and Regulations EG-3111)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

### STUDENTS WITH DISABILITIES

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student, "who is an individual with a disability," under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs." Contact Ann Bettenburg Director of Student Services 651-621-6048.

### TRANSPORTATION (Policy and Regulations EG-0103)

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION (Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.).

HEALTH AND SAFETY (Policy and Regulations EG-3102, 3103 and 3106)

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexual abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

STUDENT CONDUCT (Policy and Regulation EG-3101)

Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

SAFETY AND CRISIS RESPONSE (Policy and Regulation EG-3103)

Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

School-Sponsored Activity: School-sponsored activities include all activities scheduled and supported by the Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.

Non- School-Sponsored Activities: Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools' facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- a. Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- b. Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- c. Assure easy identification of authorized presence of individuals in schools.
- d. Provide for periodic updating procedures relative to school safety.

#### STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3109)

Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

#### HARASSMENT, INTIMIDATION, VIOLENCE AND OTHER FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)

Mounds View Public Schools will maintain a learning and working environment that is free from hazing, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

If you feel your son or daughter has been a victim under this policy please contact your building principal. If it is an emergency situation please contact your local law enforcement.

#### MINNESOTA SAFE SCHOOLS INITIATIVE – BULLYING (Policy and Regulation EG-3107)

Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes 121.31. It will be a violation of EG-3107 for any student to engage in bullying or cyber bullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation.

If you feel your son or daughter has been a victim under this policy please contact your building principal. If it is an emergency situation please contact your local law enforcement.

#### PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy and Regulation EG-3110)

Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

#### Criminal Background Checks

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

#### USE OF TECHNOLOGY – STUDENTS (Policy and Regulation EG 2104)

The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events, while encouraged, is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other District policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or legal action against students who violate these Policies and Regulations or any applicable laws.

#### **District Parent Involvement Procedures - Title I - 2016-2017**

Mounds View School District is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children’s first teachers. Their support for their children and for the school is critical to their children’s success at every step along the way.

#### **PART I. DISTRICT EXPECTATIONS**

*Each school district must establish the district’s expectations for parental involvement. [Section 1118(a)(2), ESEA.]*

The Mounds View School District agrees to implement the following requirements:

- Mounds View School District will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Mounds View School District will work with its schools to ensure that the required school-level Parental Involvement Policy/Procedure meet the Title I requirements, and include, as a component, a school-parent compact.
- Mounds View School District will incorporate this district-wide Parental Involvement Policy/Procedures into its district plan.
  - In carrying out the Title I parental involvement requirements, to the extent practicable, the Mounds View School District and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If Mounds View School District plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to Minnesota Department of Education.
- Mounds View School District will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.)
- Mounds View School District will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

## **PART II. DISTRICT PARENTAL INVOLVEMENT POLICY *REQUIRED* COMPONENTS**

1. Mounds View School District will take the following actions to involve parents in the joint development/revision of its district parent involvement policy/procedures:
  - Parents will be invited to review the parent involvement policy/procedures at Title I events.
  - Parents will be invited to a meeting in the spring to review the specific components of the parent involvement policy/procedures.
2. Mounds View School District will involve parents in the joint development of district plan, review and improvement [i.e. district plan, *section 1112*, schoolwide *section 1114*, and/or school *improvement section 1116*];
  - Parents are invited to participate in each Title I school's BILT (Building Instructional Leadership Team.) One of the responsibilities of BILT is to annually review their school's instructional delivery model and adjust the plan for the following year using current data and input from staff and parents.
  - The annual school report card will be reported to parents through School Talk (District Publication mailed to all residents), a District letter to families with enrolled students and posting on the District website
  - The District will notify parents through School Talk and on the District website.
  - An AYP committee, comprised of teachers, parents and administration, will develop the District's plan for improvement and seek input from parents through a variety of means (e.g. surveys, focus group meetings.)
  - The District will continue to include parent representatives on the Staff Development Council. This group meets monthly to address staff development priorities and approve individual teacher requests for professional development.
  - Parents serve on the District' Curriculum Advisory Council (CAC.) Staff and parents work collaboratively to review each curricular area to determine instructional and staff development priorities.
3. Mounds View School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- The Title I Coordinator, Special Education GUIDES and Language Arts/Math resource teachers will meet with the Title I staff to review the annual parent involvement plan. Components of the plan may include Title I parent/student events, print materials available to parents and information about building level parent involvement opportunities.
4. Mounds View School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I,
- how to monitor their child's progress, and
- how to work with educators

Parents will be offered numerous opportunities to engage in partnerships that address critical topics related to student learning and achievement. These opportunities include:

- District publications on state and local assessment information
- School newsletters and websites highlighting academic support programs, parent education tips and information on how to access teachers to keep informed on their child's progress.
- Title I families will receive regular parent publications on tips for working with students and getting involved in school.
- Title I staff will provide regular, on-going communication with families through fall and spring conferences, open houses, parent education events and frequent informal contacts.

B. The school district will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Parents will be invited to building parent meetings and informed of parent education opportunities.
- An annual Title I parent education night will be offered
- All Title I families will receive a monthly newsletter that includes a variety of parent strategies for improving student learning.
- The individual school newsletters will periodically provide tips for supporting learning at home (e.g. ideas for promoting independent reading, suggested book titles.)

C. The school district will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- The District vision includes a parent involvement component that promotes parent participation at the District and individual school levels.

- Each Title I school has an active parent involvement program. Parents are offered multiple opportunities to be directly involved at school and through home support by keeping informed of school happenings and actively supporting student learning outside the school day.

D. The school district will coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Family nights for school readiness programs that include a literacy-based component are held throughout the year.
- Information is available to parents through the District's Parent Resource Center.
- Parents attend ECFE evening classes with their children.

E. The school district will take the following actions to ensure that Title I information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Multiple methods are used to communicate essential information to Title I families. These include: school newsletters, District publications, Title I flyers, e-mails and phone calls from Title I staff.
- Publications will be translated into different languages as needed by the population being served.

5. Mounds View School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

6. Mounds View School District will involve parents in the decisions regarding how funds reserved for parental involvement activities:

- Parents will be given an opportunity for input on use of parent involvement funds at the annual Title I parent education event and spring parent involvement planning meeting.
- Involvement will occur throughout the year, as needed through electronic communication with representative Title I parents or additional meetings.

### **PART III. ADOPTION**

Mounds View School District Parental Involvement Policy/Procedures has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs, as evidenced by meeting minutes.