



**HIAWATHA
ACADEMIES**

Growing Learners. Growing Leaders

District Policies

2019-2020

APPENDIX A: DISTRICT ANTI-BULLYING POLICY

Bullying Prohibition Policy

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: March 18, 2015

I. PURPOSE

Hiawatha Academies strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. A safe, secure, and respectful learning environment is necessary for students to learn and attain high academic standards. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not.

This policy can be found in the school's student handbook, within the school and district administrative offices, and electronically at (Enter the name of the district or charter school). The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

II. DEFINITIONS

- A. "Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students when either: (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

- B. "Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.
- C. "Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.
- D. "Prohibited conduct" means bullying or cyberbullying as defined above or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- E. "Remedial response" is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.
- F. "School" means a public or public charter school, and includes Hiawatha Academies.
- G. "Student" means a student enrolled in a public or charter school.

III. PROHIBITED CONDUCT

- A. Bullying is prohibited:
 - 1. On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
 - 2. During any school-sponsored or school-sanctioned program, activity, event or trip.
 - 3. Using school computers, electronic technology, networks, forums or mailing lists.
 - 4. Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.
- B. Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed.

- C. Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

IV. INITIAL RESPONSE AND REPORTING

School Principal: School principal or designee ("Principal/Designee") is the person responsible for receiving reports of bullying at the school level. The Principal/Designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the Principal/Designee, the complaint shall be made to the superintendent.

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the Principal/Designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the Principal/Designee, as deemed appropriate.
3. Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the Principal/Designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the Principal/Designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

V. INVESTIGATION

- A. Information Pertaining to Bullying Incidents:

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations. Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

B. Procedure:

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

1. The developmental ages and maturity levels of the parties involved.
2. The level of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences or past or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

C. Remedial Response:

The Principal/Designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying.

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance.

When a student engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and developmental age.

When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

VI. PROFESSIONAL DEVELOPMENT AND EDUCATION

School Employees: The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

1. Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
2. Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
4. Information about Internet safety issues as they relate to bullying.
5. A review of the district's reporting requirements related to bullying.

Students: The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child's 504 or Individualized Education Program (IEP) team, the school district shall allow the child's IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

APPENDIX B: DISTRICT CHEMICAL USE AND ABUSE POLICY

Chemical Use and Abuse (MSBA #417)

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: August 20, 2014

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. In the discretion of the Executive Director, the school may establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the Executive Director, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the school.
- E. The school shall establish and maintain a program to educate and assist employees, scholars and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the scholar's

normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school's Drug-Free Workplace/Drug-Free School policy.
- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport scholars to and from school or school activities; off-school property at any school -sponsored or school -approved activity, event or function, such as a field trip or athletic event, where scholars are under the jurisdiction of the school; or during any period of time such employee is supervising scholars on behalf of the school or otherwise engaged in school business.

IV. STUDENTS

A. Instruction

1. The school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school may involve parents, scholars, health care professionals, state department staff, and members of the community in developing the curriculum.
2. The school shall have age-appropriate and developmentally based activities that:
 - Address the consequences of violence and the illegal use of drugs, as appropriate;
 - Promote a sense of individual responsibility;
 - Teach scholars that most people do not illegally use drugs;
 - Teach scholars to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - Teach scholars about the dangers of emerging drugs;
 - Engage scholars in the learning process; and
 - Incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. The school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. The school shall disseminate drug and violence prevention information within the school and to the community.
5. The school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents,

and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.

6. The school shall have drug and violence prevention activities that may include the following:
 - Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - The hiring and mandatory training, based on scientific research, of school security personnel who interact with scholars in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for scholars at risk of violent behavior and illegal use of drugs.
 - Programs that encourage scholars to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school employee knows that a scholar is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - The employee shall immediately either take the scholar to an administrator or notify an appropriate administrator of the observation and continue to observe the scholar until the administrator arrives.
 - The administrator will notify the scholar's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - The administrator will notify law enforcement officials, the scholar's counselor, and the chemical preassessment team.
 - The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the scholar's person, effects, locker, vehicle, or areas within the scholar's control. Searches by school officials shall be in accordance with school board policies regarding search and seizure.
 - The school will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include

immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. In the event that a school employee has reason to believe that a scholar is abusing, possessing, transferring, distributing or selling chemicals:
 - The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the scholar or parents, or providing a meeting between a single member of the team and the scholar to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Scholars involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the Executive Director or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the scholar and, in the case of a minor, the scholar's parents with information

about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records:
 - If the preassessment team decides not to provide a scholar and, in the case of a minor, the scholar's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the scholar shall be destroyed not later than six (6) months after the determination is made.
 - If the team decides to provide the scholar and, in the case of a minor or a dependent scholar, the scholar's parents with such information, records created or maintained by the team about the scholar shall be destroyed not later than six (6) months after the scholar is no longer enrolled in the school.
 - This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The Executive Director, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - Build awareness of the problem within the community, identify available treatment and counseling programs for scholars and develop good working relationships and enhance communication between the schools and other community agencies; and
 - Develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a scholar is believed to be in possession of or under the influence of

alcohol or a controlled substance. The procedure must include contact with the scholar and the scholar's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The Executive Director shall undertake and maintain a drug-free awareness and prevention program to inform employees, scholars and others about:
- The dangers and health risks of chemical abuse in the workplace/school.
 - The school's drug-free workplace/drug-free school policy.
 - Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or scholars.
- B. The Executive Director shall notify any federal granting agency that is required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the Executive Director.

APPENDIX C: DRUG FREE WORKPLACE POLICY

Drug Free Workplace/Drug Free School (MSBA #418)

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: August 20, 2014

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and scholars by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any scholar, teacher, administrator, other school personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.

- C. The school will act to enforce this policy and to discipline or take appropriate action against any scholar, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes selling, buying, manufacturing, distributing, dispensing, possessing, using, or being under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport scholars to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where scholars are under the jurisdiction of the school; or during any period of time such employee is supervising scholars on behalf of the school or otherwise engaged in school business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws; or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Scholars who have a prescription from a physician for medical treatment with a controlled substance must comply with the school's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the Executive Director.
- E. Possession of alcohol on school grounds, other than pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

- A scholar who violates the terms of this policy shall be subject to discipline in accordance with the school's discipline policy. Such discipline may include suspension or expulsion from school.
- The scholar may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

- As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school federal grant is performed, no later than five (5) calendar days after such conviction.
- An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board.

- In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the school board.
- Sanctions against employees, including non-renewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

APPENDIX D: DISTRICT ENROLLMENT POLICY

Enrollment Process and Policies (rev. June 2017)

Eligibility:

- Hiawatha is an **open enrollment** public charter school.
- Hiawatha has a transportation zone that runs north to I-94 (including the Cedar River Side neighborhood between I-35W and I-94), east to the Mississippi River, south to I-494, and west to Lyndale Ave. Applicants outside of the transportation zone may enroll; HOWEVER Hiawatha only guarantees bussing within the stated transportation zone.
- New Kindergarten applicants must be 5 by September 1st
- Each student must complete an individual application (i.e. not one application for the family).

Registration Period:

The application period for the 2018-19 school year is Oct. 1st, 2017 – Feb. 15th, 2018.
ALL APPLICATIONS ARE DUE: February 15th

All returning student INTENT TO RETURN FORMS are due on JANUARY 15TH.

Official Enrollment and Lottery:

In the event that we receive more applications than spots available, Hiawatha is required to conduct a lottery.

- Families will be notified of their enrollment status after MARCH 5th.
- In the event that it is needed, the lottery will take place on MARCH 1st.

- All new applications will be entered into the lottery. Enrollment will be determined based on the order selected from the lottery.

Additional Provisions:

Prior to accepting students by lottery, Hiawatha Academies provides enrollment preferences in the following situations

1. Returning students that complete the intent to return form by the January 15th deadline.
2. Siblings of currently enrolled students. Siblings are defined as children who share a legal guardian with a currently enrolled student
3. Children of school staff
4. Children on prior year waitlist that have completed a new application.

General Lottery and Admission Procedures:

- I. Order of Admission Preference:
 1. **Currently enrolled students:** Currently enrolled students receive primary enrollment preference. Current students must complete the Intent to Return form by January 15th.
 2. **Siblings of currently enrolled students:** Siblings of currently enrolled students have preference before children of staff, prior year waiting list students, and general lottery applicants. In the event of more siblings than spots available, a sibling lottery is held and establishes a sibling waiting list.
 3. **Children of staff:** Children of staff receive preference before prior year waiting list students and general lottery applicants. In the event of more children of staff applicants than spots available, a staff-children lottery is held and establishes a staff-children waiting list.
 4. **General Lottery Enrollment:** In the event that there are more new applicants than spots available, a lottery will be conducted. New student applications must be submitted by February 15th to be considered for the general lottery. The lottery is conducted from highest grade to lowest grade to fill all available enrollment spots. The lottery is also continued in order to assign waitlist positions based on the order selected.
 5. **Siblings of enrolled students from the general lottery:** In the event that a family has multiple siblings applying for more than one grade, sibling preference will apply as soon as enrollment is determined in the lottery grade. In the event a sibling waiting list exists, the sibling of the general lottery enrolled student will be added to the sibling waitlist based on the order selected.
 6. **Applications received AFTER February 15th:** Applications received AFTER the February 16th deadline will be placed on the general waitlist on a first come first serve basis following the lottery process.

II. Waitlist Placement:

- Applications received AFTER the February 15th deadline will be placed on the waitlist on a first come first serve basis following the order of admission preference.
- If enrolled in a first choice school, students will be taken off the waitlist of any other Hiawatha Academies school.
- If enrolled in a second choice school, students will remain on the waitlist for the first choice school selection. In the event that a spot becomes available in the first choice school, rolling enrollment will always be on a "top of the waiting list first" basis.

Completing Enrollment

In order to confirm enrollment at Hiawatha Academies, a parent must attend a new parent orientation or make arrangements with the school.

Admitting Students During the School Year:

In the event that a spot is open after the first day of school but before the last day of school, and there is a child on a waitlist waiting to fill that spot, rolling enrollment will be limited to the following window, and during this window will always be on a "top of the waiting list first" basis. The window is:

1. From First Day of School to March 1st

During the enrollment window, if a kindergartener is selected off the waiting list to fill an available spot, the child must have attended another school or program that is subject to compulsory attendance during the school year.

Transfer Requests within the Hiawatha Academies Network

- Returning students requesting transfer to another Hiawatha Academies network school will have preference before siblings, children of staff, prior year waiting list students, and general lottery applicants only for the purpose of keeping siblings together at the same school location. To be eligible for the advanced preference, a transfer request form must be completed by February 15th.
- Transfer requests for all other purposes will receive the same preference as general lottery applications.

**In rare circumstances with board approval, the executive director has the authority to exceed enrollment capacity on a case by case basis.

Internet Acceptable Use Policy (MSBA # 524)

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: August 20, 2014

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding scholar and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables scholars and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to scholars in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school is providing scholars and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing scholars and employees with general access to the Internet. The school computer system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the system to further educational and personal goals consistent with the mission of the school and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school system and Internet resources or accounts are considered unacceptable:

- Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - Information or materials that could cause damage or danger of disruption to the educational process;
 - Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.
- Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.
- Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system

may not be encrypted without the permission of appropriate school authorities.

- Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Users will not use the school system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.

- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.

VI. FILTER

- A. All school computers with Internet access and available for scholar use will be equipped to restrict, by use of available software filtering technology or other effective methods, all scholar access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school computers with Internet access, not just those accessible and available to scholars, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. With respect to any of its computers with Internet access, the School will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
- Obscene;
 - Child pornography; or
 - Harmful to minors.

- D. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. An administrator, supervisor or other person authorized by the Executive Director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school.

VIII. LIMITED EXPECTATION OF PRIVACY

- By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.
- Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and other materials in files maintained on the school system might be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

IX. INTERNET USE AGREEMENT

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of scholars, parents and employees of the school.
- This policy requires the permission of and supervision by the school's designated professional staff before a scholar may use a school account or resource to access the Internet.
- The Internet Use Agreement form for scholars must be read and signed by the user, the parent or guardian, and the supervising teacher. The employee must sign the Internet Use Agreement form for employees. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL LIABILITY

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or non deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school policies relating to Internet use.
- B. This notification shall include the following:
- Notification that Internet use is subject to compliance with school policies.
 - Disclaimers limiting the school's liability relative to:
 - Information stored on school diskettes, hard drives or servers.
 - Information retrieved through school computers, networks or online resources.
 - Personal property used to access school computers, networks or online resources.
 - Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
 - A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - Notification that, even though the school may use technical means to limit scholar Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that

any financial obligation incurred by a scholar through the Internet is the sole responsibility of the scholar and/or the scholar's parents.

- Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
- Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- Notification that all provisions of the acceptable use policy is subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their scholar's use of the school system and of the Internet if the scholar is accessing the school system from home or a remote location.
- B. Parents will be notified that their scholars will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
- A copy of the user notification form provided to the scholar user.
 - A description of parent/guardian responsibilities.
 - A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the scholar.
 - A statement that the school's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including scholar and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

APPENDIX F: DISTRICT SEARCH OF STUDENT POLICY

Search of Student Lockers, Desks, Personal Possessions and Student's Person (MSBA # 502)

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: January 23, 2012

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of scholars. School officials for any reason may conduct inspection of the interior of lockers at any time, without notice, without scholar consent, and without a search warrant. The personal possessions of scholars within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a scholar's personal possessions, the school officials must provide notice of the search to scholars whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school. At no time does the school relinquish its exclusive control of desks provided for the convenience of scholars. School officials for any reason may conduct inspection of the interior of desks at any time, without notice, without scholar consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of scholars and/or a scholar's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

- D. It shall be a violation of this policy for scholars to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for scholars to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a scholar, parent or staff member, a scholar's suspicious behavior, a scholar's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, and/or the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the scholar.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without scholar consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a scholar and/or a scholar's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a scholar and/or a scholar's person will be reasonable in its scope and intrusiveness.

- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to scholars whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school shall provide a copy of this policy to a scholar when the scholar is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A scholar found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the scholar may, when appropriate, be referred to legal officials.

APPENDIX G: DISTRICT STUDENT DISCIPLINE POLICY

Student Discipline (MSBA #506)

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: January 23, 2012

I. PURPOSE

The purpose of this policy is to ensure that scholars are aware of and comply with the school's expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when scholars fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each scholar is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All scholars are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses scholar self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Scholars must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects scholar attitudes and influences scholar behavior. Proper scholar conduct is necessary to facilitate the education process and to create an atmosphere conducive to high scholar achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable student discipline policy will contribute to the quality of the scholar's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school administrators, teachers, employees, scholars, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all scholars of the school.

Common Language

Scholars at Hiawatha Academies will be taught the characteristics of a “scholar” and “leader”. As such, we will refer and address to our children as “scholars” and “leaders.”

Core Values: H.E.A.R.T.

Hiawatha Academies has adopted a clear set of school-wide values that scholars, teachers, parents and leadership pledge to live by at all times. *Honor. Excellence, Always Try, Responsibility, and Team.* Teachers, leaders and parents will live by these values and model them for our young scholars. By learning the values of H.E.A.R.T. at an early age, our scholars will be prepared to go to and through college and be citizens that serve the common good.

III. AREAS OF RESPONSIBILITY

A. The School Board

The school board holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy.

B. Executive Director

The Executive Director is given the responsibility and authority to formulate rules and regulations necessary to enforce this policy, subject to final school board approval. The Executive Director shall establish guidelines and directives to carry out this policy, hold all school personnel, scholars and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Executive Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting scholars and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy. The Executive Director, in exercising his or her 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.

C. Building Principals

The Building Principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The Building Principal shall give direction and support to all school personnel performing their duties within the framework of this policy. A Building Principal, in exercising his or her 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.

D. Teachers

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the rules regarding student conduct. 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.

E. Other School Personnel

All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Executive Director. A school employee, school bus driver, or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians

Parents and guardians shall be held 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.

G. Scholars

All scholars shall be held individually responsible for their behavior and for knowing and obeying the rules regarding student conduct and this policy.

H. Community Members

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All scholars have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All scholars have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;

- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school ;
- To assist the school staff in maintaining a safe school for all scholars;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To be aware of and comply with federal, state and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any scholar who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school -related functions. This policy also applies to any scholar whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the scholar, other scholars, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of obscene language, or the possession of obscene materials;
3. Hazing or bullying
4. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
5. Opposition to authority using physical force or violence;
6. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects or other violations of the school's Weapons Policy;

7. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
8. Violation of any local, state or federal law as appropriate;
9. Acts, disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
10. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
11. Violation of school bus or transportation rules or the school bus safety policy;
12. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
13. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;
14. Scholastic dishonesty which includes, but not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
15. Impertinent or disrespectful language toward teachers or other school district personnel;
16. Sexual and/or racial abuse and/or harassment; touching others in inappropriate private areas.
17. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the scholar or other persons or which otherwise endangers the health, safety, or welfare of teachers, scholars, other school district personnel, or other persons;
18. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result poor judgment;
19. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
20. Verbal assault, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
21. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
22. Violation of school rules, regulations, policies, or procedures;
23. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the scholar or other

scholars, 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 obstruct the mission or operations of the school district per the safety or welfare of scholars or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the scholar's misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with the teacher, Building Principal, Executive Director, or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. Suspension from extracurricular activities;
- F. Detention or restriction of privileges;
- G. Loss of school privileges;
- H. In-school monitoring or revised class schedule;
- I. Referral to in-school support services;
- J. Referral to community resources or outside agency services;
- K. Financial restitution;
- L. Referral to police, other law enforcement agencies, or other appropriate authorities;
- M. Out-of school suspension under the Pupil Fair Dismissal Act;
- N. Preparation of an admission or readmission plan;
- O. Expulsion under the Pupil Fair Dismissal Act;
- P. Exclusion under the Pupil Fair Dismissal Act;
- Q. Other disciplinary action as deemed appropriate by the school district.

In utilizing suspensions, expulsions, or exclusions, it is the policy of Hiawatha Leadership Academies to comply with the Minnesota Pupil Fair Dismissal Act as well as state and federal law as it relates to the discipline of scholars with disabilities or scholars suspected of having disabilities.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the scholar, using positive reinforcement, assigning detention or other consequences, or contacting the scholar's parents. When such measures fail, or when the teacher

determines it is otherwise appropriate based upon the scholar's conduct, the teacher shall have the authority to remove the scholar from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a Building Principal, or the Executive Director to prohibit a scholar from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. Where deemed necessary or appropriate by the Executive Director, the school shall notify the parent or guardian of the scholar's removal from class and make reasonable attempts to convene a meeting with the scholar's parent or guardian to discuss the problem that is causing the scholar to be removed from class.

IX. PROCEDURES FOR REMOVAL OF A STUDENT FROM CLASS

In the event a scholar needs to be removed from class, teachers must contact the school administrator (Executive Director or Building Principal) to receive permission to send a scholar out of class.

- A. Responsibility for and Custody of a Student Removal from Class.

Scholars who need to be removed from class should be escorted by the teacher, administrator, or other adult to be sent to the office with makeup work. The teacher may decide if the scholar needs an escort. An educational assistant or other available adult may be used to escort the scholar. The teacher may call the office to request an escort if necessary.

- B. Students with Disabilities; Special Provisions.

1. As appropriate, the administration will consult with the special education teachers regarding removal of class of a scholar with an IEP.
2. Scholars consistently removed from class may be referred to the Child Support Team (CST) for possible evaluation for special education services.

C. Suspension Procedures

1. Only an administrator (Building Principal or Executive Director) or their designee, has the authority to suspend a scholar from school.
2. It is the policy of Hiawatha Academies to utilize suspensions only when necessary and to fully comply with the Minnesota Pupil Fair Dismissal Act.
 - The school administration shall not suspend a scholar from school without an informal administrative conference with the scholar. The informal administrative conference shall take place before the suspension, except where it appears that the scholar will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the scholar of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the scholar may present the scholar's version of the facts. A separate administrative conference is required for each period of suspension.
 - A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the scholar at or before the time the suspension is to take effect, and upon the scholar's parent or guardian by mail within forty-eight (48) hours of the conference.
 - The school administration shall make reasonable efforts to notify the scholar's parent or guardian of the suspension by telephone as soon as possible following suspension.
 - In the event a scholar is suspended without an informal administrative conference on the grounds that the scholar will create an immediate and substantial danger to surrounding persons or property, the written notice shall be

served upon the scholar and the scholar's parent or guardian within forty-eight (48) hours of the suspension.

3. Any suspension of more than five days must have the approval of the Executive Director.
4. Prior to any suspension involving a scholar with a disability (or immediately after in the case of a scholar presenting a danger to themselves or others), the Building Principal or Executive Director shall consult with the Director of Student Support Services to ensure that special education procedures are being followed.

X. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law.

It is the policy of the school that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XI. DISTRIBUTION OF POLICY

The school will notify scholars and parents of the existence and contents of this policy in such manner, as it deems appropriate. Copies of this discipline policy shall be made available to all scholars and parents at the commencement of each school year and to all new scholars and parents upon enrollment. This policy shall also be available upon request in the Executive Director's office.

XII. REVIEW OF POLICY

The Executive Director and representatives of parents, scholars and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Executive Director for consideration by the school board, which shall conduct an annual review of this policy.

APPENDIX H: DISTRICT WELLNESS POLICY

Wellness (MSBA #533)

Adopted by Hiawatha Academies Board of Education: May 27, 2009

Revised: August 20, 2014

I. PURPOSE

The purpose of this policy is to ensure a school environment that promotes and protects scholars' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition instruction and physical activity are important components of the educational process and that good health fosters scholar attendance and education.
- B. The school environment should promote and protect scholars' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of scholars, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All scholars will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide scholars with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of scholars; try to accommodate the religious, ethnic, and cultural diversity of the scholar body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for scholars to eat.

III. GUIDELINES

A. Foods and Beverages

- 1. Foods and beverages offered over the course of the school week will provide scholars with a variety of choices to encourage a balanced diet.
- 2. Food service personnel will take every measure to ensure that scholar have access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.

3. Classroom snacks and foods served at classroom celebrations with reinforce the importance of healthy choices.
4. The Executive Director, or designee, shall adhere to all federal, state, and local food safety and security guidelines.
5. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, scholars who are eligible for free and reduced price school meals.
6. The school district will provide scholars access to hand washing or hand sanitizing before they eat meals or snacks.
7. The school district will make every effort to provide scholars with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
1. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless scholars may eat during such activities.
9. School sites should discourage scholars from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.
10. School staff will encourage the use of vendor purchased food for all school district related events and activities:
 - To prevent possible food borne illnesses;
 - To control and minimize food allergic reactions; and
 - To encourage healthy food choices

B.School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by scholars and engage in nutrition promotion that is offered as part of a comprehensive program designed to provide scholars with the knowledge and skills necessary to promote and protect their health.
2. Nutrition concepts will be reinforced by all school personnel and will be integrated into various subject areas.
3. The school district will encourage all scholars to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores.
4. Schools will discourage using foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a scholar's individual education program or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Fundraising

To support children's health and school nutrition education efforts, schools fundraising will promote the sale of nonfood and/or nutritious food items; being mindful of food safety. Schools will encourage fundraising activities that promote physical activity.

E. Physical Activity

1. Scholars need opportunities for physical activity, to fully embrace physical activity as a lifestyle choice. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle reflecting diverse opportunities and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers may provide short physical activity breaks between lessons or classes, as appropriate.
4. Schools will encourage physical activities at all levels according to the recommendations of the Minnesota Department of Education.

F. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. The Executive Director, or designee, will ensure compliance within the school's, or district's food service areas and will report to school board chair, as appropriate.
- C. An annual report will be made to the school board to ensure district wide compliance with the policy.

APPENDIX I: FERPA NOTIFICATION

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a

school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so by FERPA. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health

staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a "school official" under this exception only if the school has first determined that the official has a "legitimate educational interest" in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a "school official" and what constitutes "legitimate educational interests." A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice

by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally

identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature

of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-8520